

MINUTES
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
OCTOBER 17, 2016

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 17, 2016 at 6:32pm.

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

Members Absent: None

Staff Present: Library Director Jeanette Contreras, Yesenia Baltierra, Public Services Manager; Diane Warner, Administrative Assistant

Guests: Dennis Yu and Shawn Tan of Public Agency Retirement System (PARS), Marina Tutty, Financial Consultant

ADOPTION OF AGENDA

It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the October 17, 2016 meeting agenda as presented:

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

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Carline attended the California Special District Association (CSDA) Annual Conference in San Diego, rode on the library's float in the Heritage Day Parade on October 8th and was a panel member for the Community Conversations event on October 15th. (Item 5)

Secretary Martin attended the Harwood Public Innovators Lab in Ontario, CA, the CSDA Annual Conference in San Diego, rode on the library's race car train float in the Heritage Day Parade on October 8th, attended two candidate meet and greet events at private homes, and participated at the Community Conversations event on October 15th. (Item 6)

Trustee DeVecchio enjoyed the Heritage Day Festival on October 8th at Tri-City park and visited the library booth, remarking on staff's dedication to the community. (Item 6)

Trustee Minter renewed her AB1234 Ethics certification, attended the ISDOC Quarterly Luncheon and the Community Conversations event on October 15th. (Item 6)

Trustee Shkoler also enjoyed the CSDA Annual Conference in San Diego and rode on the library's race car train float in the Heritage Day Parade on Oct 8th, attended two candidate meet and greet events at private homes, and participated at the Community Conversations event on October 15th. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras reported that the library hosted the 2016 Candidates' Forum event on October 14th, a community feedback meeting with nine local candidates on a Q&A panel. The interactive event included *Facebook Live* questions by residents participating from their home computers, moderated the Community Conversations on October 15th at the library, and attended the CSDA Annual Conference. The Library Director also attended the Harwood Public Innovators Lab along with Yesenia Baltierra, Public Services Manager, Trustee Martin, and representatives from the City and the Chamber of Commerce. Yesenia Baltierra, Public Services Manager, shared information about a 1-week train-the-trainer Mental Health First-Aid workshop she attended, which focused on learning how to assist people with mental illness and to remove the stigma from our perception of people with mental disorders. Training sessions will be provided to staff, trustees, and community organizations later during FY 2016-17. New Library Aide, Elizabeth Tande, was introduced to the Trustees. (Item 7)

**FRIENDS FOUNDATION
REPORT**

Ginny Sanatar shared that the Placentia Library Friends Foundation (PLFF) Board acquired two new board members in September and two more in October, with all four new members under age 30. The PLFF website has been updated and tickets for the 2016 Author's Luncheon have increased to \$60 per person, due to increased meal costs. The annual Jewel Reception has been renamed "Shining Stars Reception," honoring all who have donated \$100 or more and PLFF volunteers. Event will be held on November 18, 2016. (Item 8)

CONSENT CALENDAR

Secretary Martin asked library staff to continue to analyze the statistics captured on agenda item 17, as she was concerned about the decrease in patron visits and circulation. It was moved by Trustee DeVecchio and seconded by Trustee Shkoler to approve Agenda Items 9-22. A roll call vote was taken:

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

**MINUTES for the
SEPTEMBER 26, 2016
BOARD MEETING**

Minutes for the September 26, 2016 Trustees meeting were received, approved and filed. (Item 9)

TREASURER'S REPORTS

Check Registers/Vendor Payments for September 2016 – received and filed (Item 10)

Fund 707 Balance Report for September 2016 – received and filed (Item 11)

Financial Reports through September 2016 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 September 2016 - received and filed. (Item 13)

Acquisitions Report for September 2016 – received and filed. (Item 14)

Entrepreneurial Activities Report for September 2016 – received and filed. (Item 15)

It was moved by Secretary Martin and seconded by Trustee Minter to receive, file and approve the 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 2016 – received and filed. (Item 16)
Circulation Report for September 2016 – received and filed. (Item 17)
Review of Shared Maintenance Costs with the City of Placentia for September 2016, under the JPA – received and filed. (Item 18)

STAFF REPORTS

Administration Report for September 2016 (Item 19)
Children's Services Report for September 2016 (Item 20)
Adult Services Report for September 2016 (Item 21)
Placentia Library Website Technology Report - September 2016 (Item 22)

