

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 23RD, 2019

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 23rd, 2019 at 6:30 p.m.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Fernando Maldonado, Business Manager; Yesenia Baltierra, Public Services Manager; Jon Legree, Technology Manager

Guests: Ethan Brown, Emergency Management Coordinator, Orange County Sheriff.

ADOPTION OF AGENDA

It was motioned by President Carline to adopt the agenda. It was moved by Secretary Shkoler and seconded by Trustee Martin to adopt the agenda (Item 3).

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

ORAL COMMUNICATION

Mr. Ethan Brown, Emergency Management Coordinator with the Orange County Sheriff. Operational Area agreement is being asked to be reviewed by the Board of Trustees. Mr. Brown provided the Board of Trustees the original document and the current draft. Feedback is required by October 31st, 2019. President Carline asked several questions regarding formatting and noted it will be included on the agenda in October for the Board to discuss and provide feedback to submit to the OC Sheriff (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the Black Ties & Tales Gala, Taste of Placentia, a Joint Use Committee meeting, and the Centennial Grand Re-Opening & Ribbon Cutting.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler attended the Black Ties & Tales Gala, Financial Partners Credit Union Forum, a Friends Board Meeting, and the Centennial Grand Re-Opening & Ribbon Cutting.

Trustee DeVecchio attended the Centennial Grand Re-Opening & Ribbon Cutting.

Trustee Martin attended the Black Ties & Tales Gala, a H.I.S. House Board Meeting, Financial Partners Credit Union Forum, a Friends Board Meeting, and the Centennial Grand Re-Opening & Ribbon Cutting.

Trustee Minter attended the Black Ties & Tales Gala, a Joint Use Committee meeting, and the Centennial Grand Re-Opening & Ribbon Cutting.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras took an opportunity to thank the staff of their tremendous efforts throughout the renovation process. Director Contreras shared statistics of the week following re-opening compared to the same week the year prior, with an 80% increase in new library cardholders and additional increases in checkouts, attendees for programs for both Adults and Children's, and reiterated the positive statistics following re-opening. Director Contreras also attended the Black Ties & Tales Gala, a Friends Board Meeting, and the Centennial Grand Re-Opening & Ribbon Cutting.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl thanked the District for the flowers post-surgery. President Dahl reported out on PLFF's attendance at the Grand Re-Opening, thanked Bunny Lynch for her efforts to prepare for the re-opening, silent auctions have begun, and began a frequent buyers card. Additionally, PLFF found a way to completely fund the Fiscal Year 2019-2020 request.

CONSENT CALENDAR

Agenda Items 9-22 will be discussed at the October Board of Trustees Meeting.

**MINUTES FOR THE JULY 22,
2019 BOARD MEETING AND
AUGUST 26, 2019 WORK
SESSION.**

The minutes for the July 22nd, 2019 Library Board of Trustees Unusual Date Meeting and August 26, 2019 Work Session will be received and reviewed at the October Meeting (Item 9).

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

**CASH FLOW ANALYSIS
AND
TREASURER'S REPORTS**

Director Contreras reported the following reports will be presented at the October meeting:

Check Registers for July & August 2019 (Item 10)
Fund 707 Balance Report for July & August 2019 (Item 11)

Financial Reports through August 2019 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

Balance Sheets for July & August 2019 (Item 13)
Acquisitions Report for July & August 2019 (Item 14)
Service Revenue Report for July & August 2019 (Item 15)

**GENERAL CONSENT
REPORTS**

Director Contreras reported the following reports will be presented at the October meeting:

Personnel Report for July & August 2019 (Item 16)
Circulation Report for July & August 2019 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

STAFF REPORTS

Director Contreras reported the following reports will be presented at the October meeting:

Administration Report for July & August 2019 (Item 19)

Children's Services Report for July & August 2019 (Item 20)

Adult Services Report for July & August 2019 (Item 21)

Placentia Library Website Technology Report for July & August 2019 (Item 22)

DISCUSS PLACENTIA LIBRARY DISTRICT POLICY 2275 – SOCIAL MEDIA AND APPROVE AMENDMENTS AS DISCUSSED

Library Director Contreras presented Policy 2275- Social Media to the Board of Trustees to discuss the current version of the policy and if changes are necessary with current technology and social media trends. The Board discussed the policy and procedures that may need to be emphasized. Director Contreras clarified that Tim Worden, the Emerging Technologies Assistant, is the sole person posting and responding to the public on the Library's different platforms. Mr. Worden will also be the personnel covering the Friends social media platforms as well. The Board decided they would like to continue this discussion of policy after California Special District Association's course on social media processes. Policy 2275- Social Media will be discussed further at the October meeting.

