

MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
August 17, 2009

- CALL TO ORDER** President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on August 17th, 2009 at 6:30 P.M.
- ROLL CALL** **Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustees Betty Escobosa, Jean Turner, and Library Director Contreras
- Members Absent:** Trustee Gaeten Wood
- Others Present:** Library Staff: Yesenia Baltierra, Roger Hiles, Esther Guzman, Edythe Finley, Katherine Matas, Vanita Todker, and Carol Fizzard of the Placentia Library Friends Foundation
- ORAL COMMUNICATION** There was no communication made at this time.
- TRUSTEE REPORTS**
- President Shkoler attended the Summer Reading Celebration on August 15. He stated the event was professionally ran and a great day for all. He also attended the Valencia High School 75<sup>th</sup> Anniversary event, a Rotary Pancake Breakfast, a work project for Habitat for Humanity in Yorba Linda for three new homes, and the Placentia Idol and Placentia Library commercial contest for young adults at the library. (Item 5)
- Secretary DeVecchio attended the ISDOC meeting with Trustee Wood where the guest speaker was the Orange County Sheriff. He also attended the Summer Reading Celebration at the library.
- Trustee Escobosa attended the Placentia Library Friends Foundation Board meeting in July. She also had a great time at the Summer Reading Celebration.
- Trustee Turner attended the Summer Reading Celebration at the library. (Item 6)
- FRIENDS FOUNDATION REPORT** Carol Fizzard of the Placentia Library Friends Foundation (PLFF) reported that they approved funding for the computer lab. She believes this project will be a great benefit to the community. They hope to acquire donations for the fixtures needed in the lab. PLFF is working on updating financial information and accounts. Their next event is a Doll Show on Saturday November 7<sup>th</sup>, which Ginny Sanatar is coordinating. Their goal is to sell 200 tickets. Also, a few PLFF members are planning a 5K run fundraiser event. She attended the library's Summer Reading Celebration and thought it was a fabulous event. (Item 7)
- CONSENT CALENDAR** It was moved by Secretary DeVecchio and seconded by Trustee Turner to approve Agenda Items 8-28.
- AYES:** Shkoler, DeVecchio, Escobosa, Turner  
**NOES:** None  
**ABSTAIN:** None

ABSENT: Wood

**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)

FY2008-2009 Cash Flow Analysis through July 2009; the Schedule of Anticipated Property Tax. Revenues for FY2008-2009 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Item 12)

**TREASURER'S REPORT**

Financial Reports for June & July 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for June & July 2009 (Item 14)

Acquisitions Report for June & July 2009 (Item 15)

Entrepreneurial Activities Report for June & July 2009 (Item 16)

**GENERAL CONSENT**

Personnel Report for June & July 2009. (Item 17)

Circulation Report for June & July 2009 (Item 18)

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

Status Report on Partnerships with Community Organizations (Item 20)

Status Report on Active Grant Applications (Item 21)

**STAFF REPORTS**

Library Director's Report for June & July 2009 (Item 22)

Library Services Manager Report for June & July 2009 (Item 23)

Children's Services Report for June & July 2009 (Item 24)

Literacy / Volunteer Services Report for June & July 2009 (Item 25)

Reference and Adult Services Report for June & July 2009 (Item 26)

Local History Room Report for June & July 2009 (Item 27)

Placentia Library Web Site & Technology Report for June & July 2009 (Item 28)

**NEW BUSINESS**

President Shkoler recognized the new Employee of the Quarter, Katherine Matas, and thanked her for her 32 years of service to the library that includes technical services, book acquisitions, and reference desk work. He presented a framed proclamation from the library and a gift of \$200 from the Placentia Library Friends Foundation. (Item 29)

Library Director Contreras presented the administrative staff's recommendation regarding accounting services from the County of Orange, that payables be handled through the county until the end of the current fiscal year. It was decided that this issue will be readdressed at that time. (Item 30)