CLOSED SESSION REPORT

President Carline reported that the Trustees discussed the Library Director's performance evaluation and compensation for FY2015-16, and FY2016-17 objectives. After discussion, it was moved by Trustee Minter and seconded by Secretary Martin to approve a 5% merit increase and a 2% increase in PARS contributions for the Library Director, retroactive to September 8, 2016. (Item 23)
A roll call vote was taken:

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

PRESENTATION

President Carline presented a proclamation certificate and a \$50 gift card to Jacob Ardalo, a 5th grader at Wagner Elementary School, who is the children's winner for the 2016 Library Card Design contest. (Item 24)

NEW BUSINESS

PUBLIC AGENCY RETIREMENT SYSTEM (PARS) PRESENTATION

Dennis Yu, PARS Senior Vice President, presented a financial update on the PARS Retirement Plan, which manages Placentia Library's bi-weekly "Defined Contribution Retirement Program" [401(a) tax qualified, tier 1] contributions on behalf of each regular employee. Library employees are 100% vested after 5 years of employment. (Item 25) Information only - no action was required.

ADVOCATE SUPPORT OF S.3391 – The MUSEUM and LIBRARY SERVICES ACT

Placentia Library District has been encouraged by the American Library Association (ALA) to support bipartisan legislation to reauthorize S.3391 – the Museum and Library Services Act, and request that this bill be co-sponsored by Senators Feinstein and Boxer, before Congress goes into recess in December 2016. After discussion it was moved by Trustee Minter and seconded by Trustee DeVecchio to have President Carline submit two letters on behalf of the entire

board of trustees. Library Director Contreras informed the Board that information will also be shared on the District's website and with PLFF (Item 26) A roll call vote was taken to approve travel expenses:

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

**TRAVEL to ALA MID-
WINTER CONFERENCE from
JANUARY 20-24, 2017**

Library Director Contreras presented a request to attend the ALA Mid-winter Conference and Symposium on the Future of Libraries in Atlanta, GA from January 20-24, 2017. Fiscal Impact: \$1,300 per person. After review and discussion, President Carline and Library Director Contreras will also attend this conference. (Item 27) A roll call vote was taken to approve travel expenses:

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

**TRAVEL to LIBRARY
JOURNAL'S DIRECTORS'
SUMMIT from DECEMBER
1-2, 2016**

Library Director Contreras presented a request to attend the Library Journal's Directors' Summit conference in Sacramento on December 1-2, 2016. Fiscal Impact: \$450 per person. After review and discussion, it was moved by Trustee Minter and seconded by Trustee DeVecchio to approve this travel request. (Item 28) A roll call vote was taken to approve travel expenses

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

**UPDATE on STAFF
DEVELOPMENT DAY for
NOVEMBER 18, 2016**

Library Director Contreras shared plans for the next Staff Development Day on November 18, 2016. The meeting will be held offsite at a local bowling alley to accommodate team building exercises and well as budget planning for FY 2017-2019. (Item 29) Information only – no action required.

**DISCUSSION: EMERGENCY
PROCEDURES and
OPERATIONS PLAN**

Library Director Contreras presented a draft of Placentia Library's 2011 Emergency Plan, which was never presented to the trustees due to operation and logistics issues. The library is already designated as an emergency shelter. Library Director Contreras requested the trustees authorize a committee to use the draft to develop an updated Emergency Procedures and Operations Plan that includes staff succession plan and roles of trustees, as soon as possible. Included in the operations plan is CPR Certification training for all staff, Trustees and the PLFF board. After discussion, it was determined that Trustee Minter, Trustee Shkoler, and the Library Director will form the committee. (Item 30)


AGENDA PREPARATION

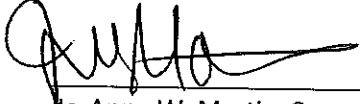
Trustee Minter requested an update on Placentia Library District Policy 2205 – Fingerprinting Policy and to include information on the impact, cost, and convenience of policy as it relates to the District, applicants, and volunteers. (Item 31)

ADJOURNMENT

The Board of Trustees Regular Date Meeting of October 17, 2016 was adjourned at 7:47pm.

The next Board of Trustees meeting will be held on the regular date of Monday, November 21, 2016 at 6:30pm.


Gayle Carline, President
Library Board of Trustees


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