

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 25, 2013

CALL TO ORDER

President Shkoler called the Work Session Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 25, 2013 at 6:31 p.m.

Members Present: President Al Shkoler, Secretary Gayle Secretary Carline, Trustee Richard Trustee DeVecchio, Trustee Elizabeth Trustee Minter

Members Absent: Trustee Jo-Anne Martin

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, and public attendees Jeffrey H. Tamkin, Stephen E. Finney, Jeff Lenning and Allen Lowder.

ADOPTION OF AGENDA

It was moved by Secretary Carline and seconded by Trustee Minter to adopt the agenda as presented (Item 3).

AYES: Shkoler, Trustee DeVecchio, Secretary Carline, Trustee Minter

NOES: None

ABSTAIN: None

ABSENT: Trustee Martin

ORAL COMMUNICATION

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

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler attended the Placentia Library Friends Foundation (PLFF) Jewel Reception. He spoke about the grant that the Library is considering for purchase of the Photoshop Elements software and scanner. President Shkoler had a question about the \$5,000 cost for the scanner being recommended for the grant. Nadia Dallstream, Adult Services Supervisor, provided additional information on the grant. President Shkoler also invited Trustees to provide reading recommendations. President Shkoler also participated in a panel for mock interviews for the Miss Placentia pageant. (Item 5)

Trustee Secretary Carline mentioned that she had nothing to report, with the exception that her husband retired this week. (Item 6)

Trustee DeVecchio also mentioned being a participant on the panel for mock interviews for the Miss Placentia pageant. (Item 6)

Trustee Minter said that she fell and broke her hand/arm which is now in a cast. (Item 6)

PLACENTIA LIBRARY FRIENDS FOUNDATION REPORT

PLFF Board of Director's Report was not presented.

CONSENT CALENDAR Motion was made by Trustee Minter and seconded by Secretary Carline to approve the Consent Calendar.

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

MINUTES Minutes of the October 21, 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 REPORTS FY2012-2013 Cash Flow Analysis through October 2013; the Schedule of Anticipated Property Tax Revenues for FY2013-2014 as provided by the Orange County Auditor (Item 12)

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

Balance Sheet for October 2013 (Item 14)

Acquisitions Report for October 2013 (Item 15)

Entrepreneurial Activities Report for October 2013 (Item 16)

GENERAL CONSENT REPORTS Personnel Report for October 2013 (Item 17)

Circulation Report for October 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 October 2013 (Item 20)

Children's Services Report for October 2013 (Item 21)

Adult Services Report for October 2013 (Item 22)

Web Site & Technology Report for October 2013 (Item 23)

**PFIC & CWAAlA
PRESENTATION**

Presentations from Jeffrey H. Tamkin, President & CEO of Public Facilities Investment Corporation (PFIC) and Stephen E. Finney, President of CWAAlA provided the Trustees with introductory information regarding capital improvement projects such as a building renovation and/or expansion. Mr. Finney provided a presentation, displaying various library projects CWAAlA completed and are currently working on. Mr. Finney spoke about the module concept for PLD which would allow the Library to remain open during construction. The second floor was deemed unacceptable due to cost and complete closure of the Library. Mr. Finney estimates the cost would be \$300-\$350 per square foot plus internal improvement costs like shelving, etc. Access and number of toilets drives how big the project can get. Restrooms costs are typically the most expensive per square foot. Trustee Minter asked about solar power and Finney responded with a few choices available and the way they can be added and financed. Trustee Minter asked if the comprehensive financing would include a professional project manager. Mr. Tamkin explained financing for the project would include a project manager. (Item 27)

**CLICK CONSULTING
PRESENTATION**

A second presentation was provided by Jeff Lenning, CPA, and Allen Lowder of Click Consulting. Library Director Contreras explained the current website is outdated and Click Consulting is unable to make updates because the site is currently hosted by Ogosense. Click Consulting provided a quote for a one-time fee of \$5,000 to rebuild the site and be the new host. Click Consulting will provide a preview of the updated website at the January Library Board of Trustees meeting. (Item 34)

A motion was made by Trustee DeVecchio and seconded by Trustee Minter to have Click Consulting rebuild the website.

