

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
March 15, 2010

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on March 15, 2010 at 6:34 P.M.

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

Members Absent: None.

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Gary Bell, Katherine Matas, Marisa Timothy; Placentia Library Friends Foundation Vice President Jack Hanley.

ADOPTION OF AGENDA It was moved by Trustee Escobosa 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

There was no oral communication at this time.

TRUSTEE REPORTS

President Shkoler reported that he attended the State of the City Breakfast, the recent NOCLA meeting, and a CalTac workshop held at San Marino Library. He was a celebrity host at the Placentia Library Friends Foundation's (PLFF) Annual Author's Luncheon, a nice event that raised a good amount of money. (Item 5)

Secretary DeVecchio attended the NOCLA event hosted at the Richard Nixon Library. He was also at the State of the City Breakfast at which he thought the mayor did an outstanding job. He is currently working on the Library Director Evaluation Form that will be presented at the next Board meeting.

Trustee Escobosa attended the State of the City Breakfast and attended the PLFF Annual Author's Luncheon as a celebrity host.

Trustee Turner attended the State of the City Breakfast. She was a celebrity host at the PLFF Annual Author's Luncheon and attended their monthly meeting. She also attended the Adult Book Discussion and Play Reading at the library.

Trustee Wood was a celebrity host at the PLFF Author's Luncheon and enjoyed the new silent auction of wonderful baskets. She was also at the State of the City Breakfast. She attended the Explore Africa program at the library and hopes that more ethnic programs will be offered in the future. (Item 6)

PLFF REPORT

Jack Hanley of the Placentia Library Friends Foundation reported on the

funds raised for the month of January and that the total volunteer hours was 508. The Author's Luncheon earned a net amount of approximately \$8,500 to \$9,000. He invited the Board to attend their Volunteer Brunch that will be held at the library on Friday, March 19 (Item 7)

CONSENT CALENDAR

It was moved by Trustee Turner and seconded by Secretary DeVecchio 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 February 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 February 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)
Balance Sheet for February 2010 (Item 14)

Acquisitions Report for February 2010 (Item 15)

Entrepreneurial Activities Report for February 2010 (Item 16)

GENERAL CONSENT

Personnel Report for February 2010 (Item 17)

Circulation Report for February 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 February 2010 (Item 20)

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

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

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

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

Local History Room Report for February 2010 (Item 25)

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

PRESENTATION

Library Director Jeanette Contreras presented a Fiscal Year 2009-2010 Midyear Budget PowerPoint report. She stated that the overall spending was at about 57% of the budget and that some adjustments may be needed for property tax decreases and the additional ancillary benefits coverage. Updates including the accomplishments and goals of library departments including Adult Services, Children's Services, Circulation Services, Literacy/Volunteer Service, and Technical Services were reported. Questions and concerns regarding a decrease of funds were voiced along with a request from President Shkoler for an exact report on the budget status at this time in order to confirm that this year's budget will be met and to make appropriate plans for next fiscal year. (Item 31)

**CONTINUING
BUSINESS**

PLD POLICY #2040

Library Director Contreras presented her recommended revisions to PLD Policy 2040- Sick Leave. She explained that the proposed revisions were a result of a meeting held with both management and library staff. Library staff Katherine Matas expressed her concern for part-time employees possibly not receiving sick leave as for many the position is their only employment. It was moved by Secretary DeVecchio and seconded by Trustee Turner to not adopt proposed revision #1, to policy 2040.3 with the amendment of adding 'working less than 30 hours' to the last line after "Regular part-time employees": (Item 27)

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

The motion was amended and moved by Trustee Wood and seconded by Trustee Escobosa to not adopt proposed revision #1, to policy 2040.3: (Item 27)

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

It was moved by Trustee Turner and seconded by Trustee Escobosa to adopt proposed revision #2, to Policy 2040.3 to read "Illness while on paid vacation will be charged to vacation" and eliminate Policies 2040.9.1-2040.9.3: (Item 27)

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

It was moved by Trustee Escobosa and seconded by Trustee Wood to adopt proposed revision #3. No vote was made. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to adopt proposed revision #3, to Policy 2040.10 with the amendment to eliminate "death", to read "The District provides a sick leave payoff plan upon resignation or retirement" : (Item 27)

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

It was moved by Trustee Turner and seconded by Secretary DeVecchio to adopt proposed revision #4, elimination of Policies 2040.11-2040.11.3, and proposed revision #5, elimination of Policies 2040.12-2040.12.3: (Item 27)

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

It was moved by Trustee Turner and seconded by Trustee Wood to adopt proposed revision #6, inclusion of "Catastrophic Leave" to Policy 2040 as presented: (Item 27)

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

PLD POLICY #2321

Library Director Contreras presented the proposed changes to Placentia Library District's Policy 2321 – Job Description – Circulation Supervisor. She explained the changes were needed in order to reflect the current and past responsibilities of a Circulation Supervisor and to be in alignment with the restructure of the Organization on October 22, 2008. Secretary DeVecchio voiced his concerns regarding using the term 'manage' for a position that is not managerial and suggested changing the wording to 'supervise'. There was discussion regarding different views of the term. It was moved by Secretary DeVecchio and seconded by Trustee Wood to adopt the proposed revisions to Policy 2321 as presented with the changes noted in discussion, specifically replacing 'managing' with 'supervising': (Item 28)

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

**NEW
BUSINESS**

**CSDA
Call for Nominations**

President Shkoler recommended that no nomination be made for the California Special District Association Board of Directors seat. No vote was made. (Item 29)

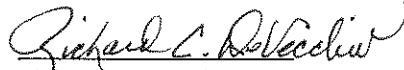
**Fire Alarm System
Replacement**

Library Director Contreras gave an update on the status of the current library fire alarm system. Due to the age and condition of the fire panel and the smoke detectors, management is requested that a contract be awarded to a vendor to replace the whole system. Discussion and review of four vendor proposals was made; Acting Human Resources/Finance Analyst Yesenia Baltierra answered specific questions regarding the differences of the bids. President Shkoler asked where the funding would come from. Director Contreras stated there should be available funds in the General Fund. It was moved by Trustee Wood and seconded by Trustee Turner to award the contract for complete system replacement and system maintenance to ADT Security Services, Inc. and direct Library Director Contreras to locate appropriate funds: (Item 30)


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

ABSENT: None

- AGENDA PREPERATION** Agenda Preparation for the April Board of Trustees Meeting which will be held on Monday, April 19, 2010 unless re-scheduled by the Library Board of Trustees. (Item 32)
- ADJOURNMENT** The Regular Meeting of the Board of Trustees of the Placentia Library District on March 15, 2010 adjourned at 9:10 P.M.
- NEXT MEETING** The next meeting will be on April 19, 2010 at 6:30 P.M.



Richard DeVecchio
Secretary
Library Board of Trustees



Al Shkoler
President
Library Board of Trustees