

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
November 20, 2017

CALL TO ORDER

Secretary Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 20, 2017 at 6:31pm.

Members Present: Secretary Jo-Anne Martin, Trustee DeVecchio, Trustee Elizabeth Minter, Trustee Al Shkoler

Members Absent: President Gayle Carline (Excused Absence)

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Tim Hino, Business Manager; Chris Corpus, Technology Manager; Wendy Townsend, Supervising Librarian; Tim Worden, Emerging Technology Assistant

Guests: From Johnson Controls, Inc., Christopher Bout, Bryson Barnella and Anthony Sclafani

ADOPTION OF AGENDA

It was moved by Trustee Shkoler and seconded by Trustee DeVecchio to adopt the amended Agenda to include Discussion of the December Board Meeting Date (Item 3).

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

ORAL COMMUNICATION

None. (Item 4)

BOARD PRESIDENT REPORT

President Carline was absent. (Item 5)

TRUSTEE & ORGANIZATIONAL REPORTS

Secretary Martin attended the Veteran's Day Celebration, Community Prayer Breakfast, Staff Appreciation & Recognition, meeting with St. Jude's Vice-President, Susan Smith, and the H.I.S. House Board meeting.

Trustee Minter attended the Independent Special Districts of Orange County (ISDOC) on October 26th with Deanne Thompson, Public Relations Manager from the John Wayne Airport, as the speaker. Trustee Minter also attended Anaheim Mayor's Breakfast on November 2nd with Daryl Strawberry as the speaker.

Trustee DeVecchio attended the Staff Appreciation & Recognition on October 29th, which thoroughly enjoys.

Trustee Shkoler attended a H.I.S. House board meeting, the Community Prayer Breakfast, Veteran's Day Celebration, Staff Appreciation & Recognition, and the Fire/Police/Emergency Services Recognition. (Item 6)

LIBRARY DIRECTOR REPORT

Library Director Contreras attended the Community Prayer Breakfast, Fire/Police/Emergency Services Recognition, Library Director's Forum, California Library Association Conference (CLAC), Library Marketing and Communications

Conference (LMCC), and the Staff Appreciation and Recognition event. The Library Director is happy to introduce the new Technology Manager, Chris Corpus who provided the Board a brief background about himself. Mr. Corpus has been in the information technology industry for over 20 years and has been responsible from systems analysis to systems management. His main goal is to get information technology completed for the District, within the District's strategic plan.

The Library Director also asked Ms. Townsend and Mr. Worden to provide a summary of their activities at recent conferences. Ms. Townsend attended CLAC and LMCC and she was excited to be around other libraries and hear what they are doing throughout California. Ms. Townsend spoke of a few possible library programs that may benefit the Placentia community including the glass model of customer service and a library club for the disabled adult population. She also received many tips on how to better market libraries with a focus on the overall experience. Mr. Worden spoke of workshops he attended at CLAC, including public relations, virtual reality, and user experience. He volunteered at the registration booth and appreciated meeting other library staff. (Item 7)

FRIENDS FOUNDATION REPORT

No representative from the Placentia Library Friends Foundation (PLFF) present. (Item 8)

CONSENT CALENDAR

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

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

MINUTES FOR THE OCTOBER 16, 2017 BOARD MEETINGS

Minutes for the October 16, 2017 Board of Trustees Meetings was received, approved and filed with amendments as noted. (Item 9)

CASH FLOW ANALYSIS and TREASURER'S REPORTS

Check Registers for October 2017 – received and filed (Item 10)
Fund 707 Balance Report for October 2017 – received and filed (Item 11)

Financial Reports through October 2017 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 October 2017 – received and filed, with amendments to the percentage received for accounts 4210 and 4500. (Item 13)
Acquisitions Report for October 2017 – received and filed. (Item 14)
Entrepreneurial Activities Report for October 2017 – received and filed. (Item 15)

Moved by Trustee Minter and seconded by Trustee DeVecchio to receive, file and approve the Cash Flow Analysis and Financial Reports for Check Registers/Vendor Payments, Fund 707, Payroll, Balance Sheets, Acquisitions and Entrepreneurial Activities. A roll call vote was taken:

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

GENERAL CONSENT REPORTS

Personnel Report for October 2017 – received and filed. (Item 16)
Circulation Report for October 2017 – 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 October 2017 (Item 19)
Children's Services Report for October 2017 (Item 20)
Adult Services Report for October 2017 (Item 21)
Placentia Library Website Technology Report for October 2017 (Item 22)

PRESENTATION

The Employee of the Year presentation to Ms. Michelle Meades was rescheduled for the December Board meeting. (Item 23)

JOHNSON CONTROLS, INC. (JCI) PRESENTATION

Representatives from JCI, Mr. Christopher Bout, Mr. Bryson Barnella, and Mr. Anthony Scianfani, presented updated business cases to include recommendations of roof replacement and Bear State to handle the HVAC replacement project under the District's management. After a lengthy discussion with questions from the Board and answers from JCI, Trustee Minter made a motion to place the item on the December agenda for further discussions. Trustee DeVecchio seconded the motion. (Item 25).

PACKING HOUSE DISTRICT PROJECT

Library Director Contreras provided information on the City of Placentia's upcoming development projects including the Veteran's Village and Packing House District projects. At this time, it is unclear what the library impact fee revenue will be for these two new developments. Library staff will provide an update when information is available from the City. (Item 26)

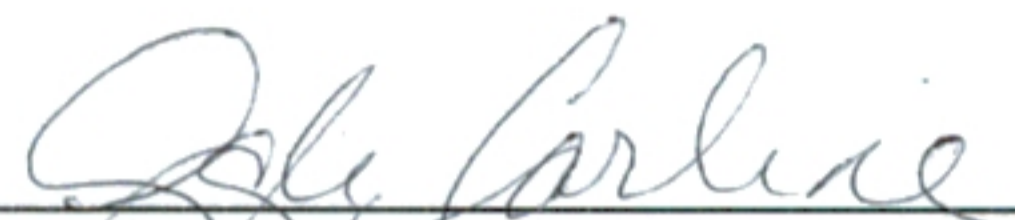
AGENDA PREPARATION FOR THE DECEMBER BOARD MEETING

It was decided that the next board meeting will be held on December 19, 2017 at 6:30p.m., with a work session to discuss the legacy brick project with PLFF on November 11, 2017 at 5:30p.m., before their 6:30p.m. Board of Directors meeting. Trustee Minter asked that the renovation schedule be added to the agenda. (Item 27)


REVIEW OF ACTION ITEMS None. (Item 28)

ADJOURNMENT The Board of Trustees Regular Date Meeting of November 20, 2017 was adjourned at 8:14p.m.

The next Library Board of Trustees meeting will be held on the unusual date of Tuesday, November 19, 2017 at 6:30pm. A Study Session will be held prior to this board meeting at 5:30pm.



Gayle Carline, President
Library Board of Trustees



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