

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
October 16, 2017

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 16, 2017 at 6:31pm.

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; Yesenia Baltierra, Public Services Manager; Tim Hino, Business Manager; Diane Warner, Administrative Assistant

ADOPTION OF AGENDA

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

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Carline attended the California Special District Association annual conference, the Placentia Library Friends Foundation board meeting, participated in the Heritage Festival, and met with Ms. Susan Smith, Vice-President of Philanthropy from St. Jude's Medical Center. (Item 5)

Secretary Martin attended the California Special District Association annual conference, participated in the Heritage Parade, and met with Ms. Susan Smith, Vice-President of Philanthropy from St. Jude's Medical Center. (Item 6)

Trustee Shkoler attended the California Special District Association annual conference and participated in the Heritage Parade. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended the California Special District Association annual conference, participated in the Heritage Parade, and met with Ms. Susan Smith, Vice-President of Philanthropy from St. Jude's Medical Center, and attended the Placentia Library Friends Foundation board meeting. She is currently working on the Technology Manager recruitment, fulfilling multiple commitments for the California Library Association (CLA), and preparing for her presentations at the CLA annual conference in Riverside. (Item 7)

**FRIENDS FOUNDATION
REPORT**

Ginny Sanatar of the Placentia Library Friends reported that they have two new potential board members and that they are working on promotion for the Author's Luncheon. (Item 8)

CONSENT CALENDAR

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

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

**MINUTES for June 28 and
September 18, 2017
BOARD MEETINGS**

Minutes for the June 28 and September 18, 2017 Board of Trustees Meetings were received, approved and filed. (Item 9)

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

Check Registers for September 2017 – received and filed (Item 10)
Fund 707 Balance Report for September 2017 – received and filed (Item 11)

Financial Reports through September 2017 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 September 2017 – received and filed. (Item 13)
Acquisitions Report for September 2017 – received and filed. (Item 14)
Entrepreneurial Activities Report for September 2017 – received and filed. (Item 15)

Moved by Trustee Shkoler and seconded by Trustee DeVecchio 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 September 2017 – received and filed. (Item 16)
Circulation Report for September 2017 – 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 September 2017 (Item 19)
Children's Services Report for September 2017 (Item 20)
Adult Services Report for September 2017 (Item 21)
Placentia Library Website Technology Report for September 2017 (Item 22)

CLOSED SESSION

President Carline reported that the Library Board of Trustees approved a 6% salary increase and 2% COLA for the Library Director. (Item 23)

**ADOPT RESOLUTION
17-05: A RESOLUTION OF
THE LIBRARY OF
TRUSTEES OF THE
PLACENTIA LIBRARY
DISTRICT OF ORANGE
COUNTY, AUTHORIZING
THE DEPOSIT AND
INVESTMENT OF EXCESS
OF FUNDS WITH THE
TREASURER-TAX
COLLECTOR OF THE
COUNTY OF ORANGE,
CALIFORNIA**

Moved by Trustee Shkoler and seconded by Secretary Martin to adopt Resolution 17-05: A Resolution of the Library of Trustees of the Placentia Library District of Orange County, Authorizing the Deposit and Investment of Excess Funds with the Treasurer-Tax Collector of the County of Orange, California. (Item 24)

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

**TRAVEL AUTHORIZATION:
PUBLIC LIBRARY
ASSOCIATION
CONFERENCE ON MARCH
20-24, 2018**

Moved by Secretary Martin and seconded by Trustee Minter to approve travel authorization for President Carline, Secretary Martin, Trustee Minter, Trustee Shkoler and Library Director Contreras, to attend the Public Library Association Conference in Philadelphia, Pennsylvania with legislative visits in Washington, D.C., contingent upon availability of legislators. Approved by a roll call vote. (Item 25)

**COUNTYWIDE
REDEVELOPMENT
AGENCY OVERSIGHT
BOARD NOMINATION**

The Library Board of Trustees decided not to have District representation on the countywide Redevelopment Oversight Board. (Item 26)

AGENDA PREPARATION

Trustee Minter requested information on the Packing House District project and a work session with the Placentia Library Friends Foundation to discuss fundraising strategies for the Centennial Renovation project. (Item 27)

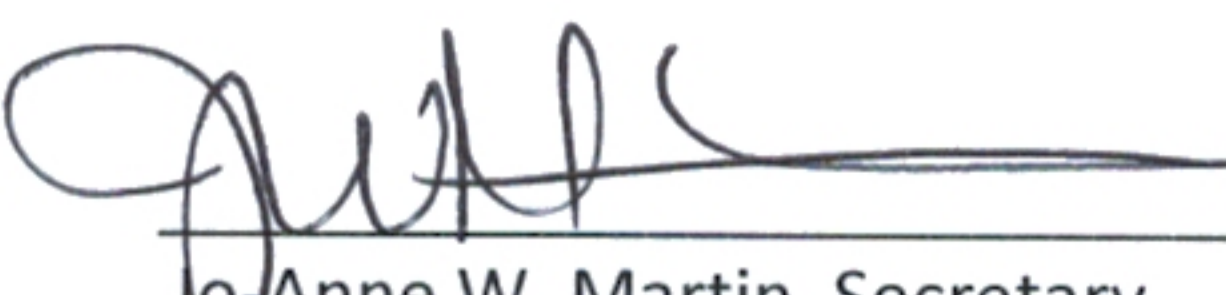
ADJOURNMENT

The Board of Trustees Regular Date Meeting of October 16, 2017 was adjourned at 7:02pm.

The next Library Board of Trustees meeting will be held on the unusual date of Monday, November 20, 2017 at 6:30pm. A Work Session will be held prior to this board meeting at 5:30pm.



Gayle Carline, President
Library Board of Trustees



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

