

MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
JULY 22<sup>ND</sup>, 2019

**CALL TO ORDER**

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 22<sup>nd</sup>, 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; Alyssa Stolze, Administrative Assistant

**Guests:** None

**ADOPTION OF AGENDA**

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

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

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Carline attended the American Library Association's Conference in Washington, D.C. President Carline also presented renovation updates at a City Council meeting and attended a Joint Use Committee Meeting.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Shkoler attended the American Library Association's Conference, the staff luncheon, and the City Council Meeting where President Carline presented.

Trustee DeVecchio attended the groundbreaking ceremony for "The Herald," staff luncheon, the Summer Reading Celebration, and the City Council Meeting.

Trustee Martin attended the American Library Association's Conference, the staff luncheon, several Gala meetings, the PLFF Board Meeting, H.I.S. House Board meetings, and the City Council Meeting where President Carline presented.

Trustee Minter attended the American Library Association's Conference, the groundbreaking ceremony for "The Herald," and a Joint Use Committee meeting.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras attended the American Library Association's Conference and a Joint Use Committee Meeting. Director Contreras also provided updates on the LAFCO election, the upcoming Black Ties & Tales Gala, Renovation Project, and Energy Efficiency Project.

**FRIENDS FOUNDATION REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported out on PLFF forming a bookstore committee, Gala updates, and the Friends securing a Bookstore Manager. Additionally, President Dahl reported on the success of the Summer Reading Celebration and plans for next year's.

**CONSENT CALENDAR**

It was moved by Trustee Minter and seconded by Trustee DeVecchio to approve Agenda Items 9-22. A roll call vote was taken:

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

**MINUTES FOR THE JUNE 16<sup>TH</sup>, 2019 BOARD MEETING**

The minutes for the June 16<sup>th</sup>, 2019 Library Board of Trustees Unusual Date Meeting were received, approved, and filed as amended. (Item 9)

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

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

Check Registers for June 2019 – received and filed (Item 10)  
Fund 707 Balance Report for June 2019 – received and filed (Item 11)

Financial Reports through June 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 June 2019 – received and filed. (Item 13)  
Acquisitions Report for June 2019 – received and filed. (Item 14)  
Service Revenue Report for June 2019 – received and filed. (Item 15)

**GENERAL CONSENT REPORTS**

Personnel Report for June 2019 – received and filed. (Item 16)  
Circulation Report for June 2019 – received and filed. (Item 17)  
Review of Shared Maintenance Costs with the City of Placentia – received and filed. (Item 18)

**STAFF REPORTS**

Administration Report for June 2019 (Item 19)  
Children's Services Report for June 2019 (Item 20)  
Adult Services Report for June 2019 (Item 21)  
Placentia Library Website Technology Report for June 2019 (Item 22)

**SPECIAL DISTRICT RISK  
MANAGEMENT AUTHORITY  
(SDRMA) ELECTION**

Library Director Contreras presented the Special District Risk Management Authority's nomination and candidate package. After an open discussion of the candidates and their qualifications, it was motioned by Trustee Martin and seconded by Trustee Minter to authorize President Carline and Secretary Shkoler to sign the Election Ballot for Bob Swan, Incumbent, Jesse D. Claypool, Board Chair, and Sandy Seifer-Raffelson, Incumbent for the SDRMA Board of Directors. A roll call vote was taken:

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

**TRAVEL AUTHORIZATION  
FOR TRUSTEES AND STAFF  
TO ATTEND THE  
CALIFORNIA LIBRARY  
ASSOCIATION (CLA)  
ANNUAL CONFERENCE IN  
PASADENA, CALIFORNIA,  
OCTOBER 24-26, 2019.**

Director Contreras presented the travel authorization for the California Library Association's Annual Conference in Pasadena, October 24-26, 2019. Additionally, it was noted that due to staff presenting and a literacy scholarship, four staff were granted full scholarships for the entire conference. It was then motioned by Trustee Martin to authorize the District four staff members, Secretary Shkoler, and Trustee DeVecchio to attend the California Library Association conference. The motion was seconded by Trustee Minter. A roll call vote was taken:

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

**AUTHORIZE AN  
AMENDMENT TO THE 2019-  
2021 BUDGET FOR A 30-  
HOUR POSITION CHANGE  
FROM EMERGING  
TECHNOLOGIES ASSISTANT  
TO LIBRARY ASSISTANT.**

Director Contreras presented staff's recommendation to change the Fiscal Year 2019-2021 Budget's Organizational Chart to reflect Library Assistant rather than the Emerging Technologies Assistant for the makerspace position. It was motioned by Trustee Martin and seconded by Secretary Shkoler to approve the amendment to the Fiscal Year 2019-2021 Budget to change from Emerging Technologies Assistant to Library Assistant. A roll call vote was taken:

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

**AUTHORIZE AN  
AMENDMENT TO THE  
PLACENTIA LIBRARY  
DISTRICT POLICY 2319- JOB  
DESCRIPTION- LIBRARY  
ASSISTANT**

Director Contreras presented amending District Policy 2319- Job Description- Library Assistant to reflect specific duties pertaining to the makerspace position. After discussion of amending certain verbiage to clearly state what job duties pertain specifically to the makerspace library assistant, it was motioned by Trustee Martin and seconded by Secretary Shkoler to approve District Policy 2319- Job Description- Library Assistant as amended. A roll call vote was taken:

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

**LIBRARY BOARD OF TRUSTEES AUGUST 19, 2019 MEETING**

Director Contreras presented the recommendation from staff to cancel the August 19, 2019 Board Meeting due to not foreseeing any items needing immediate attention. After a discussion, the Trustees chose to move forward with a Work Session in order to be up to date as the Grand Re-Opening approaches. It was decided that there would be a Work Session on August 26<sup>th</sup>, 2019 at 4:30 p.m. to discuss Centennial Updates.

**REVIEW OF ACTION ITEMS**

The next Board Meeting will be an August 26<sup>th</sup>, 2019 Work Session at 4:30 p.m. in the History Room.

**ADJOURNMENT**

The Board of Trustees Unusual Date Meeting of July 22<sup>nd</sup>, 2019 was adjourned at 7:22 p.m.

  
Gayle Carline, President  
Library Board of Trustees

  
Al Shkoler, Secretary  
Library Board of Trustee