

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 11, 2013

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 11, 2013 at 6:33 p.m.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Fernando Maldonado, Lori Worden, Nadia Dallstream; guests Veronica Martinez, Dennis Yu, Ahmed Khatib from PARS, Sam Escamilla from Click Consulting.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

There was no oral communication made at this time. (Item 4)

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler reported that he attended the re-dedication of the meeting room. He also attended the Oversight Board Meeting. (Item 5)

Trustee Martin reported she attended the State of the City Luncheon, PLFF Annual Meeting, the re-dedication of the meeting room and the Summer Reading Celebration.

Secretary Carline reported she attended the Summer Reading Celebration. She also attended the re-dedication of the meeting room and the PLFF Board Meeting.

Trustee Minter reported she attended the re-dedication of the meeting room and had lunch with PLFF President JoAnn Sowards.

Trustee DeVecchio reported that he attended the Summer Reading Celebration. He also attended the re-dedication of the meeting room. (Item 6)

**PLACENTIA LIBRARY
FRIENDS
FOUNDATION
REPORT**

The PLFF report from Board Member Leonard Rich reported that the PLFF is getting ready for the Jewel Reception, which will be held October 18, 2013, and next year's Author's Luncheon. In addition, he mentioned that even after the donation for remodel of the meeting room PLFF is in good standing financially. (Item 7)

**CONSENT
CALENDAR**

It was moved by Secretary Carline and seconded by Trustee DeVecchio to approve Agenda Items 8-23:

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

Minutes of the July 15, 2013 and July 25, 2013 Library Board of Trustees Meeting (Item 8)

CLAIMS

Nonstandard Claims in excess of \$300 (Item 9)

Claims forwarded by the Library Director and Library Trustees (Item 10)

Current Claims and Payroll (Item 11)

**TREASURER'S
REPORT**

FY2012-2013 Cash Flow Analysis through August 2013; the Schedule of Anticipated Property Tax Revenues for FY2013-2014 as provided by the Orange County Auditor (Item 12)

Financial Reports for July and August 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for July and August 2013 (Item 14)

Acquisitions Report for July and August 2013 (Item 15)

Entrepreneurial Activities Report for July and August 2013 (Item 16)

**GENERAL CONSENT
REPORTS**

Personnel Report for July and August 2013 (Item 17)

Circulation Report for July and August 2013 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)

STAFF REPORTS

Library Director's Report for July and August 2013 (Item 20)

Children's Services Report for July and August 2013 (Item 21)

Adult Services Report for July and August 2013 (Item 22)

Web Site & Technology Report for July and August 2013 (Item 23)

PRESENTATIONS

President Shkoler introduced the representatives from Public Agency Retirement Services (PARS). Dennis Yu, Vice President, provided a packet summary of the current plans the District has with PARS. Mr. Yu mentioned the plan continues to have the same parameters as when it was first established in July 2008. The only change has been the percentage the District contributes per employee. Mr. Yu mentioned the plan is a 401 (a) Defined Contribution Plan, funds are fully funded. In addition, Mr. Ahmed Khatib, Senior Portfolio Manager provided a summary of the Districts investment selections, Balanced/Moderately Aggressive HighMark Plus. Mr. Khatib also mentioned the investments are reviewed quarterly by the Investment Committee. Changes in the investments are made as needed and as recommended by the committee keeping the best interests of the District in mind. (Item 24)

President Shkoler introduced Sam Escamilla from Click Consulting. Mr. Escamilla provided the Board of Trustees with updates on the changes in equipment that took place within the last month. The equipment purchases the Board of Trustees approved have been installed and are currently working with no problems. Firewalls have been installed and filtered systems have been implemented to provide a controlled environment. In addition, the broadband has increased and the speed connection has improved. Mr. Escamilla also mentioned system is being backed up every night; this includes staff computers. President Shkoler asked what the recommendation from Click was on the next step the District should take. Mr. Escamilla mentioned to review the replacement cycle on the computers, since many of the computers are running very slow. Mr. Escamilla will provide quote on the replacement of virtual computers. Business Manager Baltierra added that she has been working with the website consultant to transfer website hosting over to Click Consulting. (Item 25)

