

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 17, 2012

CALL TO ORDER President DeVecchio called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 17, 2012 at 6:37 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Fernando Maldonado, Marisa Timothy, and Lori Worden; Placentia Library Friends Foundation(PLFF) Board Member Marian Kalman

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

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

ORAL COMMUNICATION

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

TRUSTEE REPORTS

President DeVecchio reported that he attended the City's National Night Out Event. He also attended the Library's Summer Reading Celebration. (Item 5)

Secretary Escobosa reported that she also attended the City's National Night Out and the Library's Summer Reading Celebration. She also enjoyed the Library's FIESTA event.

Trustee Carline did not have anything to report.

Trustee Shkoler reported that he attended the City's National Night Out and the Library's Summer Reading Celebration.

Trustee Turner reported that she attended the Summer Reading Celebration and the FIESTA events at the Library. She also participated in the Adult Book Discussion that was well attended with fifteen patrons. (Item 6)

PLFF REPORT

PLFF Board Member Marian Kalman reported that PLFF will be hosting their Ruby-Diamond Members Reception that will include dinner and wine for their top donors on Friday, October 12th at the Library. She stated that their Second Sunday Booksale continues to be successful. (Item 7)

- MINUTES** It was moved by Secretary Escobosa and seconded by Trustee Carline to approve the Meeting Minutes with the recommended change: (Item 8)
AYES: DeVecchio, Escobosa, Carline, Shkoler, Turner
NOES: None
ABSTAIN: None
ABSENT: None
- CONSENT CALENDAR** It was moved by Trustee Turner and seconded by Secretary Escobosa to approve Agenda Items 9-24:
AYES: DeVecchio, Escobosa, Carline, Shkoler, Turner
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 July 2012 and August 2012; 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 July 2012 and August 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for July 2012 and August 2012 (Item 14)

Acquisitions Report for July 2012 and August 2012 (Item 15)

Entrepreneurial Activities Report for July 2012 and August 2012 (Item 16)
- GENERAL CONSENT** Personnel Report for July 2012 and August 2012 (Item 17)

Circulation Report for July 2012 and August 2012 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)
- STAFF REPORTS** Library Director's Report for July 2012 and August 2012 (Item 20)

Information Technology Report for July 2012 and August 2012 (Item 21)

Children's Services Report for July 2012 and August 2012 (Item 22)

Adult Services Report for July 2012 and August 2012 (Item 23)

Web Site & Technology Report for July 2012 and August 2012 (Item 24)

**CONTINUING
BUSINESS**

**REPORT ON CLOSED
SESSION**

President DeVecchio reported that all Board Members participated in the Closed Session held at 5:00 pm. He recommended that the Library Director's annual salary be set at \$116,000 with an increase of \$50 per month to car allowance to be effective September 1, 2012. It was moved by Trustee Shkoler and seconded by Trustee Carline to approve the recommended Library Director's salary: (Item 25)

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

NEW BUSINESS

**EARTHQUAKES
UPDATES**

Library Director Contreras provided information regarding the effects of the recent earthquakes on the ceiling and lighting in the public areas of the Library. There was discussion regarding the possible approaches to addressing the issue including various vendors. It was moved by Trustee Shkoler and seconded by Secretary Escobosa to submit an RFP for earthquake-proofing the ceiling and lighting in the public area of the Library: (Item 26)

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

**PLD POLICY 2130 –
PAYPERIODS AND
DISTRIBUTION OF
PAYCHECKS**

Library Director Contreras presented proposed changes to PLD Policy 2130 – Pay Periods and Distribution of Paychecks. Business Manager Baltierra explained that at this time all employees are participating in the direct deposit program and it would save time and postage costs to have employee's immediate supervisors disperse paychecks/paystubs. There was discussion and recommendations for proper wording for the amendment. It was moved by Trustee Shkoler and seconded by Trustee Turner to authorize amendments to PLD Policy #2130 – Pay Periods and Distribution of Paychecks with inclusion of recommended changes: (Item 27)

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

**PLD POLICY 6065 –
LIBRARY RULES OF
CONDUCT & PLD
POLICY 6060 –
PATRON BEHAVIOR &
LATCHKEY CHILDREN**

Library Director Contreras presented multiple amendments to PLD Policy 6065 – Library Rules of Conduct including integration of PLD Policy 6060 – Patron Behavior & Latchkey Children Policy topics, thus eliminating Policy 6060. There was extensive discussion on the specifics and possible amendments to the suggested amendments including the use of more general statements. It was moved by Secretary Escobosa and seconded by Trustee Carline to authorize amendments to PLD Policy 6065 – Library Rules of Conduct with inclusion of input from the Library Board of Trustees. Trustee Turner requested further discussion and stated that some of the proposed wording is inconsistent and unclear: (Item 28)

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

President DeVecchio confirmed that the proposed PLD Policy 6060 Amendments be revised as recommended and re-presented to the Board.

