

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
February 23, 2015

CALL TO ORDER

President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 23, 2015 at 6:32pm.

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

Members Absent: None

Staff Present: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Administrative Assistant Diane Warner, Nadia Dallstream-Adult Services Supervisor, Lori Worden-Childrens Services Supervisor and Fernando Maldonado-Circulation Supervisor.

Guest: None

ADOPTION OF AGENDA

It was moved by Trustee Carline and seconded by Secretary Martin to adopt the agenda as presented:

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

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler attended the promotion ceremony for Chief of Police Ward Smith, the Miss Placentia Pageant, Farewell Dinner for Teri Neibuhr (HIS House) and the February 9th PLFF meeting. (Item 5)

Secretary Martin attended the promotion ceremony for Chief of Police Ward Smith, the Miss Placentia Pageant, Farewell Dinner for Teri Neibuhr (HIS House) and the February 9th PLFF meeting. (Item 6)

Trustee Carline attended the promotion ceremony for Chief of Police Ward Smith, was a volunteer at the Miss Placentia Pageant, and enjoyed an event for author, Neil DeGrasse Tyson -recommended him for a future Authors Luncheon. (Item 6)

Trustee DeVecchio attended the promotion ceremony for Chief of Police Ward Smith and represented the Trustees at a Farewell Reception for City Administrator, Troy Butzlaff. (Item 6)

Trustee Minter had no activities to report. (Item 6)

LIBRARY DIRECTOR REPORT

Director Contreras enjoyed the "Libraries: Do We Have 5 Years to Live?" conference at USC, and has several ideas for the Library's FY 16-17 fiscal year.

Director Contreras also attended the City Administrator’s Farewell Reception. (Item 7)

FRIENDS FOUNDATION REPORT

Ginny Sanatar represented the Friends Foundation, and said 126 tickets have been sold for the 2015 Authors Luncheon. There are currently 240 paid members of the Friends Foundation, and 2 potential board members. (Item 8)

CONSENT CALENDAR

Moved by Secretary Martin and seconded by Trustee Carline to approve Agenda Items 9-24, and a roll call vote was held.

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

MINUTES of JANUARY 26th TRUSTEES MEETING

Minutes for the January 26, 2015 Trustees Meeting were received, approved and filed. (Item 9)

CLAIMS

Nonstandard Claims in excess of \$300 – none (Item 10)

Claims Forwarded by the Library Director and Trustees – Two (2) PARS claim batches had been approved and forwarded to Orange County for payment. (Item 11)

Current Claims and Payroll – Eight (8) claim batches and three (3) payroll batches were approved by the Trustees on February 23rd and forwarded to the County of Orange for payment. (Item 12)

Moved by Trustee Carline and seconded by Secretary Martin to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports.

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

TREASURER’S REPORTS

Fund Balance Report for Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash) report was received and filed. (Item 13)

Financial Reports through January 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer - received and filed. (Item 14)

Balance Sheet for January 2015 - received and filed. (Item 15)

Acquisitions Report for January 2015 – received and filed. (Item 16)

Entrepreneurial Activities Report for January 2015 – received and filed. (Item 17)

GENERAL CONSENT REPORTS

Personnel Report for January 2015 – received and filed. (Item 18)

Circulation Report for January 2015 – received and filed. (Item 19)

Review of Shared Maintenance Costs with the City of Placentia through February 2015, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Library Director’s Report for January 2015 (Item 21)
Children’s Services Report for January 2015 (Item 22)
Adult Services Report for January 2015 (Item 23)
Placentia Library Web Site & Technology Report for January 2015 (Item 24)

NEW BUSINESS

Authorize Amendments to Placentia Library District Policy 2040 – Sick Leave

Board voted to postpone this discussion until the March 2015 Board of Trustees meeting. (Item 25)

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

Authorize Amendments to Placentia Library District Policy 2110 – Health and Welfare Benefits

Library Director Contreras presented proposed verbiage changes to Policy 2110, Section 2110.5, and requested Board approval for policy to stipulate “PARS Defined Benefit Retirement Plan,” as Placentia Library District has changed retirement plan programs. (Item 26)

Moved by Secretary Martin and Seconded by Trustee Carline to approve verbiage changes.

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

Travel Authorization to Attend Special District Legislative Days in Sacramento, CA on May 19-20, 2015

Library Director requested approval to attend the Special District Legislative Days conference in Sacramento, CA on May 19-20, 2015. Fiscal Impact is \$600 per person. (Item 27)

Moved for Board approval by Trustee Minter and seconded by Trustee Carline to authorize Director Contreras and Secretary Martin to attend. A roll call vote was taken:

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

Authorization to Attend the California Public Library Advocates (CPLA) Spring Workshop

Library Director requested approval for Library Trustees and/or Director to attend the CPLA Spring Workshop in Redondo Beach, CA on March 14, 2015. Fiscal impact is \$25 per person plus mileage. Trustee Minter requested that the PLFF President be invited to attend also. (Item 28)

Moved for approval by Trustee Carline and seconded by Trustee Minter to authorize attendance by President Shkoler, Trustee Minter and Business Manage, Yesenia Baltierra. A roll call vote was taken:

AYES: Shkoler, Martin, Carline, DeVecchio, Minter

NOES: None
ABSENT: None

Review and Discuss the Request for Proposal (RFP) for Independent Audit Services

Library Director presented responses from three CPA firms to the recent RFP for Audit Services. After proposal reviews and discussion, Director Contreras recommended Placentia Library District's fiscal audit services 3-year contract be awarded to White Nelson Diehl Evans, located in Irvine, CA, effective with Fiscal Year 2014-15 (with option for two 1-year extensions). (Item 29)

Moved by Secretary Martin and seconded by Trustee DeVecchio to approve the Library Director's recommendation. A roll call vote was taken:

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

Review and Discuss Placentia Library District Policy 5000 Series – Board Meetings

Library Director presented the current Policy 5000 Series for changes to Board of Trustees meeting dates, agendas, conduct, decisions, minutes and rules of order. Moved by Trustee DeVecchio and seconded by Secretary Martin to delay for further review and discussion at a future Board meeting. (Item 30)

Nominations for Vacant Seats on SDRMA Board of Directors

Library Director presented an opportunity for Trustees to be nominated for any of the three (3) seats open on the 2015 SRDMA Board of Directors, whose monthly meetings are held in Sacramento. Trustees were not interested in participating at this time. (Item 31)

ADJOURNMENT

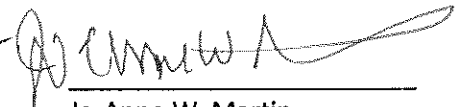
The February 23, 2015 Board of Trustees meeting was adjourned at 7:28pm.

Library Director Contreras requested the March Trustees meeting be moved to March 23, 2015, for a Budget Work Session at 5:00 p.m. followed by the monthly Board meeting. Moved by Trustee Carline and seconded by Trustee DeVecchio to change the March meeting date, with unanimous Board approval.

The next Board of Trustees meeting will be on March 23, 2015 at 6:30 p.m.



Al Shkoler
President
Library Board of Trustees



Jo-Anne W. Martin
Secretary
Library Board of Trustees