

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 19, 2010

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on July 19, 2010 at 6:30 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Roger Hiles, Laura Mitchell, Marisa Timothy; Placentia Library Friends Foundation Vice President Jack Hanley

Others: Steve Mitchell, Scott Mitchell, Reid Mitchell

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

ORAL COMMUNICATION President Shkoler presented an Employee of the Quarter proclamation to Library Clerk Laura Mitchell with a \$200 check from the Placentia Library Friends Foundation. Her family was present to witness the acknowledgement.

TRUSTEE REPORTS President Shkoler reported that he attended the Placentia Library Friends Foundation Board Meeting at which they committed another \$11, 000 for the Computer Lab. He also registered for re-election and discovered that an additional candidate, Elizabeth Minter plans to run. He also attended the retirement event for Louis Mazerov, of Buena Park Library District. (Item 5)

Secretary DeVecchio attended the Community Network Meeting.

Trustee Escobosa had nothing to report.

Trustee Turner attended the Adult Book discussion of the title "Dancing in the Rain".

Trustee Wood had nothing to report. (Item 6)

PLFF REPORT Placentia Library Friends Foundation's Vice President Jack Hanley reported that an additional \$11,000 was committed for the computer lab contract. Funding is yet to be approved for software and furniture as quotes are to be provided. New materials for membership information have been completed and distributed. Bookstore Chair Nancy Lone-Tollefson hosted a guest from Fullerton Library who provided information regarding online book sales. In June the Foundation generated 486 bookstore volunteer

hours and earned over \$1,000 from the vending machine, bringing a total income of about \$3,000. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Escobosa and seconded by Trustee Wood to approve Agenda Items 8-26:

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 June 2010; 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 June 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for June 2010 (Item 14)

Acquisitions Report for June 2010 (Item 15)

Entrepreneurial Activities Report for June 2010 (Item 16)

GENERAL CONSENT

Personnel Report for June 2010 (Item 17)

Circulation Report for June 2010 (Item 18)

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

STAFF REPORTS

Library Director's Report for June 2010 (Item 20)

Library Services Manager's Report for June 2010 (Item 21)

Children's Services Report for June 2010 (Item 22)

Literacy / Volunteer Services Report for June 2010 (Item 23)

Reference and Adult Services Report for June 2010 (Item 24)

Local History Room Report for June 2010 (Item 25)

Placentia Library Web Site & Technology Report for June 2010 (Item 26)

PUBLIC HEARING

President Shkoler declared the Public Hearing open at 7:11pm. No comments were made. President Shkoler declared the Public Hearing closed at 7:11pm. Library Director Contreras presented the previously reviewed and approved Fines & Fees Schedule for Fiscal Year 2010-2011. Secretary DeVecchio asked about the need for a Public Hearing and a clarification of what changes were being made to the Schedule. Library Director Contreras listed all items to be modified. It was moved by Trustee Wood and seconded by Trustee Escobosa to adopt the Fines & Fees Schedule for Fiscal Year 2010-2011: (Item 27)

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

It was moved by Trustee Wood and seconded by Trustee Escobosa to read Resolution 11-05 by title only: a Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines & Fees Schedule for Fiscal Year 2010-2011 of the Placentia Library District of Orange County: (Item 27)

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

It was moved by Trustee Wood and seconded by Trustee Turner to adopt Resolution 11-05 by a roll call vote: (Item 27)

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

CONTINUING BUSINESS

EMPLOYEE OF THE QUARTER

The Employee of the Quarter recognition was conducted during Oral Communications. (Item 28)

STAFF APPRECIATION DINNER

Trustee Wood recommended October 22nd for the date of the Staff Appreciation Dinner, as the staff also recommended. Also, given the lack of response to provide bids from alternate locations, she recommended that the event be held at the Marriott Hotel in Fullerton. Trustee Wood thanked the Friends Foundation for funding the event. It was moved by Trustee Wood and seconded by Trustee Turner to hold the Staff Appreciation Dinner on October 22nd at the Marriott Hotel in Fullerton: (Item 29)

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

COMPUTER LAB UPDATE

Acting Human Resources/Finance Analyst Baltierra reported that Hanna Construction began work on July 9th and the first inspection was conducted on July 13th. Quotes for furniture including blinds and software with a request for funding will be presented to the Friends Foundation at the August Meeting. Library Director Contreras announced that a Ribbon

Cutting Ceremony for the Computer Lab will be held on Monday, September 13th at 3pm. (Item 30)

NEW

BUSINESS

**CSDA BOARD
ELECTIONS**

Library Director Contreras presented the information received on the candidates for the CSDA Board of Directors, Region 6, Seat B. Trustee Wood and Trustee Escobosa made positive comments regarding Arlene Schafer. It was moved by Secretary DeVecchio and seconded by Trustee Wood to nominate Arlene Schafer for the CSDA Board of Directors, Region 6, Seat B: (Item 31)

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

It was moved by Trustee Wood and seconded by Trustee Turner to authorize the Library Director to sign, date, complete and mail the ballot on behalf of the Placentia Library District: (Item 31)

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

**CSDA PROPOSED
BYLAWS**

Library Director Contreras presented a summary of the seven proposed CSDA Bylaws Amendments. It was moved by Trustee Turner and seconded by Trustee Wood to accept the proposed CSDA Bylaws as presented: (Item 32)

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

It was moved by Trustee Wood and seconded by Trustee Escobosa to authorize the Library Director to complete and submit the ballot on behalf of the Placentia Library District: (Item 32)

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

**AUTOMATIC SLIDING
DOORS**

Library Director Contreras presented unofficial bids for replacing the automatic sliding doors at the Library front entry. Secretary DeVecchio asked about the priority of other pending projects including flooring, security cameras, and computer upgrades. Trustee Escobosa asked if a priority list of projects from the Board of Trustees would be helpful. Library Director Contreras replied that a priority list would be helpful as projects will be held until September until revenues are confirmed. President Shkoler confirmed that this item would be tabled for now. (Item 33)

**DATE FOR AUGUST
BOARD MEETING**

Library Director Contreras offered alternate meeting dates for the August 16 regular Meeting as a member had requested consideration of a date change. After discussion of calendar and personal schedule conflicts, it was recommended that no Board meeting be held in August. It was

moved by Trustee Wood and seconded by Trustee Turner to not hold a regular Board Meeting in the month of August: (Item 34)

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

**AGENDA
PREPERATION**

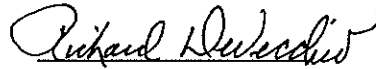
Agenda Preparation for the July Board of Trustees Meeting which will be held on Monday, September 20, 2010 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

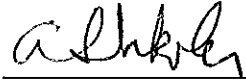
The Regular Meeting of the Board of Trustees of the Placentia Library District on July 19, 2010 adjourned at 7:12 P.M.

NEXT MEETING

The next meeting will be on September 20, 2010 at 6:30 P.M.



Richard DeVecchio
Secretary
Library Board of Trustees



Al Shkoler
President
Library Board of Trustees