

MINUTES
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 26, 2016

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 26, 2016 at 6:31pm.

Members Present: President Gayle Carline, Secretary Jo-Anne Martin, Trustee Richard DeVecchio, Trustee Elizabeth Minter, Trustee Al Shkoler

Members Absent: None

Staff Present: Yesenia Baltierra, Public Services Manager; Diane Warner, Administrative Assistant

Staff Absent: Library Director Jeanette Contreras – excused absence

Guests: Marina Tutty, Financial Consultant

ADOPTION OF AGENDA

It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the September 26, 2016 meeting agenda as presented:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Carline attended the Taste Of The Town and the Police-Fire-Emergency Recognition Breakfast; participated in the library's Pokemon Go event with Assemblywoman Ling Ling Chang; met with new PYLUSD Superintendent, Dr. Greg Plutko; and attended July and August PLFF board meetings. (Item 5)

Secretary Martin enjoyed the Taste of the Town; the Recognition Breakfast; the library's Summer Reading Celebration and met with CSDA to discuss the Little Hoover Commission report. (Item 6)

Trustee DeVecchio attended ISDOC Quarterly Luncheon and Summer Reading Celebration; met with PYLUSD Superintendent Plutko; and attended the memorial for Peggy Dinsmore. (Item 6)

Trustee Minter also enjoyed the Recognition Breakfast, met with PYLUSD Superintendent Plutko; attended the Summer reading Celebration; attended the Dinsmore memorial; and met with Library Director Contreras to discuss prior year balance sheet reports. (Item 6)

Trustee Shkoler attended the Taste of the Town event; the Recognition Breakfast; Placentia-Linda Hospital Re-Dedication, a Pokemon Go event; and the library's Summer Reading Celebration; and met with Superintendent Plutko. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Public Services Manager Yesenia Baltierra, introduced new History Room Librarian, Michelle Meades; and reported on meetings with the City about ongoing parking lot issues and city-contracted janitorial services. The City has decided to end the library's contract as of December 31, 2016 and the Library Director is now pursuing other options for custodial and janitorial services. A logistics study of the civic center parking lot will be done to determine best use of

parking lot areas, with the library responsible for 38% of the cost. Several Charrette’s community feedback sessions have been completed with another 5 to 10 sessions taking place before November 18th, followed by a meeting with the consultant to discuss results. Final transfer to the Library of remaining accounts managed by the County of Orange will be completed by October. Library Director is currently reviewing the budget to allow for added administrative staff to process accounts payable/receivable. (Item 7)

FRIENDS FOUNDATION REPORT

Ginny Sanatar reported the addition of two new PLFF board members, Lorry Dietz and Marie Trinh, and the resignation of board members Jacqueline Mahrley and Anita Coleman. PLFF membership now includes several “younger generation” new members, with recent changes in membership promotional activities to attract more young people. Tickets for the 2017 Authors Luncheon will go on sale in December, with payment available via PayPal. (Item 8)

CONSENT CALENDAR

After clarification on agenda items 12 and 17, It was moved by Trustee Shkoler and seconded by Secretary Martin to approve Agenda Items 9-22. (Item 9) A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler
NOES: None
ABSENT: None

MINUTES for the JULY 20, 2016 BOARD MEETING

Minutes for the July 20, 2016 Trustees meeting were received, approved and filed. (Item 9)

TREASURER’S REPORTS

Check Registers/Vendor Payments for July and August 2016 – received and filed (Item 10)

Fund 707 Balance Report for July and August 2016 – received and filed (Item 11)

Financial Reports through July and August 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments - received and filed (Item 12)

Balance Sheets for July and August 2016 - received and filed. (Item 13)

Acquisitions Report for July and August 2016 – received and filed. (Item 14)

Entrepreneurial Activities Report for July and August 2016 – received and filed. (Item 15)