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

**AMENDMENTS TO
PLACENTIA LIBRARY
DISTRICT POLICY 6050
– MEETING ROOM
POLICY**

Library Director Contreras presented amendment recommendations to reflect the correct department handling meeting room reservations, room capacity, and furniture inventory. (Item 24)

Motion was made by Trustee Minter and seconded by Trustee DeVecchio to approve amendments to Placentia Library District Policy 6050 – Meeting Room Policy as presented.

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

PERSONAL HEATERS

Library Director Contreras presented feedback from the Orange County Fire Authority with regards to personal use of electric heaters. Business Manager Baltierra contacted Brea Electric and they recommended one circuit per heater. The cost is \$400 per circuit. Trustee Minter stated there may be 20-30 circuits in the building. Business Manager Baltierra will speak with an electrician to provide a count of circuits available in the building. Currently, there are five employees who have asked for personal heaters. (Item 25)

Motion was made by Trustee DeVecchio and seconded by Trustee Minter to authorize up to \$3,800 for the purchase of electric heaters and installation of new circuits

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

**USE OF LIBRARY
PROPERTY**

Library Director Contreras presented feedback from legal counsel regarding library staff using public-funded property. The legal opinion states that public fund purchases shall not be used for personal use. Should the Library Board of Trustees decide to authorize the use of library property for personal use, legal counsel recommends applying a rental fee. Library Director Contreras presented an amendment to Placentia Library District Policy 6035 – Fines & Fees Schedule to reflect the inclusion of the rental fee for chairs, tables and canopies. (Item 26)

Motion was made by Trustee DeVecchio and seconded by President Shkoler to approve the policy as amended. Trustee Minter and Trustee Carline did not approve it. President Shkoler asked for a roll call.

ROLL CALL:
President Shkoler: YES
Secretary Carline: NO
Trustee DeVecchio: YES
Trustee Minter: NO
Trustee Martin: ABSENT
Tie. Minter: in case of a tie, the vote goes with the motion. Motion PASSED.

**AMENDMENT TO THE
EMPLOYEE OF THE
QUARTER AWARD**

Library Director Contreras recommended changing the Employee of the Quarter Award program to the Employee of the Year. The change includes a monetary award of \$500 from PLFF. The recommendation is due to the number of staff. If approved, the amendment would be contingent upon approval from PLFF as they provide the monetary award portion of the program. Library Director Contreras will present amendment to PLFF at their December board meeting. (Item 28)

Motion was made by Secretary Carline and seconded by Trustee DeVecchio to approve the amendment of the Employee of the Quarter to the Employee of the Year.

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

SOUND SYSTEM

Lee Castner and Jeremy Yamaguchi were unavailable to meet at this time. Item will be discussed at the January Library Board of Trustees meeting. (Item 29)

FINGERPRINTING POLICY

Library Director Contreras presented a legal opinion and recommendations by legal counsel which can be found on pages 202-208. Trustees would not be required to be fingerprinted because they are elected officials. The District would be responsible for the cost of the fingerprinting fee. (Item 30)

Motion was made by Trustee Minter and seconded by Secretary Carline to approve the Fingerprinting Policy as amended.

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

INFORMATION TECHNOLOGY EQUIPMENT USE POLICY

Library Director Contreras presented recommended amendments which can be found on pages 210-211. It was decided to remove games from the policy. (Item 31)

Motion was made by Secretary Carline and seconded by Trustee Minter to approve the Information Technology Equipment Use Policy as amended.

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

PATRON EXCLUSION POLICY

Library Director Contreras presented legal opinion and recommendations which can be found on page 214. It was decided patrons who are banned from the library for more than a year can present an appeal to the Library Board of Trustees at a public meeting. (Item 32)

Motion was made by Trustee DeVecchio and seconded by Trustee Minter to approve the Patron Exclusion Policy as presented.

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

**SECURITIZATION
REIMBURSEMENT
ALLOCATIONS**

Library Director Contreras presented projects to be considered from the securitization reimbursements. These include reserves, technology improvement, sound system, and RFID system.

ADJOURNMENT

President Shkoler adjourned The Regular Meeting of the Board of Trustees of the Placentia Library District on November 25, 2013 adjourned at 8:30 p.m.

The next regular meeting will be on December 16, 2013 at 6:30 p.m.



Al Shkoler
President
Library Board of Trustees



Gayle Secretary-Carline
Secretary
Library Board of Trustees