

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
January 17, 2011

**CALL TO ORDER** President Wood called the Regular Meeting of the Placentia Library District Board of Trustees to order on January 17, 2011 at 6:32 P.M.

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

**Members Absent:** None

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Marisa Timothy, Vanita Todker (departed at 6:42pm), Beatrice Quintanar (departed at 6:42pm), Winston Wong (departed at 6:42pm), Lori Worden (departed at 6:42pm); Placentia Library Friends Foundation (PLFF) Vice President Jack Hanley, PLFF President Brenda Benner, PLFF Recording Secretary Carol Fizzard (departed at 6:45pm), PLFF Board Member Barbara Hemmerling (departed at 6:45pm); presenters veronica Martinez and Dennis Yu from PARS, and Ahmed Khatib from Highmark Capital Management (departed at 7:18pm); guests Linda Katsouleas, John Lewis, and Cheryl Brothers

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

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

**ORAL COMMUNICATION** John Lewis, retired State Senator 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 and the importance of her representing the interests of districts other than south county water districts.

**AJOURNMENT** In recognition for twelve years of outstanding service to the Board and District as Board President, President Wood presented a plaque to Trustee Shkoler. The meeting was adjourned at 6:40pm for a small reception in his honor.

**CALL TO ORDER** President Wood called the meeting to order at 6:48pm, to resume where it was adjourned.

**TRUSTEE REPORTS** President Wood reported that she attended the Chamber of Commerce Best Western opening event. She looks forward to attending the upcoming PLFF Author's Luncheon on March 5<sup>th</sup> with guest John Dean. (Item 5)

Secretary DeVecchio had nothing to report.

Trustee Escobosa reported that she has sold two tables of tickets for the

upcoming PLFF Author's Luncheon.

Trustee Shkoler reported that he has sold nearly one table of tickets for the upcoming PLFF author's Luncheon. He also mentioned local support for the Miss California candidates.

Trustee Turner reported her attendance at the recent Chamber Best Western opening event. She also participated in the Book Discussion and Play Reading at the Library. (Item 6)

**PLFF REPORT**

PLFF Vice President Jack Hanley reported efforts to prepare for the upcoming Author's Luncheon including the goal to have fifteen baskets for the silent auction. Ticket sales are not strong at this time possibly due to the re-flooring project. He announced that the Foundation provided over \$100,000 of funds to the Library in 2010, with \$82, 000 going to the Computer Lab. Discussions are ongoing regarding PLFF Board member expectations. (Item 7)

**CONSENT CALENDAR**

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

AYES:	Wood, DeVecchio, Escobosa, 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)

FY2010-2011 Cash Flow Analysis through December 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 December 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for December 2010 (Item 14)

Acquisitions Report for December 2010 (Item 15)

Entrepreneurial Activities Report for December 2010 (Item 16)

**GENERAL CONSENT**

Personnel Report for December 2010 (Item 17)

Circulation Report for December 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 December 2010 (Item 20)

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

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

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

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

Local History Room Report for December 2010 (Item 25)

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

**CONTINUING  
BUSINESS**

**EMPLOYEE OF THE  
QUARTER**

President Wood announced Vanita Todker is now the Placentia Library District Employee of the Quarter and presented her with a plaque. On behalf of PLFF, a \$200 check was also presented to Ms. Todker for her excellent service to the District. (Item 27)

**CANDIDATE  
NOMINATION FOR  
LAFCO**

Guest and candidate Cheryl Brothers addressed the Board regarding her experience and qualifications to serve on the Local Agency Formation Commission (LAFCO) as a Regular Special District Member. She also expressed her history and involvement with the Friends Foundation of her local library. It was moved by Trustee Escobosa and seconded by Trustee Shkoler to select Cheryl Brothers to serve as a Regular Special District Member on LAFCO: (Item 28)

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

It was moved by Trustee Shkoler and seconded by Trustee Escobosa to authorize Trustee Turner to vote on behalf of the Placentia Library District in the January 27, 2011 LAFCO election for a Regular Special District Member: (Item 28)

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

**NEW  
BUSINESS  
PARS PRESENTATION**

Guest Veronica Martinez, CEBS, Senior Client Services Coordinator of Public Agency Retirement Services (PARS) presented general information on PARS and the plan the District has in place. She communicated that employee contributions to the plan are available, yet none have been activated since the July 1, 2008 effective date. Guest Dennis Yu of PARS further explained that employees can contribute up to 12 percent, making a 20% total contribution with the employer's portion. Questions were asked regarding employee participation in this option. Human Resources/Finance Analyst Baltierra explained that the employee contribution was not originally presented as an option as the Deferred Compensation program was in place also. Guest Ahmed Khatib, Managing Partner of Highmark Capital Management, a department of Union Bank,

reviewed the investment structure for the plan, summarizing the detailed information that was provided in the distributed PARS Report booklet. He stated that overall the plan has generated good returns in the past, yet, due to the current financial environment, some instability should be expected. (Item 29)

