

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 15, 2013

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 15, 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, Fernando Maldonado, Lori Worden, Nadia Dallstream, Brittany Johnson; guests Jeff Ferre from Best, Best & Krieger, Sam Escamilla and Stuart Byus from Click Consulting.

**ADOPTION OF
AGENDA**

It was moved by Trustee Martin and seconded by Secretary Carline to adopt the agenda as presented:

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

**ORAL
COMMUNICATION**

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

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Shkoler reported that he attended Esther Guzman's retirement luncheon. He congratulated the staff of Placentia Library District for ending the fiscal year successfully. (Item 5)

Trustee Martin had nothing to report.

Secretary Carline had nothing to report.

Trustee Minter reported attending a program in Alhambra for elected San Gabriel Valley Community College officials.

Trustee DeVecchio reported that he attended Esther Guzman's retirement luncheon and the SRP kickoff. He also reported that he judged the Teen Iron Chef for the Summer Reading Program. (Item 6)

The PLFF report from membership chairman was that Trustee DeVecchio and Trustee Martin joined the Placentia Library Friends Foundation. (Item 7)

**CONSENT
CALENDAR**

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

AYES:	Shkoler, Martin, Carline, Minter, DeVecchio
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)

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

TREASURER'S REPORT

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

Balance Sheet for June 2013 (Item 14)

Acquisitions Report for June 2013 (Item 15)

Entrepreneurial Activities Report for June 2013 (Item 16)

Personnel Report for June 2013 (Item 17)

Circulation Report for June 2013 (Item 18)

GENERAL CONSENT REPORTS

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

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

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

STAFF REPORTS

Adult Services Report for June 2013 (Item 22)

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

President Shkoler presented Lori Worden with the Employee of the Quarter award. (Item 24)

PRESENTATION

Library Director Contreras provided an update on the meeting room remodel project. The project is on track and will be complete by August 15, 2013.

President Shkoler adjourned the Regular Meeting at 8:00 p.m. to tour meeting room progress.

Regular Meeting reconvened at 8:09 p.m.

Library Director Contreras presented numerous artwork possibilities for the meeting room to the Board. It was decided that Director Contreras would obtain recommendations from Cheri Davis and the work would be decided at a later time. (Item 25)

OLD BUSINESS

Placentia Library District Policy 2205- Finger Printing Policy will be discussed at the September board meeting. (Item 26)

Library Director Contreras reported that there was a quote for the fascia board replacement given at \$15,148. Director Contreras requested an RFP be posted in order to receive other quotes. (Item 27)

It was moved by Trustee Minter and seconded by Secretary Carline to approve Agenda Item 27:

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

Library Director Contreras announced that Placentia Library District received \$162,050 from the Proposition 1A Securitization Reimbursement. She suggested a strategic consultant direct the Board how to properly allocate these funds. President Shkoler moved this Item discussion to the September Work Session Meeting. (Item 28)

NEW BUSINESS

Sam Escamilla and Stuart Byus from Click Consulting gave a presentation on the recommendations for hardware network "cleanup" to best utilize the Wi-Fi signal and coverage area including replacing Network Hubs with Gigabit Switches, upgrading WiFi Access Points, purchasing and installing Sonicwall, and disabling existing internet content filter and proxy server. (Item 29)

It was moved by Trustee DeVecchio and seconded by Trustee Martin to approve Agenda Item 29, excluding tax, not to exceed \$10,000.

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

President Shkoler suggested Bill Nelson be selected as a Candidate to serve on the CSDA 2013 in Board Seat B.

It was moved by Trustee Martin and seconded by Secretary Carline to approve Agenda Item 30.

AYES:	Shkoler, Escobosa, Carline, Minter, DeVecchio
NOES:	None

ABSTAIN: None
ABSENT: None

Library Director Contreras informed the Board that the Orange County registrar of Voters' Election Academy will take place on October 2, 2013. Trustee Minter and Trustee Martin expressed their interest contingent upon the time. Director Contreras is waiting to find out the exact time. (Item 31)

It was decided President Shkoler, Secretary Carline and Library Director Contreras will attend the Annual California Special District Association Conference in Monterey, California. The estimated fiscal impact per attendee is \$1,500. (Item 32)

President Shkoler and Library Director Contreras suggested canceling the August 2013 Regular Meeting, due to lack of agenda items and scheduled the September 2013 Regular meeting to Wednesday September 11, 2013 with the Work Session to convene at 5:30 p.m. (Item 33)

It was moved by Trustee Minter and seconded by Secretary Carline to approve Agenda Item 33.

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

Mr. Ferre from Best Best & Krieger discussed the usage of the Impact Fee. The Impact Fee can be imposed to cover the burden of a new development, not normal wear and tear. Mr. Ferre suggested consulting with a financial advisor to discuss the appropriate usage of funds. (Item 34)

President Shkoler announced the Staff Recognition dinner to be held on October 25, 2013. Library Director Contreras confirmed that the "Save The Date" cards were received by the Board members and each employee of PLD. (Item 35)

Business Manager Baltierra presented Resolution 14-07 to ensure prompt payment of claims by the County of Orange. (Item 36)

It was moved by Trustee Minter and seconded by Secretary Carline to read and adopt Resolution 14-07.

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

DISCUSSION ITEMS

Agenda Item 37 was rescheduled for the September Meeting.

Library Director Contreras addressed the need for an egress door in the Children's Department. She suggested Alonco Construction be awarded the job due to their excellent work in the meeting room. Director Contreras explained the egress door project is a change order to the community meeting room remodel project. (Item 38)

It was moved by Trustee Minter and seconded by Trustee Martin to approve a change order for the agreement with Alonco Construction to include \$16,260 for the egress door in the Children's Department.

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

Library Director Contreras brought attention to the need of carpet replacement behind the reference desk. Library Director Contreras suggested this be approved as a change order to the meeting room remodel project at an estimated cost of \$2,000. (Item 39)

It was moved by Trustee DeVecchio and seconded by Trustee Martin to approve Agenda Item 39.

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

Library Director Contreras stated there is a piano in the meeting room and wanted to know what should be done with it. The piano was not used by the public and rarely by staff except for staff related functions. Placentia Library District Policy 3085 states disposal of surplus that has value less than \$250 has to be given to Placentia Library Friends Foundation for sale. It was suggested Placentia Library Friends Foundation sell the piano.

It was moved by Trustee Martin and seconded by Secretary Carline to authorize Placentia Library Friends Foundation to sell the piano.

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

Library Director Contreras presented a "Thank You" card from a PLD Patron for the SRP.

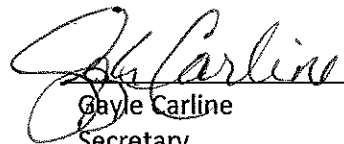
ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on July 15, 2013 adjourned at 8:50 p.m.

The next meeting will be on September 11, 2013 at 6:30 P.M.



Al Shkoler
President
Library Board of Trustees



Gayle Carline
Secretary
Library Board of Trustees