PLD POLICIES SERIES
3000 - FINANCIAL

Library Director Contreras explained that review by the Board of Trustees of PLD Policy Series 3000 – Financial was due. She presented the Policy Series that included recommended changes to some of the policies. Each policy was reviewed, and recommended changes or omissions were expressed by Board Members. It was moved by Trustee Shkoler and seconded by Trustee Turner that no changes that exclude staff be made to PLD Policy 3045 – Travel Reimbursement: (Item 29)

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

It was moved by Secretary Escobosa and seconded by Trustee Shkoler to authorize amendments to PLD Policy Series 3000 – Financial with inclusion of recommended changes from the Board as : (Item 29)

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

ADJOURNMENT &
RE-CONVEYNE

President DeVecchio adjourned the meeting for a short break at 8:16pm. The meeting re-convened at 8:22pm.

PROPOSED POLICY
#2013 – NAME BADGE
POLICY

Library Director Contreras explained the benefits of implementing a Name Badge Policy that included security, professionalism, name and branding recognition. She added that the new policy would provide standards and requirements for the display of identification, a consistent method of identification, and establishing a safe environment at the Library. There was discussion about the logistics and enforcement of the policy as well as the replacement charge to staff. Library Director Contreras stated that since wearing a name badge is a requirement, it should be stated so by policy. It was moved by Secretary Escobosa and seconded by Trustee Carline to adopt as a first reading PLD Policy 2013 – Name Badge Policy: (Item 30)

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

AMENDMENT TO
RESOLUTION 13-01
FY 2012-2013 BUDGET

Business Manager Baltierra explained the suggested and necessary amendment to Resolution 13-01: A Resolution of the Board of Trustees of the Placentia Library of Orange County to Adopt Fiscal Year 2012-20312

Budget for the Placentia Library District of Orange County that will align the PLD budget numbers to the County budget reports dated July 29, 2012. The Proposed Amendment was presented to the Board. The Amended Resolution 13-01 was read by title only. It was moved by Trustee Turner and seconded by Trustee Shkoler to adopt Amended Resolution 13-01 by roll call vote: (Item 31)

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

TRAVEL
AUTHORIZATION –
DISASTER
PREPAREDNESS
ACADEMY

Library Director Contreras presented information on the upcoming American Red Cross 28th Annual Disaster Preparedness Academy that is to be held at Anaheim Convention Center on October 10, 2012. She recommended that the PLD Business Manager attend the Academy in order to help PLD be better prepared to take actions during an emergency. It was moved by Trustee Shkoler and seconded by Trustee Carline to authorize the Business Manager to attend the 28th Annual Disaster Preparedness Academy in Anaheim, CA on October 10, 2012 with expenses to be drawn from the General Fund: (Item 32)

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

TRAVEL
AUTHORIZATION –
LIBRARY DIRECTORS
DIGITAL STRATEGY
SUMMIT

Library Director Contreras presented information on the upcoming Library Directors Digital Strategy Summit that is to be held in Monterey, CA from October 22nd to 23rd, 2012. She recommended that the PLD Library Director attend the Summit that will provide discussion on issues and opportunities in the digital environment. It was moved by Trustee Escobosa and seconded by Trustee Shkoler to authorize the Library Director to attend the Library Directors Digital Strategy Summit in Monterey, CA from October 22nd to 23rd with expenses to be drawn from the General Fund: (Item 33)

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

STAFF APPRECIATION
AND RECOGNITION
DINNER UPDATE

Library Director Contreras provided updates on the Staff Appreciation Dinner that will take place at the Fullerton Marriott Hotel on Friday, October 26, 2012. Forty-three have confirmed their attendance. (Item 34)

DISCUSSION ITEMS

REQUEST FOR
PROPOSALS (RFP) FOR
IT SERVICES

Library Director Contreras explained the need for PLD to secure an Information Technology (IT) firm to provide services for all IY needs. She added that the Library needs an infrastructure and replacement plan in order to have a proactive rather than reactive approach. There was discussion regarding funding for the services and possibly establishing a co-

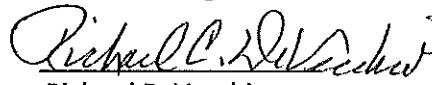
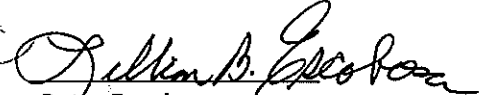
op with neighboring cities. A draft Request for Proposals (RFP) was also presented. It was moved by Trustee Carline and seconded by Trustee Shkoler to authorize staff to post the RFP for IT Services for bid solicitation: (Item 35)

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

AGENDA
PREPARATION Agenda Preparation for the October Board of Trustees Meeting to be held on October 15th at 6:30 P.M.

ADJOURNMENT The Regular Meeting of the Board of Trustees of the Placentia Library District on September 17, 2012 adjourned at 8:37 P.M.

NEXT MEETING The next meeting will be on October 15th, 2012 at 6:30 P.M. for the Regular Board Meeting.

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