

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
February 10, 2016 - Revised

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 10, 2016 at 6:34pm.

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

Members Absent: None

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

Guests: None

ADOPTION OF AGENDA

Due to receiving conference information after the agenda was published, Library Director Contreras requested to add travel to the CENIC Conference on March 20-23, 2016 as an emergency discussion item. It was moved by Trustee Minter and seconded by Secretary Martin to add as agenda item 27. It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the amended agenda by a roll call vote:

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

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Carline participated in the Centennial Steering Committee meeting held February 3rd, and requested the meeting minutes be set to all Trustees. (Item 5)

Secretary Martin attended the Steering Committee meeting and HIS House monthly board meeting. (Item 6)

Trustee Shkoler also attended the HIS House monthly board meeting. (Item 6)

Trustee DeVecchio had no report this month. (Item 6)

Trustee Minter had no report this month. (Item 6)

LIBRARY DIRECTOR REPORT

Library Director Contreras advised that she is now a member of the HIS House Board and the Chamber of Commerce Board, and is attending those monthly meetings. The Library Director encouraged participation at the HIS House fundraising luncheon event on March 8th and shared updates about Staff Development Day training held on February 3rd and the upcoming Author's Luncheon. The next Centennial Steering Committee meeting will be on March 18th after a community forum to gather input on library design ideas. (Item 7)

FRIENDS FOUNDATION REPORT

Ginny Sanatar shared that 110 Author's Luncheon tickets have been sold so far with an expected turnout of 220 guests, and PLFF has collected 42 assorted donations to fill 15 silent auction baskets, including a 4-pack of Disneyland tickets. Current PLFF President Zoot Velasco has tendered his resignation as of June 30th and the Board is actively seeking new board members. (Item 8)

CONSENT CALENDAR

Moved by Trustee Shkoler and seconded by Secretary Martin to approve Agenda Items 9-24. (Item 9) A roll call vote was held.

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

**MINUTES for the
DECEMBER 21, 2015 and
JANUARY 25, 2016
BOARD of TRUSTEES
MEETINGS**

Minutes for the January 25, 2016 board meeting and revised minutes for the December 21, 2015 board 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 – six (6) vendor claims and one (1) PARS claim were approved and forwarded to Orange County for payment during January-February. (Item 11)

Current Claims and Payroll – three (3) Book claims, and two (2) Payroll claims were approved by the Trustees and forwarded to the County of Orange for payment. (Item 12)

Moved by Trustee Shkoler and seconded by Trustee DeVecchio to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports.

AYES: Carline, Martin, DeVecchio, Minter, Shkoler
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 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger - received and filed. (Item 14)

Balance Sheets for January 2016 - received and filed. (Item 15)

Acquisitions Report for January 2016 – received and filed. (Item 16)

Entrepreneurial Activities Report for January 2016 – received, filed. (Item 17)

**GENERAL CONSENT
REPORTS**

Personnel Report for January 2016 – received and filed. (Item 18)

Circulation Report for January 2016 – received and filed. (Item 19)

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

STAFF REPORTS

Administration Report for January 2016 (Item 21)

Children's Services Report for January 2016 (Item 22)

Adult Services Report for January 2016 (Item 23)

Placentia Library Website Technology Report - January 2016 (Item 24)

NEW BUSINESS

**AUTHORIZE
AMENDMENTS to
CIRCULATION POLICY
6030**

Library Director Contreras advised that Circulation Policy 6030 was revised on July 1, 2015 to shorten the library materials loan period from three weeks to two weeks for all items except DVDs. Since then, library staff have received numerous requests from patrons to change the loan period back to three (3) weeks, as two weeks is not enough time to read all material checked out. After discussion, it was moved by Trustee Minter and seconded by Trustee DeVecchio to change the loan period back to three weeks for all materials except DVDs, which remain on a one (1) week rental period. Trustees also requested that email be added as a form of notification under policy section 6030.3.3, Notification Process. A roll call vote was held. (Item 25)

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

**TRAVEL AUTHORIZATION
to ATTEND the ALA
CONFERENCE in
ORLANDO, FL from JUNE
23-28, 2016**

Library Director Contreras presented a travel opportunity to attend the American Library Association (ALA) Conference in Orlando, Florida from June 23-28, 2016. Fiscal Impact: \$2,000 per person. After review and discussion, no trustees or staff expressed an interest in attending this conference. (item 26)

**TRAVEL AUTHORIZATION
to ATTEND the CENIC
CONFERENCE in DAVIS,
CA from MARCH 20-13,
2016**

Library Director Contreras presented a travel request to attend the California Research and Education Network Initiative (CENIC) Annual Conference in Davis, CA from March 20-23, 2016. This conference brings together industry leaders in education, research, technology, arts and culture to learn and network, with special sessions for Education and Library. Fiscal Impact: \$1,300 per attendee. After review and discussion, it was moved by Secretary Martin and seconded by Trustee Shkoler to approve travel for Library Director Contreras. (Item 27 – added after agenda was published)

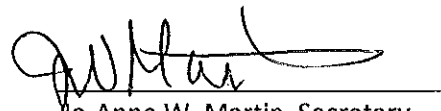
AYES: Carline, Martin, DeVecchio, Minter, Shkoler
NOES: None
ABSENT: None

ADJOURNMENT

The Unusual Date February 10, 2016 Board of Trustees meeting was adjourned at 7:10pm.

The next Board of Trustees meeting will be held on the unusual date of March 28, 2016 at 6:30pm.


Gayle Carline, President
Library Board of Trustees


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