

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 17, 2017

CALL TO ORDER

President Carline called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 17, 2017 at 6:33pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Tim Hino, Business Manager; Yesenia Baltierra, Public Services Manager; Diane Warner, Administrative Assistant; Fernando Maldonado, Library Assistant; Jaime Cornejo, Sub Library Assistant; and Vivian Jacobo, Sub Library Clerk.

Guests: None

ADOPTION OF AGENDA

Agenda item 23 was moved forward before Oral Communication. After this change, it was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the revised July 17, 2017 meeting agenda:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Carline enjoyed meeting Senator Josh Newman and Assemblyman Philip Chen at their local Brea, CA offices. (Item 5)

Secretary Martin attended the Friends Foundation annual membership luncheon and the meetings with Senator Newman and Assemblyman Chen, along with a Homeless Intervention Shelter (HIS House) Board meeting. (Item 6)

Trustee DeVecchio also enjoyed the Friends Foundation luncheon. (Item 6)

Trustee Minter attended the Independent Special Districts of Orange County (ISDOC) quarterly meeting, where Library Director Contreras was a presenter. (Item 6)

Trustee Shkoler enjoyed the Friends Foundation luncheon and a library staff farewell lunch. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras introduced new Business Manager, Tim Hino, along with library staff Jaime Cornejo and Vivian Jacobo; met with renovation and energy-efficiency equipment vendors; met with Senator Newman and Assemblyman Chen; hosted a RIPL Training session; attended the American Library Association (ALA) annual conference; updated trustees on outstanding job openings; presented at the ISDOC meeting; attended the Friends Foundation annual meeting; and announced the upcoming Staff Development Day on July 28th. (Item 7)

**FRIENDS FOUNDATION
REPORT**

Ginny Sanatar shared that the Friends Foundation will contribute funds towards the Centennial Renovation project, with a final amount yet to be decided; and a newly created Procedures Manual for new board members. (Item 8)

CONSENT CALENDAR

After clarification on several of the monthly reports, it was moved by Secretary Martin and seconded by Trustee Shkoler to approve Agenda Items 9-22, pending addition of Budget Work Session Minutes. A roll call vote was taken:

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

**MINUTES for MAY 22, 2017
and JUNE 28, 2017 BOARD
MEETINGS**

Board Meeting Minutes for May 22, 2017 and June 28, 2017 were approved and filed. (Item 9) The Budget Work Session Agenda for June 28, 2017 included discussions on the proposed Fiscal Year 2017-2019 Budget and the proposed Capital Improvement Plan for the Centennial Anniversary. No action was taken.

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

Check Registers for June 2017 – received and filed (Item 10)
Fund 707 Balance Report for June 2017 – received and filed (Item 11)
Financial Reports through June 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments – received and filed (Item 12)

Balance Sheets for June 2017 – received and filed (Item 13)

- A revised Year-end Expenditures Report will be provided in August 2017.

Acquisitions Report for June 2017 – received and filed (Item 14)

Entrepreneurial Activities Report for June 2017 – received and filed (Item 15)

Moved by Secretary Martin and seconded by Trustee Shkoler 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: Carline, Martin, DeVecchio, Minter Shkoler
NOES: None
ABSENT: None

**GENERAL CONSENT
REPORTS**

Personnel Report for June 2017 – received and filed. (Item 16)

Circulation Report for June 2017 – received and filed. (Item 17)

Review of Shared Maintenance Costs with the City of Placentia through June 2017, under the JPA – received and filed. (Item 18)

STAFF REPORTS

Administration Report for June 2017 (Item 19)

Children's Services Report for June 2017 (Item 20)

Adult Services Report for June 2017 (Item 21)

Placentia Library Website Technology Report - June 2017 (Item 22)

PRESENTATION

The Library Board of Trustees recognized teen patron Mateo Pantoja, a student at El Dorado High School, as the winner of the “Community of the 21st Century” (C21) program logo contest. The C21 Program is a partnership between PYLUSD and Placentia Library, which promotes collaboration, critical thinking, citizenship and creativity. President Carline presented Mateo with a gift card on behalf of Placentia Library. (Item 23)

