

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
January 25, 2010

CALL TO ORDER President Shkoler called the Unusual Date Meeting of the Placentia Library District Board of Trustees to order on January 25, 2010 at 6:30 P.M.

ROLL CALL **Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustee Betty Escobosa, Trustee Jean Turner, and Trustee Gaeten Wood.

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Roger Hiles, Yesenia Baltierra, Marisa Timothy; Lynne Netty of Macias, Gini & O'Connell.

**ORAL
COMMUNICATION**

There was no oral communication at this time.

**ADOPTION OF
AGENDA**

It was moved by Trustee Escobosa and seconded by Trustee Turner to adopt the agenda as presented:

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

TRUSTEE REPORTS

President Shkoler attended the Miss Placentia/Yorba Linda Pageant where the Outstanding Teen, Miss Placentia, and Miss Yorba Linda were named. The event included a performance by the Little Sisters who received dance instruction from Librarian Nadia Dallstream. (Item 5)

Secretary DeVecchio met with Library Director Contreras to develop a semi-annual staff review of the Library Director form. He hopes to provide information in July with an opportunity for staff input.

Trustee Escobosa attended the Placentia Community Network meeting. She believes it is good to have a Library Board member active with the group and learned of community services available including the Friendly Center. She is proud of the Children's Department calendar that she received with her library event information and would like to recommend a music teacher for the STAR program.

Trustee Turner attended the Placentia Library Friends Foundation monthly meeting, the Adult Book Discussion at the library, and the first Play Reading started with the University Women Association. The group hopes that attendance will grow.

Trustee Wood had nothing to report. (Item 6)

PLFF REPORT

No report was given by the Placentia Library Friends Foundation. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Turner and seconded by Trustee Wood to approve Agenda Items 8-26.

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None

It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to amend the December 21, 2009 Minutes with corrections regarding Appointment of Board Representatives to read that Trustee Escobosa would serve as the representative at the Placentia Community Network meetings, with Secretary DeVecchio being the alternate.

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None

CLAIMS

Nonstandard Claims in excess of \$300 (Item 9)

Claims forwarded by the Library Director and Library Trustees (Item 10)

Current Claims and Payroll (Item 11)

FY2009-2010 Cash Flow Analysis through December 2009; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT

Financial Reports for December 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)
Balance Sheet for December 2009 (Item 14)

Acquisitions Report for December 2009 (Item 15)

Entrepreneurial Activities Report for December 2009 (Item 16)

GENERAL CONSENT

Personnel Report for December 2009 (Item 17)

Circulation Report for December 2009 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)

STAFF REPORTS

Library Director's Report for December 2009 (Item 20)

Library Services Manager's Report for December 2009 (Item 21)
Children's Services Report for December 2009 (Item 22)

Literacy / Volunteer Services Report for December 2009 (Item 23)
Reference and Adult Services Report for December 2009 (Item 24)
Local History Room Report for December 2009 (Item 25)

Placentia Library Web Site & Technology Report for December 2009
(Item 26)

**CONTINUING
BUSINESS**

POLICIES 2320, 4080,
4085, and 6040

Library Director Contreras presented the necessary updates and revisions on Placentia Library District's Policies 2320, 4080, 4085, and 6040 due to past motions of the Board. It was moved by Trustee Wood and seconded by Trustee Turner to approve the changes as listed on the Agenda Item 27 Staff Report and attachments. (Item 27)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None

POLICY 2110

Library Director Contreras presented information on PLD Policy 2110 and the current issue regarding the District's ancillary coverage with the Special District Risk Management Authority (SDRMA). Per SDRMA, the District must pay 100% premium for eligible employees, including part-time. The District has not been doing this, yet, rather has been paying a pro-rated amount per District policy. There was discussion regarding concerns of possibly discontinuing employee coverage and the additional cost to the District of \$12,912 annually if the District chose to comply with SDRMA's requirement. Trustee Escobosa and Trustee Turner expressed that they want to see the coverage continued, with no interruption for employees. It was moved by Trustee Wood and seconded by Trustee Turner to authorize Library Director Contreras to re-negotiate with SDRMA regarding Ancillary Coverages and then call a Special meeting with the results. (Item 28)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None

It was moved by Trustee Turner and seconded by Trustee Wood to revise Policy 2110.1.1 and discontinue the required monthly co-pay of \$54.00 from exempt employees. (Item 28)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**NEW
BUSINESS**

FY 08-09
FINANCIAL AUDIT

Lynne Netty of Macias, Gini & O'Connell, operating as the Engagement Manager of the Fiscal Year 2008-2009 Financial Audit of Financial Transactions for the Placentia Library District, presented the draft reports. She commented that in general, the audit went faster than last year and resulted in an 'unqualified' or 'clean' opinion. She reviewed the Financial Statements, the SAS 114 Letter, the Management Letter, and the GANN letter. She reported two material findings regarding General Ledger discrepancies which related to differences between in-house and County bookkeeping differences. Also, she recommended that the GANN amounts be adopted by June 30th and amended to correct last year's number which was overstated by \$22k. Lynne commented that overall, all information was great. She commended Acting Human Resources/Finance Analyst Yesenia Baltierra for doing a great job. (Item 29)

**CALTAC
Spring Workshop**

Library Director Contreras presented information on the upcoming CALTAC Spring Workshop on March 13, 2020 at the Crowell Public Library in San Marino named "Telling You Library's Compelling Stories" with the cost of \$18.00 per person. It was moved by Trustee Wood and seconded by Secretary DeVecchio to authorize travel to the CALTAC Spring Workshop and attendance by President Shkoler, Trustee Turner, and Library Director Contreras. (Item 30)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**ADA RESTROOM
RENOVATION**

Acting Human Resources/Finance Analyst presented the payment of \$18,862.00 due to Dalke & Son Construction for the ADA restroom renovation project. As this was an unbudgeted expense to the FY 2009/2010 Budget, she recommended that funds be drawn from Fund 706. It was moved by Secretary DeVecchio and seconded by Trustee wood to authorize staff to pay the invoice in the amount of \$18,862 to Dalke & Son Construction for the restroom renovation : (Item 31)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**MEETING ROOM
FEE WAIVER REQUEST**

Library Director Contreras presented information and a letter from the American Red Cross regarding their request to waive Meeting Room fees for blood drives. It was moved by Secretary DeVecchio and seconded by Trustee Wood to waive all Meeting Room fees for the American Red Cross with no limits: (Item 32)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**AGENDA
PREPERATION**

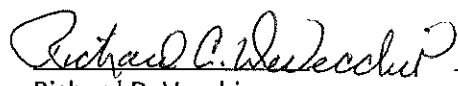
Secretary DeVecchio requested that the Director Evaluation Form and Lobby Upholstery Improvement be placed on next meeting's agenda. (Item 33)

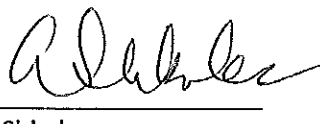
ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on January 25, 2010 adjourned at 8:10 P.M.

NEXT MEETING

The next meeting will be on February 16, 2010 at 6:30 P.M.


Richard DeVecchio
Secretary
Library Board of Trustees


Al Shkoler
President
Library Board of Trustees