**CLOSED SESSION
REPORT**

President Shkoler reported on actions taken by the Library Board of Trustees during the Closed Session. He stated the Board of Trustees approved the Library Director's base salary to \$125,000 per year, effective September 1, 2013. (Item 26)

OLD BUSINESS

It was moved by Trustee DeVecchio and seconded by Trustee Minter to approve Agenda Item 26:

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

Library Director Contreras reported that the District only received one bid for the fascia wood improvement project. The company that provided the bid was the same company that completed the same type of project for the City of Placentia. The Library Director recommended that the Board of Trustees award the bid to Omar Taha Construction for an amount not to exceed \$15,148. Trustee Minter asked if the color of the fascia wood could be different from the existing color. It was decided by the Board of Trustees to paint fascia wood off white. (Item 27)

It was moved by Trustee Martin and seconded by Trustee DeVecchio to approve Agenda Item 27:

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

NEW BUSINESS

Library Director Contreras presented three bids submitted for a Strategic Planning Consultant for Placentia Library District. She mentioned the firms provided had similar experience/knowledge, the price ranged from \$26,570-\$41,370. It was also mentioned that travel expenses were not included; this could add more to the cost depending on how much travel is needed to be done by the consultant. Staff spoke with the consultants' references; references had positive remarks about the services they received from these firms. Library Director Contreras mentioned that she would recommend BHI Management Consulting, due to their experience with Special Districts and his experience with government work, as he is the Mayor of Traci. Trustee Minter suggested that the consultant selected work with Cal State Fullerton or USC to provide assistance with the community survey component of the strategic plan. The Board of Trustees requested that the Library Director discuss the details with BHI Management Consulting and provide their response at the next meeting. (Item 28)

Library Director Contreras requested authorization from the Board of Trustees to allow six staff members to attend the California Library Association (CLA) conference in Long Beach, CA from November 3-5, 2013. Library Director Contreras mentioned she offered staff to attend the Public Library Association Conference; only one staff was

interested in attending. Staff interested in attending CLA included Yesenia Baltierra, Venessa Faber, Wendy Townsend, Brenda Ramirez, Katie Matas and Jeannie Killianey. (Item 29)

It was moved by Secretary Carline and seconded by Trustee Minter to approve Agenda Item 29.

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

Business Manager Baltierra requested amendment of Resolution 14-01 due to the County of Orange Auditor Controller's Office request to include budget numbers based on their fund balances. Changes to the budget are only reflected for FY 13-14; the Board was advised that due to the new budget cycle this item would be presented again next year to reflect changes for FY 14-15. (Agenda Item 30)

It was moved by Trustee Minter and seconded by Secretary Carline to read Amended Resolution by title only.

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

It was moved by Trustee Martin and seconded by Trustee Minter to adopt Amended Resolution 14-01 by roll call vote.

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

Library Director Contreras provided recommendation that the job description for the Library Aide include "Serves as a United States Passport Application Acceptance Agent." She mentioned this would not be their primary responsibilities; Library Aides would only assist as agents when needed. Trustee Martin mentioned job description would also include requirement to be a U.S. Citizen, as required by Passport Services. (Agenda Item 31)

It was moved by Secretary Carline and seconded by Trustee Martin to approve Agenda Item 31.

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

ADJOURNMENT

ABSTAIN: None

ABSENT: None

The Regular Meeting of the Board of Trustees of the Placentia Library District on September 11, 2013 adjourned at 7:53 p.m.

The next meeting will be on October 21, 2013 at 6:30 P.M.



Al Shkoler
President
Library Board of Trustees



Gayle Carline
Secretary
Library Board of Trustees