

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 20, 2010

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on December 20, 2010 at 6:32 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 (departed at 7:11pm/returned at 7:16pm), Marisa Timothy; Placentia Library Friends Foundation (PLFF) President Brenda Benner; Brett Barbre representing Cheryl Brothers.

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

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

ORAL COMMUNICATION Brett Barbre from North Orange County addressed the Board regarding Cheryl Brothers who is campaigning for a seat on the LAFCO Board. He presented her experience and qualifications for the position.

TRUSTEE REPORTS President Shkoler reported that he attended the Citizen of the Year Breakfast where Mary Castner and Bill Zavala were named the citizens of the year. He also attended a Chamber mixer that announced the candidates for Miss Placentia-Yorba Linda and Outstanding Teen. He was at the OC Alliance for the Arts gathering that Librarian Lori Worden and PLFF member Carol Fizzard also attended. The need for local organizations to supplement school programs was identified at the gathering. He attended the Tamale Festival where the Library had a booth with information and handouts. He also came to the Celtic Christmas program at the Library that attracted over 110 patrons. He also stated that after twelve years of service as the Board President, he felt it was time for a change. (Item 5)

Secretary DeVecchio reported his participation in interviews with the Miss Placentia-Yorba Linda candidates. At the Library, he attended the Children's Christmas program, and the Celtic Christmas program. In the community he attended an event at the Bradford House as well as a holiday meal gathering at the Presbyterian Church.

Trustee Escobosa reported her attendance at the farewell reception for Roger Hiles and a Chamber mixer event.

Trustee Turner reported her attendance at the Placentia Tree Lighting event, the Celtic Christmas program at the Library, the Citizen of the Year Breakfast and the PLFF monthly meeting held at the home of Carol Fizzard.

Trustee Wood reported her attendance at the farewell reception for Roger Hiles and the Tamale Fest where HIS House also had a booth. She also attended the Baby Shower for Library staff and thank you lunch that followed. Library programs she attended included the Celtic Christmas program and the Teen Café gathering. (Item 6)

PLFF REPORT

PLFF President Brenda Benner announced the Citizen of the Year, Mary Castner, who she is proud of as a fellow member of the Placentia Round Table Women's Club. The PLFF December meeting was held at the home of Carol Fizzard in the spirit of the holidays. PLFF membership is now at nearly 200; Brenda believes there should be more participants from the community. She announced that Barbara Hemmerling will be returning to the Board and Rose Mary Hefner would like to join as well. Discussion was made regarding the mailing list for the Quarterly and other PLFF mailings. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Turner 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)

FY2010-2011 Cash Flow Analysis through November 2010; the Schedule of Anticipated Property Tax Revenues for FY2010-2011 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT

Financial Reports for November 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for November 2010 (Item 14)

Acquisitions Report for November 2010 (Item 15)

Entrepreneurial Activities Report for November 2010 (Item 16)

GENERAL CONSENT

Personnel Report for November 2010 (Item 17)

Circulation Report for November 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 November 2010 (Item 20)

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

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

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

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

Local History Room Report for November 2010 (Item 25)

Web Site & Technology Report for November 2010 (Item 26)

**CONTINUING
BUSINESS**

PLD POLICIES #2020,
#2050, #2060, #2070,
#2110

Library Director Contreras presented the recommended change to Placentia Library District (PLD) Policies #2020, #2050, #2060, #2070, and #2110 to remove "probationary" for consistency of all benefits-related policies. She reviewed that the same change was made to PLD Policy #2040 – Sick Leave at the November 16, 2009 Library Board of Trustees Meeting. Copies of the policies were requested and provided for the Board to view. It was moved by Trustee Wood and seconded by Secretary DeVecchio to approve the recommended changes of PLD Policies #2020 – Vacations, #2050 – Bereavement Leave, #2060 – Jury Duty, #2070 – Continuity of Service, and #2110 – Health and Welfare Benefits as presented: (Item 27)

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

**NEW
BUSINESS**

ELECTION OF BOARD
OFFICERS

Library Director Contreras listed the board positions to be elected and the current incumbents. Secretary DeVecchio nominated Trustee Wood to serve as Board President. Trustee Turner seconded the motion. Trustee Escobosa re-nominated President Shkoler. There was no second motion. Trustee Wood nominated Secretary DeVecchio to serve as Board Secretary. Trustee Turner seconded the motion. President Shkoler confirmed the nomination of Trustee Gaeten Wood to the Board President position and Secretary Richard DeVecchio to the Board Secretary position. (Item 28).

