

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
November 16, 2015

CALL TO ORDER

President Shkoler called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 16, 2015 at 6:32pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Venessa Faber, Support Services Manager; Diane Warner, Administrative Assistant

Guests: Marina Tutty, Financial Consultant for Placentia Library District

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler enjoyed participating at the Staff Appreciation Dinner in October 30th. (Item 5)

Secretary Martin also attended the Staff Appreciation Dinner in October 30th. (Item 6)

Trustee Carline enjoyed the Placentia Prayer Breakfast, attended the Staff Appreciation Dinner and the monthly PLFF meeting. (Item 6)

Trustee Minter shared that the November issues of American Libraries magazine focused on Trustees, represented Placentia Library at the City of Anaheim Mayor's Prayer Breakfast in October, and attended the October 13th OCLC meeting where the topics included new library projects. (Item 6)

Trustee Minter requested Library Administration confirm that annual ALA memberships are paid by the library for all Trustees. Trustee Minter has been paying for her own ALA membership for the past two years, including an extra amount for membership in ALA's Trustee group. (Item 6)

Trustee DeVecchio also enjoyed the Staff Appreciation Dinner in October 30th. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras, along with the Public Services and Support Services Managers, attended the annual CLA Conference in Pasadena, State Librarian Luncheon, and CLA PRExcellence Award where the District received an award for the “Happy” video. Discussion topics included library MakerSpace options and financing options for the library’s possible Centennial renovation. Library Director Contreras also attended the Placentia Prayer Breakfast and Staff Appreciation Recognition. (Item 7)

**FRIENDS FOUNDATION
REPORT**

Ginny Sanatar reported that the monthly PLFF “Second Sunday Sale” raised \$532 in November in only two hours – a record high. The Friends are working on publicity for the 2016 Authors Luncheon, with ticket prices at \$55 per person through January 31st and increasing to \$59 on February 1st. (Item 8)

CONSENT CALENDAR

Moved by Secretary Martin and seconded by Trustee DeVecchio to approve Agenda Items 9-24, with a name change correction in the October 26th Minutes (Item 9). A roll call vote was held.

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

**MINUTES for the
OCTOBER 26th BOARD
OF TRUSTEES MEETING**

Following a name change correction, the Minutes for the October 26, 2015 Board of Trustees Meeting will be received, approved and filed at the December 16, 2015 meeting. (Item 9)

CLAIMS

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

Claims Forwarded by the Library Director and Trustees – Seven (7) claim batches were approved and forwarded to Orange County for payment during October. (Item 11)

Current Claims and Payroll – One (1) PARS claim batch and three (3) payroll claims were approved by the Trustees and forwarded to the County of Orange for payment. (Item 12)

Moved by Trustee Carline and seconded by Secretary Martin to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports.

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

**TREASURER’S
REPORTS**

Fund Balance Report for Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash) report was received and filed. (Item 13)

Financial Reports through October 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger - received and filed. (Item 14)

Balance Sheets for October 2015 - received and filed. (Item 15)

Acquisitions Report for October 2015 – received and filed. (Item 16)

Entrepreneurial Activities Report for October 2015 – received, filed. (Item 17)

GENERAL CONSENT REPORTS

Personnel Report for October 2015 – received and filed. (Item 18)

Circulation Report for October 2015 – received and filed. (Item 19)

Review of Shared Maintenance Costs with the City of Placentia for September-October 2015, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Administration Report for October 2015 (Item 21)

Children's Services Report for October 2015 (Item 22)

Adult Services Report for October 2015 (Item 23)

Placentia Library Website Technology Report - October 2015 (Item 24)

CLOSED SESSION

President Shkoler reported that no action was taken by the Board during the closed session. (Item 25)

NEW BUSINESS

EMPLOYEE OF THE YEAR PRESENTATION

President Shkoler presented the 2015 Employee of the Year Proclamation to Laura de Leon in recognition of her outstanding work ethic and dedicated support. A group photo was also taken with the Trustees. Laura received the \$500 Employee of the Year cash award and plaque at the Staff Appreciation Dinner held on October 30, 2015. (Item 26)

Placentia Library District Policy 3025 - Reserves

At the October 26th Trustees meeting, Trustee DeVecchio requested information about the District's reserves and capital improvement funds, with the goal of increasing reserve funds for a possible Centennial Remodeling project. Library Director Contreras stated that the approved 2015-17 budget did not set aside any funds for capital improvement projects and reserves. The District's general reserve fund 707 has a current balance of \$414,789.10 and the Library Impact Fee fund has a balance of \$492,572.50. In addition, the Library's savings account has over \$700,000. (Item 27)

After discussion, the Board of Trustees agreed to identify the District's general reserve fund 707 amounts for specific line items: Capital Improvements, Information Technology/Computer Replacement and Sick Leave Pay-out. Trustees discussed assigning 5% of future budgets specifically to the Capital Improvements line item, as well as roll over any remaining general reserve fund 707 dollars into the Capital Improvements line item at the end of each fiscal year. Library Director Contreras suggested having Mr. Davis from DavisFarr review the District's current Policy 3025-Reserves, and will provide recommended updates at the January 2016 Board of Trustees meeting. (Item 27)

A roll call vote was taken:

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

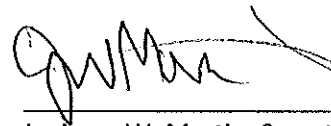
ADJOURNMENT

The Regular Date November 16, 2015 Board of Trustees meeting was adjourned at 7:08pm.

The next Board of Trustees meeting will be held on December 21, 2015 at 6:30pm.



Al Shkoler, President
Library Board of Trustees



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