

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
APRIL 15TH, 2019

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 18th, 2019 at 6:30 pm.

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; Fernando Maldonado, Acting Business Manager; Jon Legree, Technology Manager; Alyssa Stolze, Administrative Assistant

Guests: None

ADOPTION OF AGENDA

It was moved by Secretary Shkoler and seconded by Trustee Minter 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 a Joint Use Committee meeting, presented C21 awards at Melrose Elementary, and served as Principal for a Day at Ruby Drive.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler attended the H.I.S. House Luncheon, the Financial Partners Credit Union Auction for Kids, and Coleen's retirement luncheon.

Trustee DeVecchio attended Coleen's retirement luncheon.

Trustee Martin attended a H.I.S. House Luncheon, the Financial Partners Credit Union Auction for Kids, a PLFF Board Meeting, a Centennial Gala Meeting, and is working on having H.I.S. House be classified as a 501cb, separate from the church. Trustee Martin was also a Principal for a Day at El Camino High School and presented C21 awards at Brookhaven Elementary.

Trustee Minter attended the ISDOC meeting with the CSDA Director as the speaker and the Joint Use Committee meeting.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended a Centennial Gala meeting, the California Library Services Board Meeting, the H.I.S. House Luncheon, the first General Managers Special District's meeting, a Joint Use Meeting, and ongoing meetings with contractors for the renovation, roofing and energy efficiency projects. Director

Contreras also presented updates for these projects and the logistical changes for staff during different phases of the interior construction project.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported out on the Volunteer Luncheon, participating at Easter Eggcitement, and how the Friends are no longer accepting book donations due to capacity. There is a discussion of a large sale after the re-opening and creation of an inventory management system. Additionally, the Friends are working on silent auction baskets for the Gala.

CONSENT CALENDAR

It was moved by Secretary 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 MARCH
18TH, 2019 BOARD
MEETING**

The minutes for the March 18, 2019 Library Board of Trustees Regular Date Meeting and the March 18, 2019 Library Board of Trustees Work Session Meeting were received, approved, and filed. (Item 9)

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

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

Check Registers for March 2019 – received and filed (Item 10)
Fund 707 Balance Report for March 2019 – received and filed (Item 11)

Financial Reports through March 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 March 2019 – received and filed. (Item 13)
Acquisitions Report for March 2019 – received and filed. (Item 14)
Service Revenue Report for March 2019 – received and filed. (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for March 2019 – received and filed. (Item 16)
Circulation Report for March 2019 – 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 March 2019 (Item 19)
Children's Services Report for March 2019 (Item 20)
Adult Services Report for March 2019 (Item 21)
Placentia Library Website Technology Report for March 2019 (Item 22)

AUTHORIZE BOARD PRESIDENT CARLINE TO SIGN THE PURCHASING AGREEMENT 19-001 WITH YAMADA ENTERPRISES TO PROVIDE THE FURNITURE, FIXTURES AND EQUIPMENT (FF&E), LIBRARY BOOKSTACKS, AND CUSTOM MILLWORK FOR PROJECT #2018-03, DATED JANUARY 25, 2019

Library Director Contreras presented the Purchasing Agreement 19-001 with Yamada Enterprises to provide all the new, unblemished furniture, fixtures and equipment (FF&E), library bookstacks and custom millwork for the renovation project. Director Contreras noted she has consulted with Legal Counsel, other public works professionals, and library directors, confirming that a request for approval is not required for FF&E projects as they are not under the provision of the public works requirement. Additionally, it was confirmed that no performance bond was needed. The importance of the renovation project timing and schedule were also discussed and considered to ensure the completion of work for re-opening with full library access on September 14, 2019. Therefore, the waiver of Placentia Library District Policy 3080.2 was also presented.

It was motioned by Trustee DeVecchio to waive Policy 3080.2 as presented and seconded by Trustee Martin.

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

It was then motioned by Trustee Minter to authorize Board President Carline to sign the Purchasing Agreement #19-001 with Yamada Enterprises for the procurement and installation of furniture, fixtures, and equipment, in the amount of \$970,600. This was seconded by Trustee Martin.

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

It was then motioned by Trustee Martin to authorize the Library Board President to approve related change orders, not exceed \$50,000 and the Library Director to approve related change orders, not to exceed \$20,000. This was seconded by Secretary Shkoler.

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

AUTHORIZE THE AMENDMENT TO PLACENTIA LIBRARY DISTRICT POLICY 2319- JOB DESCRIPTION- LIBRARY ASSISTANT AS PRESENTED.

Director Contreras presented on behalf of staff to include literacy services as a defined category under the Library Assistant job description. The presented job description was discussed and reviewed by the Board. It was then motioned to authorize the amendments to Policy-2319- Library Assistant, as presented, by Trustee Martin and seconded by Secretary Shkoler.

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

**AUTHORIZE AMENDMENTS
TO PLACENTIA LIBRARY
DISTRICT POLICY 6055-
BARBARA & ED
HEMMERLING GROUP
STUDY ROOMS.**

Director Contreras presented how Barbara and Ed Hemmerling donated a substantial contribution towards the centennial renovation project, and to allow the naming of the group study rooms to be in the honor of Mr. & Mrs. Hemmerling as the Barbara & Ed Hemmerling Group Study Rooms. Additionally, the amendments to Policy 6055-Group Study Rooms, as presented, were reviewed and discussed. The Board requested revision of wording to correlate with the Meeting Room policies and to represent the amended Policy 6055. It was motioned by Trustee Martin to authorize the naming of the group study rooms to the Barbara & Ed Hemmerling Group Study Rooms.

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

REVIEW OF ACTION ITEMS

The next Board Meeting will be held on May 17th, 2019 at 3:00 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of April 15th, 2019 was adjourned at 7:16 p.m.



Gayle Carline, President
Library Board of Trustees



Al Shkoler, Secretary
Library Board of Trustee