

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
December 15, 2014

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 15, 2014 at 6:31pm.

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

**Members Absent:** Secretary Elizabeth Minter

**Staff Present:** Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Administrative Assistant Diane Warner, Nadia Dallstream-Adult Services Supervisor and Lori Worden-Childrens Services Supervisor.

**Guest:** None

**ADOPTION OF AGENDA**

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

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

**ORAL COMMUNICATION**

None

**TRUSTEE & ORGANIZATIONAL REPORTS**

President Shkoler enjoyed the annual Tamale Festival and Las Posadas celebration in downtown Placentia, and chatted with the Helpful Honda Guys who came to the library on Dec 4<sup>th</sup>, and helped with the RFID project. (Item 5)

Trustee Carline attended the PLFF fundraiser at Craftsman Pizza on Dec 3<sup>rd</sup> and 4<sup>th</sup>, and attended the Dec 7<sup>th</sup> PLFF meeting. She also enjoyed seeing the Helpful Honda Guys in the library on Dec 4<sup>th</sup>.

Trustee DeVecchio enjoyed mingling at the Bradford House Holiday Reception and helped serve Thanksgiving dinner at the Presbyterian church.

Trustee Martin completed the CSDA Leadership Training Conference, and enjoyed seeing the Helpful Honda Guys working on the RFID project on Dec 4<sup>th</sup>. (Item 6)

**LIBRARY DIRECTOR REPORT**

Director Contreras attended the CLA Conference, and shared her daughter's post-surgery status from her hip surgery on Dec 2<sup>nd</sup> with a prognosis for full recovery by April 2015. (Item 7)

**FRIENDS FOUNDATION REPORT**

Ginny Sanatar represented the Friends Foundation, and shared that tickets are now on sale for the 2015 Authors Luncheon. PLFF expects the two guest authors, Jan Burke and D.L. Lyle, will be a big draw and they are being more aggressive in promoting the 2015 luncheon than in past years. (Item 8)

- CONSENT CALENDAR** Moved by Trustee Carline and seconded by Trustee Martin to approve Agenda Items 9-24, and a roll call vote was held.  
AYES: Shkoler, Carline, DeVecchio, Martin  
NOES: None  
ABSENT: Minter
- MINUTES OF NOV 17th TRUSTEES MEETING** Minutes for the November 17, 2014 Trustees Meeting were received, approved and filed. (Item 9)
- CLAIMS** Nonstandard Claims in excess of \$300 – none (Item 10)
- Claims Forwarded by the Library Director and Trustees – Five (5) misc. vendor claim batches had been approved and forwarded to Orange County for payment. (Item 11)
- Current Claims and Payroll – Six (6) book claim batches and three (3) payroll batches were approved by the Trustees on December 15<sup>th</sup> and forwarded to Orange County for payment. (Item 12)
- Moved by Trustee Carline and seconded by Trustee Martin to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports.  
AYES: Shkoler, Carline, DeVecchio, Martin  
NOES: None  
ABSENT: Minter
- TREASURER'S REPORTS** Fund Balance Report for Placentia Library District Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash) through November 30, 2014 was received and filed. (Item 13)
- Financial Reports through November 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger – received and filed. (Item 14)
- Balance Sheet for November 2014 – received and filed. (Item 15)
- GENERAL CONSENT REPORTS** Acquisitions Report for FY 2014-15 for November 2014 – received and filed. (Item 16)
- Entrepreneurial Activities Report for November 2014 – received and filed. (Item 17)
- Personnel Report for November 2014 – The part-time Library Assistant position in Children's Services was filled in October. (Item 18)
- STAFF REPORTS** Circulation Activity Report for November 2014 – received and filed. (Item 19)

Review of Shared Maintenance Costs with the City of Placentia through November 2014, under the JPA – received and filed. (Item 20)

