

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
OCTOBER 21, 2013

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 21, 2013 at 6:31 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director: Jeanette Contreras, Business Manager: Yesenia Baltierra, Placentia Library Friends Foundation Financial Secretary: Ginny Sanatar, Cindy Rouze, Wendy Townsend and Supervisors Nadia Dallstream, Fernando Maldonado and public attendees Kathy Frazee and Wendy Elliot of the Placentia Historical Committee.

**ADOPTION OF
AGENDA**

It was moved by Trustee Minter and seconded by Trustee Martin to adopt the agenda as presented: (Item 3)

AYES: Shkoler, DeVecchio, Martin, Carline, Minter

NOES: None

ABSTAIN: None

ABSENT: None

**ORAL
COMMUNICATION**

There were no oral communication made at this time. (Item 4)

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Shkoler reported that he attended the Jewel Reception and it was lovely and well attended. He also went to the PLFF Board Meeting & Heritage Festival with Secretary Carline; they rode in the Heritage Parade. (Item 5)

Trustee Carline also commented on the Jewel reception and Heritage Parade. She attended conference in Monterey where there were lots of interesting sessions about Social Media in the workplace. She also attended the Jewel Reception and the Friends Foundation Meeting.

Trustee DeVecchio attended the Jewel Reception. He also attended the Brown Act workshop in Fountain Valley. He received information about records and how long you keep them.

Trustee Minter said she attended the Jewel Reception, noted that PLFF did a wonderful job. She was sorry she missed the Heritage Festival.

Trustee Martin attended the Jewel Reception and stated it was wonderful.

**PLACENTIA LIBRARY
FRIENDS
FOUNDATION
REPORT**

PLFF Board of Director's Report was presented by Ginny Sanatar and she mentioned they were pleased by the Jewel Reception. PLFF has concerns whether they should continue with the reception. The Author's Luncheon event will be on Saturday, March 1, 2014. Tickets will be available by December 1st. The PLFF's goal is 225 guests. Marcia Clark will be the guest author. All sub committees have been assigned. PLFF also started a little booklet with the responsibilities for luncheon that identifies the person assigned to each responsibility and the respective deadlines. They were very pleased to support the Community Meeting Room and Staff Lounge renovation and are pleased how it looks. Director Contreras wanted to clarify that the \$45,000 approved by PLFF was for the book budget, to be presented in three installments. PLFF has contributed over \$83,000 for books and programs. She thanked the PLFF.

**CONSENT
CALENDAR**

It was moved by Trustee Martin and seconded by Secretary Carline to approve Agenda Items 8-23:

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

MINUTES

Minutes of the September 11, 2013 Library Board of Trustees Meeting (Item 8)

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)

FY2012-2013 Cash Flow Analysis through September 2013; the Schedule of Anticipated Property Tax Revenues for FY2013-2014 as provided by the Orange County Auditor (Item 12)

**TREASURE'S
REPORTS**

Financial Reports for September 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for September 2013 (Item 14)

Acquisitions Report for September 2013 (Item 15)

Entrepreneurial Activities Report for September 2013 (Item 16)

GENERAL CONSENT

Personnel Report for September 2013 (Item 17)

REPORTS

Circulation Report for September 2013 (Item 18)

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

STAFF REPORTS

Library Director's Report for September 2013 (Item 20)

Children's Services Report for September 2013 (Item 21)

Adult Services Report for September 2013 (Item 22)

Web Site & Technology Report for September 2013 (Item 23)

PRESENTATIONS

President Shkoler presented Wendy Townsend with the Employee of the Quarter award and a check from Placentia Library Friends Foundation. He mentioned this was her second award with only two years of service with the District.