Moved by Secretary Martin and seconded by Trustee Minter to receive, file and approve the Financial Reports for Check Registers/Vendor Payments, Fund 707, Payroll, Balance Sheets, Acquisitions and Entrepreneurial Activities. A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler
NOES: None
ABSENT: None

GENERAL CONSENT REPORTS

Personnel Report for July and August 2016 – received and filed. (Item 16)
Circulation Report for July and August 2016 – received and filed. (Item 17)
Review of Shared Maintenance Costs with the City of Placentia for July and August 2016, under the JPA – received and filed. (Item 18)

STAFF REPORTS

Administration Report for July and August 2016 (Item 19)
Children's Services Report for July and August 2016 (Item 20)
Adult Services Report for July and August 2016 (Item 21)
Placentia Library Website Technology Report - July and August 2016 (Item 22)

NEW BUSINESS

ADOPTION OF RESOLUTION 16-09 TO DESIGNATE SEPTEMBER AS "LIBRARY CARD SIGN-UP MONTH"

Public Services Manager Yesenia Baltierra presented the library's request to designate each September as "Library Card Sign-up Month," and displayed the two winning designs for the new library cards. New library cards are on order. It was moved by Trustee DeVecchio and seconded by Trustee Minter to adopt Resolution 16-09: A Resolution of the Board of Trustees of the Placentia Library District to Designate September as Library Card Sign-up Month. Along with a framed award for the winners displaying the card design, Trustee Minter also donated \$100 for two Barnes & Noble gift cards for the design winners. (Item 23) A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler
NOES: None
ABSENT: None

MARKETING OPPORTUNITY WITH LAMAR ADVERTISING FOR OUTDOOR ADVERTISING CONTRACT

Public Services Manager Yesenia Baltierra reported a marketing opportunity to promote library programs and services on digital display signs mounted on both sides of the 57 freeway at the Orangethorpe Avenue exits. Options are a 4-week advertising contract at a cost of \$5,000, or an 8-week contract for \$10,000. After discussion, it was moved by Secretary Martin and seconded by Trustee Shkoler to approve the 4-week outdoor digital advertising contract with Lamar Advertising as an initial trial. Trustee DeVecchio requested that staff keep track of increases in service revenue due to these outdoor signs, to determine the library's return on investment. (Item 24) A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler
NOES: None
ABSENT: None

SELECT CANDIDATES FOR THE INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY (ISDOC) ELECTION OF OFFICERS

Two ISDOC Board candidates attended and spoke to the Trustees about their candidacy. After discussion, the Trustees voted for James Fidler as President; Sandra Jacobs as First Vice President (Programs); Mark Monin as Second Vice President (Membership); and Mary Aileen Matheis as Third Vice President (Legislation). It was moved by Trustee Minter and seconded by Trustee DeVecchio to authorize the ISDOC ballot submission. (Item 25) A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler
NOES: None
ABSENT: None

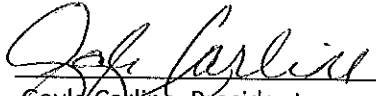
**BOARD SECRETARY REPORT
ON THE LITTLE HOOVER
COMMISSION**

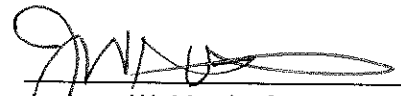
Secretary Martin shared background information about meeting recently with Kyle Packham of CSDA, to discuss the upcoming Little Hoover Commission report. The commission determined that Special Districts need to be more transparent and undergo regular independent audits and service reviews, as well as greater partnering with LAFCO, among other findings. Information on the 2000 report was provided for further review by trustees. No action required. (Item 26)

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of September 26, 2016 was adjourned at 7:25pm.

The next Board of Trustees meeting will be held on the regular date of Monday, October 17, 2016 at 6:30pm.


Gayle Carline, President
Library Board of Trustees


Jo-Anne W. Martin, Secretary
Library Board of Trustees