**PARTNERSHIP WITH  
PLACENTIA-YORBA  
LINDA ARTS  
ASSOCIATION**

Library Director Contreras presented the idea that as part of the re-flooring project, the southeast wall would be used to display artwork from the Placentia Yorba Linda Art Association as they have traditionally exhibited artwork from their members at the Library, their artwork is professionally presented, and the artwork draws a large number of patrons to the Library. She explained the attached agreement for such purpose. Discussion was made regarding hanging of the pieces, liability, and the term of the contract. It was moved by Trustee Shkoler and seconded by Trustee Turner to authorize the Placentia Library District to enter into a partnership with the Placentia Yorba Linda Arts Association to provide artwork for the library as specified in the aforementioned agreement as amended with the changes designated: (Item 30)

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

**TRAVEL  
AUTHORIZATIONS –  
SPECIAL DISTRICT  
LEADERSHIP  
ACADEMY**

Library Director Contreras presented information for the upcoming California Special District Association (CSDA) Special District Leadership Academy (Academy) four-module program that provides governance training for Directors and Trustees. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to authorize President Wood, Secretary DeVecchio, Trustee Escobosa, and Trustee Shkoler to attend the Academy to be held on February 24 and 25, April 1, and June 24<sup>th</sup> in Ontario: (Item 31)

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

It was moved by Trustee Shkoler and seconded by Trustee Escobosa to authorize President Wood, Secretary DeVecchio, Trustee Escobosa to authorize travel expenses of \$800 per Trustee registration fee and per diem expenses to attend the Academy to be drawn from the General Fund : (Item 31)

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

**TRAVEL  
AUTHORIZATIONS –  
BOARD MEMBER  
WORKSHOP**

Library Director Contreras presented information for the upcoming CSDA How to be An Effective Board Member Workshop. The Board members determined that the Leadership Academy would be more helpful for them; no action was taken. (Item 32)

**CIRCULATION  
SUPERVISOR**

Human Resources/Finance Analyst Baltierra reported that interviews for the Circulation Supervisor position that will include a written exam will

**RECRUITMENT UPDATE** take place on Thursday, January 20<sup>th</sup>. Eight candidates have been selected for interviews that include two current staff. Interview panel will include Supervisors from the City of Orange and County of Orange libraries. (Item 33)

**NAMING OF CHILDREN'S DEPARTMENT TO HONOR DIXIE SHAW** Library Director Contreras explained that PLFF has considered the possibility of honoring a long-time supporter of PLFF and the Library, Miss Dixie Shaw, by naming the Children's Department after her and is now asking the Board to consider their wish. Secretary DeVecchio initiated discussion regarding District policy and precedent of naming departments. Trustee Shkoler stated that the naming should include Dixie's late husband, Gordon Shaw. Trustee Turner reiterated that the naming is a very popular idea. It was moved by Trustee Escobosa and seconded by Trustee Turner to authorize the naming of the Children's Department to 'the Gordon and Dixie Shaw Children's Department': (Item 34)

AYES: Wood, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: DeVecchio

ABSENT: None

**PLD INFRASTRUCTURE NEEDS** Library Director Contreras presented a list of PLD infrastructure items that were identified as needing improvement. Discussion was made on the priority of action needed as well of as the funding of such repairs. Secretary DeVecchio requested designation of the items that impacted patrons and staff most. The following items were targeted to be addressed: Staff Lounge water heater, Women's and Men's Staff Restrooms sinks and faucets, Childrens' Area plumbing needs, Friends Sorting Room shelving security, Public Restrooms privacy partition for ADA restroom and keyless access for both, Book-drop replacement and possible relocation in parking lot, Loading Dock Area pavement repair, Parking Lot lighting. Library Director Contreras explained that this direction is for the next fiscal year, as a list of improvements has already been established for the current fiscal year. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize staff to move forward with obtaining Quotes for the above listed repairs and improvements needed:

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

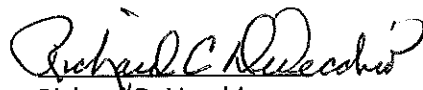
ABSTAIN: None

ABSENT: None

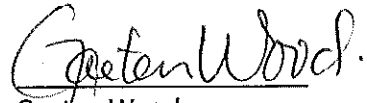
**AGENDA PREPARATION** Agenda Preparation for the February Board of Trustees Meeting which will be held on Monday, February 28, 2011 unless re-scheduled by the Library Board of Trustees.

**ADJOURNMENT** The Regular Meeting of the Board of Trustees of the Placentia Library District on January 17, 2010 adjourned at 8:09 P.M.

**NEXT MEETING** The next meeting will be on February 28, 2011 at 6:30 P.M.



Richard DeVecchio  
Secretary  
Library Board of Trustees



Gaeten Wood  
President  
Library Board of Trustees