

MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
DECEMBER 12<sup>TH</sup>, 2019

**CALL TO ORDER**

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 12<sup>th</sup>, 2019 at 6:33 p.m.

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

**Members Absent:** None.

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

**Guests:** Christie Hwang, Library Clerk; Laura DeLeon, Library Clerk; Tim Worden, Emerging Technologies Assistant; Sabrina Rosengren, Library Assistant, Literacy Services.

**ADOPTION OF AGENDA**

It was motioned by President Carline to adopt the amended agenda to reflect the elimination of Item 34 and to combine it with Item 28. It was moved by Secretary Shkoler and seconded by Trustee DeVecchio to adopt the agenda (Item 3).

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

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Carline attended the Prayer Breakfast, Tamale Festival, and Tree Lighting Ceremony.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Shkoler attended the Rotary Christmas Party.

Trustee DeVecchio attended personnel meetings and the Bradford House Open House.

Trustee Martin attended the PLFF Board Meeting, H.I.S. House Board Meeting, Financial Partners Credit Union Board Meeting, personnel meetings, and the Rotary Christmas Party. Trustee Martin also participated in Downey's parade with the Financial Partners Credit Union.

Trustee Minter participated in the Tree Lighting Ceremony.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras had a meeting with the City Administrator regarding the California Voter's Rights Act. Additionally, Director Contreras and Business Manager, Fernando Maldonado, met with an HVAC screening vendor to discuss the

process and budget needed for the project. Additionally, Director Contreras has been working with Vincor to complete outstanding items, such as numerous carpet tiles and door handles. Director Contreras also mentioned the completion of the Part-Time Librarian interviews.

**FRIENDS FOUNDATION REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported out the increasing sales of both vending and books in the bookstore. The Second Sunday Sale has also increased in attendance and sales with the increased advertisement. The color code system is also up and running with the first rotation planned for July 2020. Also, the Author's Luncheon planning has been very organized and is on schedule.

**CONSENT CALENDAR**

It was moved by Trustee Minter and seconded by Trustee DeVecchio to approve Agenda Items 9-22 to be reviewed at the January Board Meeting. A roll call vote was taken:

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

**MINUTES FOR NOVEMBER 19<sup>TH</sup>, 2019 REGULAR DATE MEETING.**

The minutes for the November 19<sup>th</sup>, 2019 Regular Date Board Meeting will be received and reviewed at the January Meeting (Item 9).

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

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

Director Contreras reported the following reports will be presented at the January meeting:

Check Registers for October 2019 (Item 10)  
Fund 707 Balance Report for October 2019 (Item 11)

Financial Reports through October 2019 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 2019 (Item 13)  
Acquisitions Report for October 2019 2019 (Item 14)  
Service Revenue Report for October 2019 2019 (Item 15)

**GENERAL CONSENT REPORTS**

Personnel Report for October 2019 (Item 16)  
Circulation Report for October 2019 (Item 17)  
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

**STAFF REPORTS**

Administration Report for October 2019 (Item 19)  
Children’s Services Report October 2019 (Item 20)  
Adult Services Report for October 2019 (Item 21)  
Placentia Library Website Technology Report for October 2019 (Item 22)

**CLOSED SESSION.**

President Carline reported out on the actions taken based on the Library Board of Trustees Closed Session Meeting. The closed session was to continue the discussion regarding post-retirement benefits for the Library Director. This discussion will continue at the January’s meeting. Additionally, an MOU and 115 Trust by Mr. David DeBerry of Woodruff, Spradlin, and Smart will be presented at the next meeting.

**REPORTS FROM LIBRARY STAFF ON THEIR CALIFORNIA LIBRARY ASSOCIATION EXPERIENCE AND WORKSHOP.**

Placentia Library District staff members: Christie Hwang, Library Clerk; Laura DeLeon, Library Clerk; Tim Worden, Emerging Technologies Assistant; Sabrina Rosengren, Library Assistant, Literacy Services presented on their experiences and takeaways from the California Library Association Conference. Hwang, DeLeon, and Worden were presenters for a Passport session and presented the feedback received from the session along with their own personal takeaways. Additionally, Rosengren presented new techniques she will be implementing with the adult learners and tutors.

