

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 19<sup>TH</sup>, 2018

**CALL TO ORDER**

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 19<sup>th</sup>, 2018 at 6:34 pm.

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

**Members Absent:** Trustee Elizabeth Minter

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Timothy Hino, Business Manager; Jon Legree, Technology Manager; Alyssa Stolze, Administrative Assistant

**Guests:** Marc Davis, DavisFarr

**ADOPTION OF AGENDA**

It was motioned by Trustee Shkoler and seconded by Secretary Martin to adopt the Agenda (Item 3).

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

**ORAL COMMUNICATION**

(Item 4).

**BOARD PRESIDENT REPORT**

President Carline attended two Joint Use Agreement meetings, the Prayer Breakfast, and the Staff Appreciation Dinner.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Martin attended the Veteran's Village Groundbreaking Ceremony and noted what a terrific event it was.

Trustee DeVecchio attended the Veteran's Village Groundbreaking Ceremony and the Staff Appreciation Dinner.

Trustee Shkoler attended the Staff Appreciation Dinner.

Trustee Minter was absent.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras attended the Staff Appreciation Dinner, Prayer Breakfast, met with PLFF and their fundraising consultant, attended the California Special District's conference, met with the Valencia High School principal to discuss partnership with ValTech and the new makerspace, and reported out on the success of the Teens' Haunted Maze event.

**FRIENDS FOUNDATION  
REPORT**

President Sherri Dahl reported out on the transferring of duties since some members resigned, has been meeting and working with Director Contreras for fundraising, and PLFF is planning the Author's Luncheon.

**CONSENT CALENDAR**

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

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

**MINUTES FOR THE JUNE  
18TH, 2018 BOARD  
MEETING**

Minutes for the October 15<sup>th</sup>, 2018 Board of Trustees Meeting were received, approved, and filed. (Item 9)

**CASH FLOW ANALYSIS  
and  
TREASURER'S REPORTS**

Check Registers for October 2018 – received and filed (Item 10)  
Fund 707 Balance Report for October 2018 – received and filed (Item 11)

Financial Reports through October 2018 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 2018 – received and filed. (Item 13)  
Acquisitions Report for October 2018 – received and filed. (Item 14)  
Service Revenue Report for October 2018– received and filed. (Item 15)

**GENERAL CONSENT  
REPORTS**

Personnel Report for October 2018 – received and filed. (Item 16)  
Circulation Report for October 2018 – 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 2018 (Item 19)  
Children's Services Report for October 2018 (Item 20)  
Adult Services Report for October 2018 (Item 21)  
Placentia Library Website Technology Report for October 2018 (Item 22)

**CLOSED SESSION**

President Carline reported out on the closed session held prior to the meeting. The Board convened for the annual review of Library Director Jeanette Contreras and agreed on a ten percent raise, which would include the 2% COLA. Retro-payment from September 8<sup>th</sup> would also be included.

**MR. MARC DAVIS FROM  
DAVISFARR WILL PRESENT  
AN ACCOUNTING AUDIT OF**

Mr. Marc Davis from Davis Farr presented his findings on the analysis of past invoices and shared costs between the City of Placentia and the District. Mr. Davis answered questions from the Board and provided further clarification where needed.

**THE PLACENTIA LIBRARY DISTRICT'S PAYABLES.**

**REVIEW THE PLACENTIA LIBRARY DISTRICT'S CURRENT CREDIT CARD MERCHANT AND AUTHORIZE A CHANGE AS PRESENTED.**

Director Contreras presented the staff recommendation for the District to terminate the credit card account with Bank of the West and establish a new account with Umpqua. Director Contreras explained how the services provided by Umpqua includes personal and commercial banking products and services including financing options such as lines of credit, equipment, and real estate. Secretary motioned to approve changing the Placentia Library District's current credit card merchant from Bank of the West to Umpqua and was seconded by Trustee DeVecchio.

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

**ADOPT RESOLUTION 18-02: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO AMEND THE FISCAL YEAR 2017-2019 BUDGET FOR THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY.**

Director Contreras requested the approval for the Board to amend the 2017-2019 budget so it would include the approved cost of the Renovation and Energy efficiency projects. This amendment includes an overall budget of \$3.8 million, which includes the renovation cost. Overall, there would be a \$70,000 increase to the budget. Business Manager Tim Hino and Director Contreras answered additional questions from the Board followed by the motion to adopt Resolution 18-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend the Fiscal Year 2017-2019 Budget for the Placentia Library District of Orange County by Trustee DeVecchio and seconded by Secretary Martin.

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

**AUTHORIZE A CLOSURE ON NOVEMBER 30, 2018 FOR A STAFF DEVELOPMENT DAY TO DISCUSS AND DEVELOP THE 2019-2021 FISCAL YEARS BUDGET.**

Director Contreras presented the request to close the District for staff to convene to discuss the upcoming budget cycle. The request for the closure on November 30<sup>th</sup>, 2018 would be to allow staff to develop the Fiscal Year 2019-2021 Budget for budget work sessions with the Library Board of Trustees in the coming months. It was motioned to authorize a closure on November 30<sup>th</sup>, 2018 for Staff Development Day by Trustee Shkoler and seconded by Secretary Martin.

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

**LIBRARY DIRECTOR WILL PROVIDE AN UPDATE ON THE RENOVATION AND ENERGY EFFICIENCY PROJECT PROGRESS.**

Director Contreras presented the Board with an update on the renovation and energy efficiency projects process. This update included the current status of the removal of the HVAC, roofing timeline, and current staff workplaces.

**ESTABLISH A COMMITTEE  
TO DEVELOP A CENTENNIAL  
COMMEMORATIVE BOOK.**

Director Contreras presented the opportunity to the Board to pursue the creation of a Centennial Commemorative Book that would include photos and captions of the District throughout the past one hundred years. It was motioned by Secretary Martin to create an AD-HOC committee to investigate the cost and involvement of taking on the project, with President Carline and Trustee Shkoler as the committee members, to decide if they would like to move forward with the Book. It was seconded by Trustee Shkoler.


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


**REVIEW OF ACTION ITEMS**

The next Board Meeting will be held on Tuesday, December 18<sup>th</sup>, 2018 at 6:30 p.m. in the History Room.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of November 19<sup>th</sup>, 2018 was adjourned at 7:53 p.m.

  
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Gayle Carline, President  
Library Board of Trustees

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