OLD BUSINESS

Library Director Contreras recommended BHI as the Strategic Planning Consultant for the District. Library Director Contreras stated that the revised proposal amount is for \$24,000, and the budget is \$25,000. Mr. Ives, the consultant, said he was open to working with Cal State Fullerton. (Item 25)

It was moved by Trustee Martin and seconded by Trustee Minter to approve Agenda Item 25:

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

NEW BUSINESS

**Advertisement Fee
Waiver for Placentia
Police Department**

Though the proposed fingerprinting policy has not been adopted, Library Director Contreras would like to recommend that the Trustees waive the advertisement fee to the Placentia Police Department in exchange for the waiving of the fingerprinting fee of (\$20) for up to 50 applicants. Trustee Minter asked about the usage of advertisement pages. Library Director Contreras stated the cost for a full page advertisement is \$700. The use of the advertisement pages is to promote the library programs, in the event that there are no paid advertisements. (Item 26)

Motion was made by Trustee Martin and was seconded by Secretary Carline to approve Agenda Item 26:

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

**Travel Authorization
Public Library
Association
Conference**

The Public Library Association (PLA) Conference happens every two (2) years and the next conference is in March 2014 in Indianapolis, IN. Library Director Contreras recommended that the Teen Librarian I attend the conference, as employee expressed interest in attending. Trustee DeVecchio said they offer some of the best topics. Trustee Minter mentioned she thought other staff might like to attend. Library Director Contreras said it was offered to other staff but the majority of staff opted to attend the California Library Association conference in Long Beach. (Item 27)

Motion by Secretary Carline and was seconded by Trustee Minter to have The Teen Services Librarian I attend the Public Library Association Conference Agenda Item 27:

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

**Travel Authorization
Special District
Leadership Academy**

Library Director Contreras requested approval to attend the Special District Leadership Academy Conference in Napa on November 17-20, 2013. The academy would further enhance Library Director Contreras' professional development. (Item 28)

Motion by Trustee Minter and was seconded by Secretary Carline to have the Library Director attend the Special District Leadership Academy Conference in Napa on November 18-20, 2013. (Agenda Item 28):

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

**Request From the
Placentia Historical
Society**

Wendy Elliot and Kathy Frazee of Placentia Historical Committee made presentation to the Trustees. Kathy Frazee stated that there was a bookshelf in the library that needed to be renovated in the History Room. Kathy Frazee said that they would use their funds to help facilitate the renovation. Wendy Townsend researched the cost. Marie Schmidt did work for their committee and they would like to commemorate her work. The Placentia Historical Society would be offering \$500 in matching funds for a plaque to

commemorate the contributions that Marie Schmidt made to the History Room. The District would pay \$500. Her name should not be forgotten. Trustee Martin asked if the plaque would be on the end. The brass plaque would be on the end of the refurbished bookshelf. Cost covers refurbishment of the shelf and plaque. (Item 29)

It was moved by Trustee DeVecchio and seconded by Secretary Carline to have the library pay \$500 towards the commemorative bookshelf renovation and end shelf plaque to honor Marie Schmidt. (Agenda Item 29):

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

**Staff Appreciation
and Recognition
Dinner**

The Library Director provided an update on the Staff Appreciation dinner to be held on Friday, October 25, 2013 at 5:30 p.m. at the Marriott in Fullerton. Library Director Contreras requested \$700 from the entrepreneurial fund for expenses. (Item 30)

It was moved by Trustee Martin and seconded by Trustee DeVecchio to fund \$700 for The Staff Appreciation and Recognition Dinner. (Agenda Item 30):

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

**Proposed New
Library Hours**

Library Director Contreras stated as part of the Fiscal Year 2013-2015 budget presentation, expanded hours for Fiscal Year 2014-2015 was included in the budget cycles. The Library would be open on Fridays. It has been over 20 years since the Library opened on Fridays. After thorough discussions with library staff and analysis of statistics, Library Director Contreras recommends the new hours be Monday - Thursday 9:00 a.m.-8:00 p.m., Friday and Saturday 9:00 a.m.-5:00 p.m., and Sunday 1:00 p.m.-5:00 p.m. The new hours would add four additional hours. Library Director Contreras recommends the new hours to begin Monday, June 30, 2014. Trustee Minter suggested the new hours begin after the summer due to the library being used less during the summer and to give staff more time to address staffing level. President Shkoler stated people use the library consistently throughout the year. Library Director Contreras stated the Fiscal Year 2014-2015 budget had accounted for the additional staffing needed for the additional hours. Trustee DeVecchio asked why the Library could not open at 10am. Library Director Contreras stated opening at 10am would disrupt

Storytime programs. President Shkoler said this would make the library available to more people. (Item 31)

It was moved by Secretary Carline and seconded by Trustee Martin to adopt the new library hours for Fiscal Year 2014-2015. (Agenda Item 31):