**ELECTION OF OFFICERS.**

The Board President and Board Secretary positions were open for election by the Board. Trustee Martin nominated Gayle Carline to renew her presidency. The nomination was seconded by Secretary Shkoler. President Carline nominated Secretary Shkoler to renew his term. This was seconded by Trustee Martin. All in favor:

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

**APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES FRO 2020 BY THE BOARD PRESIDENT.**

The Board of Trustees discussed past positions and distribution of responsibilities resulting in the following positions being appointed:

Representative to Special District Local Area Formation Commission (LAFCO) – President Carline and Secretary Shkoler as alternate.

Representative to the Orange County Council of Governments (OCCOG) – Trustee DeVecchio and Trustee Minter as alternate.

Representative to the Independent Special District of Orange County (ISDOC) – Trustee Minter and Trustee DeVecchio as alternate.

Personnel Committee – President Carline and Trustee Martin

Joint Use Agreement Committee – President Carline and Trustee Martin

Additionally, it was determined by the Board of Trustees to remove Trustees' involvement at the Friends Foundation Board Meetings and to instead utilize the Library Director as the liaison of information.

**ADOPTION OF RESOLUTION 19-05: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES FOR CALENDAR YEAR 2020.**

The Board reviewed the presented Board Meeting Dates, reflective of holidays for possibly unusual Board Meeting Dates. The Board discussed and agreed on the following dates:

Wednesday, January 22<sup>nd</sup> (January 20<sup>th</sup> is Martin Luther King Day- Library is open)  
Tuesday, February 18<sup>th</sup> (February 17<sup>th</sup> is President's Day, Library is closed)  
Monday, March 23<sup>rd</sup>  
Monday, April 20<sup>th</sup>  
Monday, May 18<sup>th</sup>  
Monday, June 15<sup>th</sup>  
Monday, July 20<sup>th</sup>  
Monday, August 17<sup>th</sup>  
Monday, September 21<sup>st</sup>  
Monday, October 19<sup>th</sup>  
Monday, November 16<sup>th</sup>  
Wednesday, December 16<sup>th</sup> (no consent reports will be presented)

It was motioned by Trustee Martin and seconded by Trustee DeVecchi to adopt Resolution 19-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2020. A roll call vote was taken:

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

**AUTHORIZE A CLOSURE ON JANUARY 20, 2020 FOR A STAFF DEVELOPMENT DAY.**

Director Contreras presented the closure of the Placentia Library District on January 20, 2020, Martin Luther King, Jr. Day, for a Staff Development Day. The agenda for the Monday, January 20<sup>th</sup> in-service is expected to include the following training: active shooter by the Brea Police Department, makerspace equipment, closing procedures, Bodhi, policy updates, and a teambuilding exercise. Trustee Minter motioned to authorize the closure on January 20, 2020 for the Staff Development Day. This was seconded by Secretary Shkoler.

A roll call vote was taken:

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

**AUTHORIZE AMENDMENTS TO THE 2019-2020 BUDGET TO REFLECT**

To better meet the staff's needs for support and equitably redistributing responsibilities, Director Contreras presented the recommendation to have three positions be reclassified: Public Services Manager to Assistant Library Director, Technology Manager to Librarian I-Automation, and Library Clerk II to Circulation

