

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 21, 2014

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 16, 2014 at 6:31 p.m.

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

Trustees Absent: Trustee Carline (Excused)

Staff Present: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Administrative Assistant Diane Warner and Lori Worden, Children's Services Supervisor.

Guests: Adam Bauer, President at Fieldman, Rolapp & Associates, Steve Wilkerson of HMC Architects, John Chraska of *everylibrary.org* (via Skype video conference)

ADOPTION OF AGENDA

It was moved by Secretary Minter and seconded by Trustee Martin to adopt the agenda as presented:

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

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler attended the ALA Conference in Las Vegas, NV from June 26 to July 1, and found the Gamers workshop very informative. Overall, he felt it was a good conference with good speakers. (Item 5)

Secretary Minter attended the ALA Conference in Las Vegas, NV and enjoyed the OCLC session on Privacy and Security issues, as well as the Authors Tea.

Trustee DeVecchio spoke on behalf of the Library Trustees at Police Chief Rick Hicks Retirement event, and also presented Chief Hicks with a set of marble bookends as a retirement gift.

Trustee Martin also attended the ALA Conference in Las Vegas, NV and found the Building Trends and Fundraising ideas workshops informative. Also attended the Chipotle-Brea library fundraiser on June 18. (Item 6)

LIBRARY DIRECTOR REPORT

Director Contreras attended the ALA conference also, and was interested in the SirsiDynix demonstration. She also shared that the PLFF has given the Library a check for \$6,050.00 as part of its 2014-15 support efforts, which will be used towards the purchase of children's and adult library programs.

CONSENT CALENDAR

It was moved by Secretary Minter and seconded by Trustee Martin to approve Agenda Items 9-24:

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

**MINUTES FOR JUNE 16
TRUSTEES MEETING**

Meeting Minutes were received, approved and filed. (Item 9)

CLAIMS

Nonstandard Claims in excess of \$300 – none (Item 10)

**TREASURER'S
REPORT**

FY 2013-3014 Cash Flow Analysis: Fund 707 Balance Report for FY 2013-14 was received and filed (Item 13)

Financial Reports through June 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer – received and filed (Item 14)

Balance Sheet through June 2014 – received and filed (Item 15)

Acquisitions Report for FY 2013-14 through June 2014 – received and filed (Item 16)

Entrepreneurial Activities Report through June 2014 – received and filed. Passport Revenue for FY 2013-14 exceeded the total passport revenue for FY 2012-13 by \$24,596.00. (Item 17)

**GENERAL CONSENT
REPORTS**

Personnel Report for June 2014 – Interviews were held for the part-time Library Assistant position in Children's services. An offer was accepted, and now awaiting confirmation of fingerprint verification. (Item 18)

Circulation Report for June 2014 – received and filed. (Item 19)

Review of Shared Maintenance Costs with the City of Placentia under the JPA – received and filed. (Item 20)

STAFF REPORTS

Library Director's Report for April 2014 (Item 21)

Children's Services Report for April 2014 (Item 22)

Adult Services Report for April 2014 (Item 23)

Web Site & Technology Report for April 2014 (Item 24)

CONTINUING BUSINESS

- Library Renovation** Continued discussion about financing options to fund a Library Renovation project, to be completed by the Placentia Centennial Event in 2019. Adam Bauer, President of Fieldman, Rolapp and Associates, followed up his June presentation with four (4) library renovation options and explained the process involved for a 2015 General Obligation (GO) Bond ballot. He presented a formal proposal on project costs and a tentative timeline. Steve Wilkerson (HMC Architects) presented plan layouts of the four Conceptual Project Cost Options. John Chraska of *everylibrary.org* shared funding options that can be presented to the community after a master plan is confirmed. The timeline to establish Project Financing is 15-18 months. (Item 25)
- Authorize Contract to Fieldman, Rolapp and Associates to Provide Financial Counseling Services** After Item 25 presentation and discussion, Secretary Minter moved to accept the Phase One portion of the GO Bond Measure proposal, which retains Fieldman, Rolapp and Associates to develop a public opinion survey to determine community interest. Trustee Martin seconded the motion. A Roll Call vote was unanimous. (Item 26)
AYES: Shkoler, Minter, Martin, DeVecchio
NOES: None
- iPad Borrowing Policy** Board of Trustees voted to postpone this to the September board meeting, to allow Trustees more time for review of the policy verbiage. (item 27)

NEW BUSINESS

- Management & Leadership Skills Seminar for Adult and Children's Services Supervisors** Library Director requested Board approval to authorize the Children's and Adult Services Supervisors to attend a Management & Leadership Skills Seminar on Sept 11-12 in Anaheim, CA. After a brief discussion, Trustees voted to approve this request. (Item 28)
AYES: Shkoler, Minter, Martin, DeVecchio
NOES: None
- Association of Children's Library Services (ALSC) National Institute on Sept 18-20, 2014** Library Director requested Board approval to authorize the Children's Services Librarian to attend the ALSC National Institute in Oakland, CA from Sept 18-20, 2014. Secretary Minter moved and Trustee Martin seconded the request. (Item 29)
AYES: Shkoler, Minter, Martin, DeVecchio
NOES: None
- CSDA 2014 Annual Conference in Palm Springs, CA - Sept 29-Oct 2, 2014** After a brief discussion, Trustee Martin moved and Secretary Minter seconded the request to attend the 2014 CSDA conference in Palm Springs. President Shkoler and Library Director Contreras will attend on behalf of Placentia Library District. (Item 30)
AYES: Shkoler, Minter, Martin, DeVecchio
NOES: None

Approve a Graphics Design Service RFP

Library Director requested Board approval to hire a Graphics Designer on a contract basis. Services will include general graphic design to create publicity and promotional materials for the eXPLORE Newsletter, library programs and Friends Foundation events. Secretary Minter recommended working with students from Cal-State Fullerton to provide internship opportunities. After discussion, it was moved by Trustee DeVecchio and seconded by Secretary Minter to approve the request, at an annual graphics design cost not to exceed \$10,000. (Item 31)

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

Adjust Library Board Meeting Dates for August and September 2014

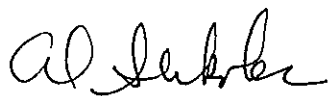
Trustees agreed to go dark in August 2014, and cancel the monthly Board of Trustees meeting on August 18. All issues will be postponed until the September 10, 2014 board meeting. A Work Session will be held at 5:00 p.m., with the monthly Board meeting following at 6:30 p.m. It was moved by Trustee DeVecchio and seconded by Trustee Martin to approve the date changes. (Item 32)

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

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District held on July 21, 2014 was adjourned at 8:00 p.m.

The next scheduled Trustees meeting will be held on September 10, 2014 at 6:30 p.m.



Al Shkoler
President
Library Board of Trustees



Elizabeth Minter
Secretary
Library Board of Trustees