

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 16, 2012

CALL TO ORDER President DeVecchio called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 16, 2012 at 6:37 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Fernando Maldonado, Marisa Timothy, Coleen Wakai, and Lori Worden

ADOPTION OF AGENDA It was moved by Trustee Wood and seconded by Trustee Shkoler to adopt the agenda as presented:

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

ORAL COMMUNICATION

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

TRUSTEE REPORTS

President DeVecchio moved Agenda item #27 – Employee of the Quarter Award to his report. He presented to Teen Librarian Coleen Wakai a proclamation and \$200 check provided by the Placentia Library Friends Foundation (PLFF) in recognition of her outstanding contributions. Coleen thanked the Board for the recognition and expressed her appreciation for the opportunity to be at PLD and grow. (Item 5)

No Trustee Reports were provided. (Item 6)

PLFF REPORT

As there was no representative from PLFF present, Trustee Turner reported that all efforts are on the upcoming Author's Luncheon and all PLFF Bookstore hours have been filled by volunteers. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Trustee Escobosa to approve Agenda Items 8-26: (Item 8)

AYES: DeVecchio, Escobosa, Shkoler, 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)

FY2011-2012 Cash Flow Analysis through December 2011; the Schedule of Anticipated Property Tax

Revenues for FY2011-2012 as provided by the Orange County Auditor (Item 12)

**TREASURER'S
REPORT**

Financial Reports for December 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for December 2011 (Item 14)

Acquisitions Report for December 2011 (Item 15)

Entrepreneurial Activities Report for December 2011 (Item 16)

GENERAL CONSENT

Personnel Report for December 2011 (Item 17)

Circulation Report for December 2011 (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 2011 (Item 20)

Information Technology Report for December 2011 (Item 21)

Children's Services Report for December 2011 (Item 22)

Volunteer Report for December 2011 (Item 23)

Adult Services Report for December 2011 (Item 24)

Local History Room Report for December 2011 (Item 25)

Web Site & Technology Report for December 2011 (Item 26)

OLD BUSINESS

Agenda Item #27 – Employee of the Quarter Award was addressed in the Board President Report.

NEW BUSINESS

**FREGAL MUSIC
SERVICE AGREEMENT**

Library Director Contreras presented information and contract documents on the new online service Freegal Music that provides patrons with access to the catalog of artists in Sony Music Entertainment. She explained if the Library decides to provide this to patrons, they can download up to three songs a week with their library card barcode and pin number. The service works with any MP3 device including iPods. There was discussion regarding patron demand for music, the declining use of music CD's, PR plans, and reporting use statistics that are to be provided in the Adult Services report. It was moved by Trustee Shkoler and seconded by Trustee Turner to authorize PLD to offer Freegal Music to library patrons: (Item 28)

AYES: DeVecchio, Escobosa, Shkoler, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

It was moved by Trustee Shkoler and seconded by Trustee Wood to authorize the Library Director to sign the agreement: (Item 28)

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

FULLERTON PLAZA
CONDO OWNERS
ASSOC REQUEST

Library Director Contreras explained the history and membership of the Fullerton Plaza Condo Owners Association that has been renting the Meeting Room from PLD for many years. She informed the Board that the Association requests that their rental fee be set at the non-profit level of \$20/hour even as they do not have 501(c)(3) IRS exemption. She also presented a copy of the Association's email request. There was discussion regarding concern for other groups requesting the same if an exception is made. There was further discussion regarding possible revenue losses. It was moved by Trustee Shkoler and seconded by Trustee Wood to approve the Fullerton Plaza Condo Owners Association's request to be charged the meeting room rental non-profit fee of \$20/hour and to place Policy #6050 – Meeting Room Policy on a future agenda for review: (Item 29)

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

Trustee Escobosa requested record that her 'no' vote indicated that any approval would be contradictory to the current policy in place. (Item 29)

RENEWAL OF
PLACENTIA YORBA
LINDA ART ASSOC
MOA

Library Director Contreras reviewed the history of the partnership established with the Placentia Yorba Linda Art Association to provide artwork to be displayed on the art gallery wall across from the Circulation Desk. She notified the Board that the annual Memorandum of Understanding is up for renewal. Trustee Turner expressed concern for staff duties and time involved. It was moved by Trustee Escobosa and seconded by Trustee Wood to authorize PLD to renew its partnership with the Placentia Yorba Linda Art Association to provide artwork for the Library as specified in the Attachment A provided: (Item 30)

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

WOMAN OF THE YEAR
FOR 72ND ASSEMBLY
DISTRICT

Library Director Contreras notified the Board that Assemblyman Chris Norby of the 72nd Assembly District is seeking nominations for the 2012 Woman of the Year Award that recognizes their career, community, and personal achievements. She explained that the notice was provided by Field Rep Jackie Filbeck. It was moved by Trustee Shkoler and seconded by Trustee Turner to nominate Trustee Wood: (Item 31)

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

It was moved by President DeVecchio to nominate Secretary Escobosa. She declined the nomination and nominated Trustee Turner for her positive involvement with PLFF and other community organizations. It was moved by Secretary Escobosa and seconded by Trustee Wood to nominate Trustee Turner: (Item 31)

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

It was determined that administration would compose the letters of nomination. (Item 31)

MIDYEAR BUDGET
REPORT

Library Director Contreras provided a summary of the state of the current fiscal year budget as of January 2nd, 2012. She explained that it appears PLD will receive more funds from the County than budgeted. Miscellaneous Revenues that include circulation fines and fees, passport fees, and meeting room fees are down. A significant unexpected cost was the addition of medical insurance coverage for two full time staff, yet there has also been quite a bit of unpaid leave. Additional high expenses are household and office supplies and an increased tax assessment. The total expected surplus funds at the end of this fiscal year is \$53,000, a combination of \$23,00 from this year with \$30,000 from last year. (Item 32)

AGENDA
PREPARATION

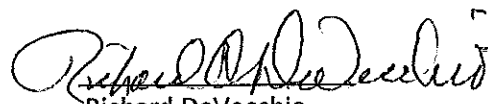

Agenda Preparation for the February Board of Trustees Meeting which will be held on Tuesday, February 21, 2012 unless re-scheduled by the Library Board of Trustees. It was requested that PLD Policy #6050 –Meeting Room Policy be reviewed in regards to non-profit status and rates.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on January 16, 2012 adjourned at 7:11 P.M.

NEXT MEETING

The next meeting will be on February 21, 2012 at 6:30 P.M.

	
Richard DeVecchio	Betty Escobosa
President	Secretary
Library Board of Trustees	Library Board of Trustees