**CLASSIFICATION CHANGES TO THREE POSITIONS.**

Supervisor at the November 19, 2019 Board Meeting. The Board expressed concerns regarding the salary decrease amount for the Technology Manager and the need to acknowledge the growing importance of technology in the workplace, therefore, the Board recommended the amendment be re-presented to reflect a non-managerial position that acknowledges the skill set needed in the position and a more appropriate pay scale. Per the request of the Board to represent the reclassifications at the December meeting, the Library Director worked with the Technology Manager to create a new job classification, Systems Librarian, with a similar pay scale to other districts. After an in-depth discussion, it was motioned by Secretary Shkoler and seconded by Trustee Martin to approve the reclassifications of Public Services Manager to Library and Organizational Chart as amended, including the Systems Librarian to have the same salary schedule as a Supervising Librarian and report directly to the Director, and to reflect the expenditure report as such. A roll call vote was taken:

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

**AUTHORIZE THE NAMING OF ONE OF THE PASSPORT OFFICES TO IN RECOGNITION OF DR. JOSEPH & DR. VOIZA ARNOLD'S CONTRIBUTION.**

Director Contreras presented the backgrounds of Dr. Joseph & Dr. Voiza Arnold. Both educators are frequent patrons of the Placentia Library and have contributed \$10,000 to the library in support of the centennial project and related library programs and services. As per Placentia Library District Policy 6090.2.1.1 which states the Placentia Library Board of Trustees can choose to honor an individual(s) for significant, outstanding contribution in keeping with the nature and mission of the Library. In recognizing Drs. Arnolds' significant contribution, Library staff recommended one of the Passport Offices to be named in their honor. Trustee Martin motioned to authorize the naming of one of the passport offices in honor of Dr. Joseph and Dr. Voiza Arnold for their contribution to the Placentia Library District. A roll call vote was taken:

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

**AUTHORIZE THE PLACENTIA LIBRARY DISTRICT TO OFFER A CHILDREN'S PARTY PACKAGE AS A SILENT AUCTION BASKET AT THE AUTHOR'S LUNCHEON.**

Director Contreras presented the request for the Library District to offer a children's party package for their silent auction basket at the upcoming Author's Luncheon. The two-hour party package will include a storytime and interactive program, pizza and drinks for the birthday child (PreK through grade 8) and 25 guests. The party will take place either Friday evening or Sunday morning during library closure. After the Board discussed details of the event, it was motioned by Secretary Shkoler and seconded by Trustee Martin to authorize the Placentia Library District to offer a one-time birthday party package for the Author's Luncheon silent auction basket. A roll call vote was taken:

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

**PRESENTATION BY THE LIBRARY DIRECTOR ABOUT THE CALIFORNIA VOTING RIGHTS ACT (CVRA).**

Director Contreras presented the background regarding the Californian Voting Rights Act (CVRA) and its purpose. In 2018, both the City of Placentia and Placentia-Yorba Linda Unified School District established district mapping for elections. These are renewed and re-evaluated every election year. After a detailed discussion regarding projected cost and mapping guidelines, the Board requested the Joint Use Committee discuss this at their next meeting and then present their recommendation to the Board. No action was taken at this time.

**AUTHORIZE AN AMENDMENT TO PLACENTIA LIBRARY DISTRICT POLICY 6065-PUBLIC BEHAVIOR POLICY.**

Director Contreras presented an amendment to Policy 6065.8 to reflect a change of “Using” to “In possession of” wheeled devices in Library property or on Library grounds, except in designated areas, including use of skateboards, roller-skates, bicycles, motorized or non-motorized scooters, and shopping carts. Trustee Martin motioned to authorize the amendment to the Placentia Library District Policy 6065-Public Behavior Policy as discussed and presented. This was seconded by Trustee Minter. A roll call vote was taken:

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

**REVIEW OF ACTION ITEMS**

The next Board Meeting will be on January 22<sup>nd</sup>, 2020 at 6:30 p.m. in the Community Meeting Room. It was requested by Trustee Minter to have Policy 6065- Public Behavior Policy and HVAC updates be presented for review at the next Board Meeting.

**ADJOURNMENT**

The Board of Trustees Unusual Date Meeting of December 12<sup>th</sup>, 2019 was adjourned at 7:58 p.m.

  
Gayle Carline, President  
Library Board of Trustees

  
Al Shkoler, Secretary  
Library Board of Trustees