Library Director's Report for November 2014 (Item 21)  
Children's Services Report for November 2014 (Item 22)  
Adult Services Report for November 2014 (Item 23)  
Web Site & Technology Report for October 2014 (Item 24)

## NEW BUSINESS

### Selection of Date and Time for Regular Board Meetings for 2015

Director Contreras presented the schedule of dates and times for Regular Board meetings for 2015. After discussion, the Board voted to continue meeting on the third Monday each month, with the exception of January's meeting scheduled for the 26<sup>th</sup> and February's meeting scheduled for the 17<sup>th</sup>, as the 16<sup>th</sup> is the President's Day holiday. (Item 25)

It was moved by Trustee Carline and seconded by Trustee Martin to approve the 2015 Regular Board Meeting schedule as presented. A roll call vote was taken:

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

### Resolution 15-04: To Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2015

Library Director Contreras presented for adoption Resolution 15-04 to establish 2015 meeting dates for the Placentia Library District of Orange County Board of Trustees. Resolution 15-04 was not signed during the board meeting, due to the absence of Secretary Minter. (Item 25- Attachment B)

### Election of Board Officers for 2015

Trustee Carline nominated Al Shkoler as Board President and Trustee DeVecchio nominated Jo-Anne Martin as Board Secretary for calendar year 2015. The Board voted unanimously to elect the nominees, effective December 15, 2014. (Item 26)

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

### Appointment of Library Board Representatives for 2015

Appointments to open positions filled by Library Board Representatives:

- 2015 Representative to Special District Local Area Formation Commission (LAFCO) - Trustee Carline, with Secretary Martin as alternate
- Representative to the Orange County Council of Governments – Trustee DeVecchio
- Representative to the Placentia Library Friends Foundation (PLFF) – Trustee Carline, with Secretary Martin as alternate
- Representative to the Placentia Community Network – Library Staff (Item 27)

**Travel Authorization for Business Manager to Attend the Research Institute for Public Libraries program from July 27-30, 2014**

Library Director Contreras recommended that Business Manager Baltierra attend the Research Institute for Public Libraries program in Colorado Springs, CO from July 27-30, 2015. Attendee benefits include intensive training and tools to gather, analyze and use data for impactful decision-making, strategic planning. Fiscal Impact is \$1600. (Item 28)

Moved for Board approval by Trustee DeVecchio and seconded by now Secretary Martin to authorize Business Manager's attendance.

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

**Discuss the Centennial Renovation Facility Plan**

Library Director Contreras presented a request to develop a facility plan for each of four renovation options: 1) renovate existing facility, 2) renovate existing and expand single story construction, 3) renovate existing and expand with a 2-story construction and/or 4) renovate existing and expand with a 15,000 sq. ft. 2-story construction. Board also discussed staff feedback from the December 1<sup>st</sup> Staff Development Day regarding renovation changes and staff's vision of the facility master plan. (Item 29)

Library Director Contreras recommended a Centennial Committee be established, consisting of a Library Trustee, Library Director, Staff, City, School Board Superintendent, PLFF Board Director, and selected members of the community to develop a strategy for the Centennial Facility Plan, inclusive of staff's feedback.

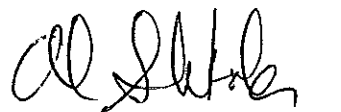
It was moved by Trustee DeVecchio and seconded by Trustee Carline to establish a Centennial Committee, and have Secretary Martin be the Trustees' representative.

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

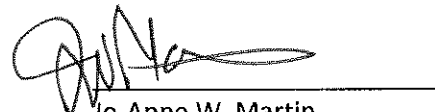
**ADJOURNMENT**

The December 15, 2014 Board of Trustees meeting was adjourned at 7:10 pm.

The next Trustees meeting will be held on January 26, 2015 at 6:30 p.m.



Al Shkoler  
President  
Library Board of Trustees



Jo-Anne W. Martin  
Secretary  
Library Board of Trustees