TRAVEL AUTHORIZATION FOR THE LIBRARY DIRECTOR TO ATTEND THE CALIFORNIA LIBRARY ASSOCIATION ANNUAL CONFERENCE IN PASADENA, OCTOBER 24-26, 2019.

Director Contreras presented the travel authorization for the Director to attend California Library Association's (CLA) Annual Conference in Pasadena, October 24-26, 2019 in order to represent the library and support the staff attending. It was then motioned by Secretary Shkoler and seconded by Trustee Martin to authorize the Library Director to attend the CLA Conference. A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

AUTHORIZE AMENDMENTS TO THE PLACENTIA LIBRARY DISTRICT POLICY 6030 – CIRCULATION AS PRESENTED AND DISCUSSED.

Director Contreras presented staff's recommendation to amend Policy 6030-Circulation in regards to loan periods based on circulation volume and outdated verbiage regarding to overdue fines and fees. The Board discussed verbiage to reflect the fine free policy and additional comments. The Board suggested placing the recommended amendments and to review the feedback in March 2020 of the duration of checkouts. It was motioned by Trustee Martin and seconded by Secretary Shkoler to authorize amendments to Policy 6030-Circulation as presented and discussed. A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

AUTHORIZE AMENDMENTS TO THE PLACENTIA LIBRARY DISTRICT POLICY 6035– FEE SCHEDULE AS PRESENTED AND DISCUSSED.

Director Contreras presented amending District Policy 6035- Fee Schedule to reflect the fine free policy and updating amounts due to labor and costs. After discussion of the amendments, it was motioned by Trustee Minter and seconded by Trustee Martin to approve District Policy 6035- Fee Schedule as discussed and presented. A roll call vote was taken:

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

AUTHORIZE AMENDMENTS TO THE PLACENTIA LIBRARY DISTRICT POLICY 6065 – PUBLIC BEHAVIOR POLICY AS PRESENTED AND DISCUSSED.

Director Contreras presented amending District Policy 6065- Public Behavior Policy to reflect no smoking on library property, labeling staff in charge, rather than Librarian only as a point of contact, and specifying what a service animal is. After discussion of the amendments, it was motioned by Trustee Minter and seconded by Trustee DeVecchio to approve District Policy 6065—Public Behavior Policy as discussed and presented. A roll call vote was taken:

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

DISCUSS AND AUTHORIZE BOARD PRESIDENT CARLINE TO SIGN THE AGREEMENT FOR THE JOINT USE OF FACILITIES BETWEEN THE CITY OF PLACENTIA AND THE PLACENTIA LIBRARY DISTRICT.

Director Contreras gave a description of the process with the City in the creation of the proposed renewed Joint Use Agreement and descriptions of responsibilities of the shared Common Area. The Joint Use of Facilities Agreement Between the City of Placentia and the Placentia Library District was presented to the Board with recommendations of amendments regarding the parking easement and grammar. After a thorough discussion, it was motioned by Trustee DeVecchio and seconded by Trustee Martin to approve the Joint Use of Facilities Agreement Between the City of Placentia and the Placentia Library District with reflections of amendments as presented. It was then motioned by Trustee DeVecchio and Trustee Martin to authorize President Carline to sign the Agreement. A roll call vote was taken:

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

REVIEW OF ACTION ITEMS

The next Board Meeting will be on October 21st, 2019 at 6:30 p.m. in the Community Meeting Room. The Emergency Management Operational Area Agreement, Policy 2270- Social Media, and Public Library Association Conference were requested to be on the agenda for the October Meeting.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of September 23rd, 2019 was adjourned at 7:20 p.m.


Gayle Carline, President
Library Board of Trustees


Al Shkoler, Secretary
Library Board of Trustees