

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
September 15, 2009

CALL TO ORDER President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on September 15th, 2009 at 6:30 P.M.

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

Members Absent: None

Others Present: Library Staff: Roger Hiles, Yesenia Baltierra, and Marisa Timothy

ORAL COMMUNICATION There was no communication made at this time.

ADOPTION OF AGENDA It was moved by Trustee Wood 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 Placentia Library's 90th Birthday Celebration and Adult Book Discussion on September 2nd. He also participated in the surprise reception for Director Contreras, commemorating her first year at the library. (Item 5)

Secretary DeVecchio also attended the surprise reception for Director Contreras.

Trustee Escobosa attended both the welcome reception for Edgar Morales Pineda, the new Facility Maintenance Technician, and surprise reception for Director Contreras.

Trustee Turner attended Placentia Library's 90th Birthday Celebration and participated in the Adult Book Discussion and silent movie viewing. She also attended the surprise reception for Director Contreras. She viewed the securitization webinar and participated in the Placentia Library Friends Foundation's monthly meeting.

Trustee Wood attended the Placentia Library's 90th Birthday Celebration, surprise reception for Director Contreras, and the Placentia Library Friends Foundation's monthly meeting.
(Item 6)

FRIENDS FOUNDATION Trustee Turner reported that the Placentia Library Friends Foundation (PLFF) is currently focusing their efforts on the upcoming Doll Boutique

REPORT

Fundraiser. They have designated author Steve Lopez, *The Soloist*, for next year's Author's Luncheon. Thanks to the efforts of Nancy Lone-Tollefson, there will be no speaking charge. The PLFF continues to work on their finances, specifically getting signer information on accounts updated. The transition of Presidents has gone smoothly and the newly designated Board is good. Past President, Carol Fizzard was recognized with a Proclamation from the library. (Item 7)

MINUTES

It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to approve the Minutes as presented with a revision to the Item #31 discussion to include Trustee Escobosa's motion to revise the Meeting Room policy to eliminate the requirement to be non-sectarian.

AYES: Shkoler, DeVecchio, Escobosa, Turner
NOES: None
ABSTAIN: Wood (not present at August 17, 2009 Meeting)
ABSENT: None

CONSENT CALENDAR

It was moved by Trustee Escobosa and seconded by Trustee Wood to approve Agenda Items 9-28.

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 August 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 August 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for August 2009 (Item 14)

Acquisitions Report for August 2009 (Item 15)

Entrepreneurial Activities Report for August 2009 (Item 16)

GENERAL CONSENT

Personnel Report for August 2009 (Item 17)

Circulation Report for August 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 August 2009 (Item 22)

Library Services Manager's Report for August 2009 (Item 23)

Children's Services Report for August 2009 (Item 24)

Literacy / Volunteer Services Report for August 2009 (Item 25)

Reference and Adult Services Report for August 2009 (Item 26)

Local History Room Report for August 2009 (Item 27)

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

**CONTINUING
BUSINESS**

Library Director Contreras clarified that according to ALA, the library is exempt from the Consumer Product Safety Improvement Act's mandatory lead testing of children's products, specifically books. The library is required to test only if lead content is suspected. She also presented updates on the Proposition 1A Securitization program that is due to be approved on September 11, 2009. The decision to enroll in the Proposition 1A Securitization program will go before the Library Board of Trustees at the October 13, 2009 meeting. Issues that need to be addressed are document preparation, a required resolution, and legal council. Director Contreras recommends collaborating with Buena Park and Palos Verdes Special Districts to help limit legal costs. (Item 29)

Library Director Contreras presented updates on the ADA Restroom renovation. Dalke Construction has agreed to provide a custom changing table in the restroom in exchange for shortcomings of the project. Plans and finish details are being finalized. Secretary DeVecchio recommended that a panel in front of the commode be installed for privacy in the event that the door is opened in error. (Item 30)

Trustee Wood gave an update on plans for the upcoming Staff Appreciation Dinner. She is to meet with Library Director Contreras to get ideas and explore venue options. She is thankful that the Placentia Library Friends Foundation has provided funds for this. Trustee Turner suggested a venue and provided information on it. Possible dates identified for the event are October 22, October 29, and November 12. (Item 31)

NEW BUSINESS

Library Director Contreras presented the proposed revisions to Placentia Library District Policy #2012-Dress Code for Library District Employees and Volunteers to ensure a higher standard of appearance and safety. Sub-policies with recommended changes presented were PLD 2012.1.1, PLD 2012.1.3, PLD 2012.2.1, PLD 2012.2.2, PLD 2012.3.2, PLD 2012.3.4, PLD 2012.3.5 and an addition of 2012.3.15 regarding visible tattoos. It was

moved by Trustee Escobosa and seconded by Secretary DeVecchio to revise the policy as presented on the sample revisions attachment, including sub-policy 2012.3.10 : (Item 32)

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

Library Director Contreras presented the proposed revision to Placentia Library District Policy #2140-Advancement of Wages. The goal of the revision is to provide a formal document that states an employees' understanding of responsibilities and obligations when they receive an advancement of wages. It was moved by Secretary DeVecchio and seconded by Trustee Wood to revise the policy as presented with two minor changes of: the Wage Advancement Request and Understanding Form is to not require a social security number and remove 'probationary' from item #2140.1: (Item 33)

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

Library Director Contreras presented her request for Travel Funds Authorization not to exceed \$2,000 to attend the upcoming Public Library Association conference in Portland, Oregon. Materials presented included a preliminary program, a list of estimated costs, and a tentative agenda. President Shkoler commented that he would not approve because of budget conditions. It was moved by Secretary DeVecchio and seconded by Trustee Wood to authorize travel funds to attend the Public Library Association conference: (Item 34)

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

**AGENDA
PREPERATION**

Agenda Preparation for the October Board of Trustees Meeting which will be held on Tuesday, October 13, 2009 unless re-scheduled by the Library Board of Trustees. (Item 35)

ADJOURNMENT

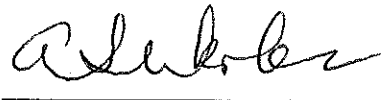
The Regular Meeting of the Board of Trustees of the Placentia Library District on September 15, 2009 adjourned at 7:25 P.M. (Item 37)

NEXT MEETING

The next meeting will be on Tuesday, October 13, 2009 at 6:30 P.M.



Richard DeVecchio
Secretary
Library Board of Trustees



Al Shkoler
President
Library Board of Trustees