CONTINUING BUSINESS

**ADOPT RESOLUTION 17-02:
POLICY 6035 – FINES & FEES
FOR FISCAL YEARS 2017-
2018**

The proposed Fiscal Year 2017-2019 Fee Schedule was reviewed by the Library Board of Trustees at the May 22, 2017 Budget Work Session, with a Public Hearing held at the June 28, 2017 Board Meeting. Per Trustee Minter’s request, the Policy 6035 layout was revised and Resolution 17-02 was resubmitted at the July 17th board meeting. After discussion and reading of the resolution title, it was moved by Secretary Martin and seconded by Trustee Minter to approve revised Policy 6035 and Resolution 17-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fee Schedule for Fiscal Year 2017-2019 for the Placentia Library District of Orange County. (Item 24) A roll call vote was taken:

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

**ADOPT RESOLUTION 17-04:
FY 2017-2019 CAPITAL
IMPROVEMENT PLAN TO
RENOVATE PLACENTIA
LIBRARY DISTRICT &
IMPLEMENT ENERGY
EFFICIENT PROGRAMS**

At the June 28th board meeting, Library Director Contreras presented Resolution 17-04, to adopt the Fiscal Year 2017-2019 Capital Improvement Plan to renovate the library and implement energy-efficient programs, including replacement of HVAC system and all library lighting. The proposed plan commemorates the 100th Anniversary of the Placentia Library District, and centers on renovating and redesigning the public space, including public restroom upgrades and outdoor space to meet the physical, social, research, creative and exploratory needs of our community. The District would have its own electric meter and electric panel, separate from the City of Placentia. Trustees requested Resolution 17-04, Section 2, be revised to allow maximum funds of \$2.7M be authorized from Library Reserve Accounts, and the resolution re-submitted at the July 17 board meeting. The estimated cost for the renovation is \$2.4M with the energy efficiency programs estimated at \$1.6M. Fiscal Impact: \$4.0M. (Item 25)

After discussion, it was moved by Trustee DeVecchio and seconded by Secretary Martin to amend Resolution 17-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt FY 2017-2019 Capital Improvement Plan to Renovate Placentia Library District and Implement Energy Efficient Programs. It was further moved by Secretary Martin and seconded by Trustee Minter to adopt amended Resolution 17-04. A roll call vote was taken:

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

NEW BUSINESS

**HARWOOD PUBLIC
INNOVATOR'S LAB
"TURNING OUTWARD"
WORKSHOP**

Board Secretary Martin presented the Harwood Public Innovator's Lab methodology, and the initial "Turning Outward" exercise for community involvement. The Harwood Institute for Public Innovation is a nonpartisan, nonprofit organization that teaches, coaches and inspires individuals and organizations to solve pressing problems and change how communities work together. No action required. (Item 26)

**LIBRARY DATABASE
PRESENTATION: CAREER
CRUISING**

Library Assistant Fernando Maldonado presented an overview of the Career Cruising database available for patron use. Information is updated in real-time, and Trustees were very enthusiastic about community uses for this employment assistance database. No action required. (Item 27)

**AUTHORIZATION TO
AMEND JOB TITLE FOR
SUPPORT SERVICES
MANAGER**

Library Director Contreras presented a request to amend the Support Services Manager title to Automation Technology Manager, to better clarify the Information Technology component required for this position. This title change places more emphasis on technology experience rather than support. The proposed title change is more suitable for the job responsibilities, with results that are more aligned with what the District is looking for based on the job description. Salary will remain unchanged. After discussion, Trustees requested the title be amended to "Technology Manager." It was moved by Trustee Shkoler and seconded by Secretary Martin to approve this change in job title. (Item 28)

A roll call vote was taken:

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

**AUGUST 21, 2017 BOARD
MEETING DATE**

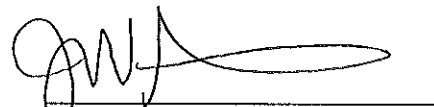
As library staff foresees no agenda items requiring immediate attention for Trustee consideration in August, Trustees voted to cancel the August 21st board meeting.

ADJOURNMENT

The Board of Trustees Regular Meeting of July 17, 2017 was adjourned at 8:05pm.

The next Library Board of Trustees meeting will be held on the regular date of September 18, 2017 at 6:30pm.


Gayle Carline, President
Library Board of Trustees


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