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

Personal Heaters

Library Director Contreras mentioned that there is a concern about the comfort and safety of the library staff. A few years ago the employees were told they could purchase small heaters for their work areas. But we have concerns about those personal heaters. President Shkoler recommended that the District should coordinate with the Fire Marshall. Director Contreras agreed and stated staff will work with the Fire Department. Trustee Minter suggested that only *Library approved* heaters should be allowed. President Shkoler asked about balancing the temperature using the existing heating and air conditioning system. Library Director Contreras said that system is really old and it really doesn't work well and evenly throughout the library, for example, the Children's section is always cold but the Reference desk is warmer. We understand the need for personal heaters, but we're concerned about safety. President Shkoler said that even an old system, should still be balanced. He mentioned that the area where he worked in the library was very cold. Library Director Contreras mentioned this will be brought up again in November. (Item 32)

**Use of Library
District Property for
Personal Use**

Library Director Contreras has been approached recently by staff who wanted to know if they could borrow some tables and white chairs. A question came up if property owned by the library can be used for personal use. If not, can they rent it and if so, how much would it be? There is no established policy as of yet. Library Director Contreras stated that we do allow Placentia Rotary to borrow those items for events because usually PLD & Rotary are co-chairs at those events. But we don't have established fees for rental of table and chairs and canopies, etc. So she wanted to bring this up for the Board. Trustee Martin stated that staff had enough on their plate, not to add more by worrying about rentals. Trustee Minter agreed with Trustee Martin. Trustee Minter stated loaning District property for free to employees would be a misuse of public funds and we cannot do it. It was discussed perhaps employees can rent tables, chairs, and canopies from the District for a fee. President Shkoler we need to be cognitive of local businesses such as Haz Rental and not undercut their price. Trustee Minter suggested that we find out rates first and bring it up next month. Library Director Contreras she would have a revised fee schedule next month. (Item 33)

New Programs

Supervisor Dallstream reported out on upcoming new adult programs which include:

- Web Design Made Easy
- Introduction to Pinterest
- Fun with Digital Photos
- DIY CrAfternoons
 1. Terrific Tile
 2. Painting Palooza
 3. Mason Jars Madness: Glass etching, vases, gifts and more.
- Community Creating Change, Standing Up to Family Violence (Book to Action programs)
- What is Family Violence and How Can We Prevent It?
- Introduction to Self Defense – Join the Placentia Police Department in an hour long, hands-on self-defense class
- Kids Creating Change
- Historical European Martial Arts

Supervisor Maldonado reported out on upcoming Circulation services which include:

- Library will be hosting National Passport Day to encourage and promote businesses and people to get passports at the library.
- Library will be hosting a new agent training working with the Department of State of California to allow aides to serve as back up passport agents.
- Virtual library cards will be available soon.

Library Director Contreras reported out on upcoming new children's program which include:

- Wiggles and Giggles program where expectant or new mothers receive a basket; 200 baskets will be given out starting on Mother's Day in May 2014.
- Video games will be available for checkout.
- Library will coordinate with the Placentia Police Department to offer a cyber-bullying workshop. (Item 34)

Sound System Discussion

The newly remodeled community meeting room is equipped with a projector but not a sound system. The room is used for various purposes including public meetings such as board meetings, and programs such as movies. President Shkoler and Library Director Contreras met with local sound experts, Lee Castner & Jeremy Yamaguchi, to seek their professional input. They will provide the Library with a couple of estimates for possible sound system consideration. Estimates will be provided at the next Library Board of Trustees meeting. Trustee Minter asked if there is a recommendation. President Shkoler stated an estimated cost of \$5,000-\$6,000. It was decided that the sound system

will be discussed at the November Library Board of Trustees meeting (Item 35).

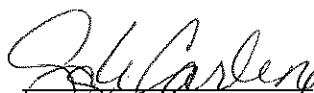
ADJOURNMENT

President Shkoler adjourned The Regular Meeting of the Board of Trustees of the Placentia Library District on October 21, 2013 adjourned at 8:30 p.m.

The next meeting will be on November 25, 2013 at 6:30 P.M.



Al Shkoler
President
Library Board of Trustees



Gayle Carline
Secretary
Library Board of Trustees