APPOINTMENT OF
LIBRARY BOARD
REPRESENTATIVES

President Wood listed the current board representatives of various organizations. Discussion was made regarding commitments and interests in serving. President Wood confirmed that Trustee Turner would serve as the LAFCO representative and Secretary DeVecchio as the LAFCO alternate representative; Trustee Shkoler would serve as the representative to the Orange County Council of Governments; Trustee Turner would serve as representative to PLFF; and Trustee Escobosa would serve as the representative to the Placentia Community Network with Secretary DeVecchio as the alternate representative. (Item 29)

ADOPTION OF
RESOLUTION 11-06
BOARD OF TRUSTEES
REGULAR MEETING
DATES

Library Director Contreras presented the proposed Board of Trustees Regular Meeting dates for 2011. It was moved by Trustee Escobosa and seconded by Trustee Shkoler to approve the proposed dates: (Item 30)

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

It was moved by Trustee Shkoler and seconded by Trustee Turner to read Resolution 11-06 by title only.

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

The resolution was read by title only by the recorder. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to adopt Resolution 11-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Calendar by a roll call vote: (Item 30)

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

AGENDA MATERIAL –
ELECTRONIC OPTION

Library Director Contreras presented information including cost analysis of going with a paperless, electronic option for distribution of Board of Trustees meeting agenda and materials. Discussion was made regarding the equipment and technical requirements of the format as well as the ease of use. It was moved by Trustee Shkoler and seconded by Trustee Turner to authorize the Placentia Library District to move to electronic distribution of agenda packets for both regular and special meetings of the Library Board of Trustees: (Item 31)

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

President Wood confirmed that action to adopt a common tablet platform for such use would be tabled until further information is reviewed. (Item

31)

ENGAGEMENT LETTER
WITH MS. LINDA
KATSOULEAS

Library Director Contreras presented an Agreement Letter from Linda Katsouleas for administrative support during the Library Director's maternity leave. She explained that she would be paid as a consultant at the rate of \$75 per hour for an estimated five weeks. Discussion was made regarding Management and Information technology (IT) needs. It was moved by Trustee Turner and seconded by Trustee Escobosa to authorize the Library Director to sign the Agreement Letter between the Placentia Library District and Ms. Linda Katsouleas to provide administrative support: (Item 32)

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

COMPUTER
UPGRADES AND
REPLACEMENTS

Library Director Contreras explained the need for replacement of staff computers and additional memory for the public computers. It was confirmed that a total number of thirteen new computers are needed at an estimated cost of \$10,000. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to authorize the purchase of additional memory for public computers and replacements for staff computers as presented: (Item 33)

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

STAFF DEVELOPMENT
DAY

Library Director Contreras explained the plans for the upcoming Staff Development Day to be held on Friday, January 7th from 8am to 12pm. Trustee Shkoler requested that the cost of the event including paid time for staff to attend be tracked. In addition, President Wood requested that the expectations of the meeting be defined and the results reported back to the Board. It was moved by Trustee Escobosa and seconded by Trustee Shkoler to authorize the Library Director to conduct the Staff development Day as presented and in consideration of stated requests: (Item 34)

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

LINKING LIBRARIES TO
HELP HAITI PROJECT

Library Director Contreras presented information on the Linking Libraries to Help Haiti Project that was provided by Joanne Hardy, Secretary for the Orange County Library Association, sponsors of the fundraising event. It was moved by Trustee Turner and seconded by Trustee Shkoler to authorize the Library's participation in the project: (Item 35)

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

ABSTAIN: None

ABSENT: None

**CANDIDATE
NOMINATION FOR
LAFCO**

It was determined that none of the Library Board Trustees were interested in serving on the LAFCO Board. Guest Brett Barbe requested that the Board nominate an outside candidate. As President Wood clarified that was not an agenda item, no action was taken.

**AGENDA
PREPERATION**

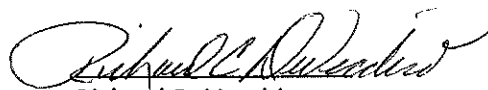
Agenda Preparation for the January Board of Trustees Meeting which will be held on Monday, January 17, 2011 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

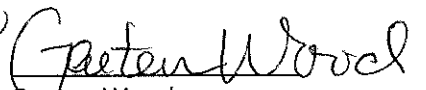
The Regular Meeting of the Board of Trustees of the Placentia Library District on December 20, 2010 adjourned at 8:09 P.M.

NEXT MEETING

The next meeting will be on January 17, 2011 at 6:30 P.M.



Richard DeVecchio
Secretary
Library Board of Trustees



Gaeten Wood
President
Library Board of Trustees