Library Director Contreras presented the proposed revision regarding Meeting Room rental fees. She requested that the fees be revised to not require a three hour minimum charge. Trustee Escobosa motioned that the policy be both revised as presented and revised to eliminate the non-sectarian requirement. No second was presented. It was then moved by Trustee Turner and seconded by Secretary DeVecchio to revise the Meeting Room policy, Placentia Library District Policy #6050, as presented, effective immediately: (Item 31)

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

Library Director Contreras presented the options for preparing for the upcoming 8% cut in property tax revenues by the recent state action. Of the options, including adjusting the budget and applying for hardship, she recommended submitting a request for securitization of the revenues for this fiscal year. It was moved by Trustee Turner and seconded by Secretary DeVecchio to submit a request for securitization: (Item 32)

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

Library Services Manager Roger Hiles presented the Living Library Program. (Item 33)

It was determined that the next Board of Trustees meeting will be held on Tuesday, September 15, 2009 and the October meeting will be held on Tuesday, October 13<sup>th</sup>. (Item 34)

Library Director Contreras presented information regarding Financial Audits for Placentia Library District. It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to award the financial audit and Annual Controller's Report preparation contract for fiscal year 2008-2009 to Macias Gini & O'Connell for an amount not to exceed \$10,500 and authorize the Library Director to sign the engagement letter dated August 4, 2009: (Item 35)

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

Library Director Contreras presented the information provided by the Special District Risk Management Authority for an election for four seats on its Board of Directors. Discussion of the candidates and their qualifications was conducted and selection of four candidates was made. It was motioned to read Resolution 10-03 by title only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County for the Election of Directors to the Special District Risk Management Authority Board of Directors and adopt the resolution by a roll call vote by Secretary DeVecchio and seconded by Trustee Turner. Resolution 10-03 was approved by a roll call vote by all present:  
(Item 36)

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

Yesenia Baltierra, Acting Human Resources/Finance Analyst provided information regarding establishing the District's Appropriations Limitations (Gann Limit) including data provided by the California Department of Finance. It was moved by Secretary and seconded by Trustee Turner to read Resolution 10-04 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2009-2010 and adopt Resolution 10-04 by roll call vote: (Item 37)

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

It was moved by Secretary and seconded by Trustee Turner to read Resolution 09-07 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2008-2009 and adopt Resolution 09-07 by roll call vote: (Item 37)

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

Library Director Contreras presented the proposed revision of Placentia Library District Policy #2150.5 regarding Spanish bi-lingual pay to add the requirement of providing bilingual programming including workshops, programs, and presentations. It was moved by Trustee Escobosa and seconded by Trustee Turner to adopt the proposed revision of Placentia Library District Policy #2150-Compensation: (Item 38)

AYES: Shkoler, DeVecchio, Escobosa, Turner,

NOES: None  
ABSTAIN: None  
ABSENT: Wood

Library Services Manager Roger Hiles presented information regarding Placentia Library District Policy #3085 – Disposal of Surplus Property and the proposed revisions which were aimed at eliminating a sealed bid process requirement for surplus property and allowing items to be given to the Placentia Library Friends Foundation for sale. Also, electronic equipment would not have separate requirements. It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to adopt the revisions as presented to Placentia Library District Policy #3085 – Disposal of Surplus Property: (Item 39)

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

Library Director Contreras presented past history information on the Staff Appreciation Dinner that has been hosted by the Library Board of Trustees and the Placentia Library Friends Foundation. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to host a Staff Appreciation Dinner for 2009: (Item 40)

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

**CLOSED SESSION**

A closed session was held to discuss a personnel matter. (Item 41)

**AGENDA  
PREPERATION**

Agenda Preparation for the September Board of Trustees Meeting which will be held on Tuesday, September 15, 2009 unless re-scheduled by the Library Board of Trustees. (Item 36)

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District on August 17, 2009 adjourned at 8:25 P.M. (Item 38)

**NEXT MEETING**

The next meeting will be on Tuesday, September 15, 2009 at 6:30 P.M.



Richard DeVecchio  
Secretary  
Library Board of Trustees



Al Shkoler  
President  
Library Board of Trustees

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