

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
October 18, 2010

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on October 18, 2010 at 6:34 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, Nadia Dallstream (arrived at 6:55 pm/departed at 7:13 pm), David Ferrari (departed at 6:50 pm) Roger Hiles, Katie Matas, Marisa Timothy, Estella Wnek (departed at 6:50 pm); Placentia Library Friends Foundation (PLFF) Vice President Jack Hanley.

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

No public communication was made at this time.

TRUSTEE REPORTS

President Shkoler reported that he attended the California Special Districts Association (CSDA) annual conference that was held in Newport Beach. He said it was a good conference where much was learned. He mentioned the new program offered by CSDA in which board members can be certified; he will present information on this to the Board in the future. President Shkoler also attended the Placentia Linda Hospital Surgical Center Ribbon Cutting Ceremony along with all fellow Board members. (Item 5)

Secretary DeVecchio reported his attendance at the Placentia Linda Hospital Surgical Center Ribbon Cutting Ceremony and the Heritage Festival. He commented on how busy the Library staff was at the festival and the strong public interest in the Library's booth that he helped at.

Trustee Escobosa reported her attendance at the CSDA annual conference where she was especially impressed with the speaker John Naber, the Olympic gold medalist. She also participated in the Heritage Parade with Clifford the Big Red Dog in her car with her. She was at the Placentia Linda Hospital Surgical Center Ribbon Cutting Ceremony and the Ribbon Cutting Ceremony for a salon that recently opened in Fullerton.

Trustee Turner reported her participation in the Heritage Parade with the children's Summer Reading Program grand prize winner and her family who rode in her car with her. The family enjoyed the event. She also attended the Chamber regular meeting, the Adult Book Discussion, and the Placentia Library Friends Foundation (PLFF) monthly meeting.

Trustee Wood reported her attendance at the CSDA annual conference; she thought that the speakers were exceptional this year as the topic of communication was addressed. She was at the Placentia Linda Hospital Surgical Center Ribbon Cutting Ceremony and the HIS House board meeting. (Item 6)

PLFF REPORT

PLFF Vice President Jack Hanley reported the foundation's fundraising earnings for the month of September that totaled \$4,500. Some of these earnings were obtained by the Silent Auction and Ebay. At this time, the estimated total annual profit from the vending machines is \$6,200. The total volunteer hours for the month was 440. (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 September 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 September 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for September 2010 (Item 14)

Acquisitions Report for September 2010 (Item 15)

Entrepreneurial Activities Report for September 2010 (Item 16)

GENERAL CONSENT

Personnel Report for September 2010 (Item 17)

Circulation Report for September 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 September 2010 (Item 20)

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

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

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

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

Local History Room Report for September 2010 (Item 25)

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

**CONTINUING
BUSINESS**

**REPORT ON
CLOSED SESSION**

President Shkoler reported that in closed session, with the recommendation of the Personnel Committee, the Board of Trustees approved an annual salary increase for the Library Director to \$108,000. He thanked Library Director Contreras for a great year. (Item 27)

**EMPLOYEE OF THE
QUARTER AWARD**

President Shkoler presented a proclamation and \$200 check provided by PLFF to Employee of the Quarter Beatrice Quintanar. Library Director Contreras explained that Beatrice recently demonstrated 'going above and beyond' her regular library Clerk duties by cleaning the ADA restroom after an incident. Secretary DeVecchio commented on her always pleasant demeanor. (Item 28)

**STAFF APPRECIATION
DINNER**

Trustee Wood reported that all was in order for the upcoming Staff Appreciation Dinner to be held on Friday, October 22nd. Library Director Contreras added that the many door prizes are funded by vendors who have made donations. Trustee Wood clarified that photo release forms would need to be completed by all attendees for the performer. (Item 29)

**COMPUTER LAB
UPDATE**

Library Director Contreras provided updates on the Placentia Library Friends Foundation Computer Lab including the \$2,000 in sponsorships received to cover the cost of the furniture. Also, there has been a great response to the new workshops offered. They have been full and with waiting lists; additional workshops will be offered through February 5th. (Item 30)

**SHORT-TERM
DISABILITY PROGRAM**

Library Director Contreras explained that an employee survey was conducted and Aflac was the preferred short-term disability insurance carrier. It was moved by Secretary DeVecchio and seconded by Trustee Wood to designate Aflac as the District's short-term disability carrier: (Item 31)

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

**UPDATE ON FISCAL
YEAR 2010-2011
BUDGET**

Library Director Contreras presented current Fiscal Year 2010-2011 Budget figures including revenue and expenditure allocations. She explained the Library's current expenditure rate is below the established monthly average. She also stated that the 2.1 million dollar budget approved included capital improvement projects. After the first installment from the county is received in December, a mid-year analysis will be done. President Shkoler commented that the District is in a good place. (Item 32)

**FISCAL YEAR 2010-
2011 CAPITAL
IMPROVEMENT
PROJECTS**

Library Director Contreras presented the proposed priority list of capital improvement projects, as recommended by management. Discussion was made regarding previous presentations as well as safety issues that need to be addressed. Trustee Wood asked for clarification as to which items on the list were budgeted. Library Director Contreras clarified that, with the Meeting Room Enhancements being postponed, all items but the Multimedia Signage are budgeted items. President Shkoler recommended that a Work Study Session be held for the first item, Re-flooring Project. The date of Wednesday, November 3rd at 4pm was agreed upon. (Item 33)

**NEW
BUSINESS**

**MEETING ROOM
POLICY EXEMPTION
REQUEST**

Library Director Contreras explained the Southern California Orchid Society has been renting the Meeting Room for over 25 years and holds its annual auction, their main fundraising event, at the Meeting Room and courtyard. However, according to the Placentia Library District (PLD) Policy #6050.19, "Vending of any article of service will not be permitted." She recommended that, in response to their formal written request, that the group be exempt from the aforementioned policy item. Discussion was made regarding the application of the policy phrase and previous precedent of exemptions. Trustee Escobosa acknowledged the violation of policy and staff's responsibility to call attention to it. Trustee Wood motioned to eliminate the last sentence of PLD Policy #6050.19, regarding vending of articles or service. No further motion was made. President Shkoler directed that the item be tabled to the November meeting in order that further review of the policy can be made. (Item 34)

SOCIAL MEDIA POLICY

President Shkoler stated that at the recent California Special Districts Association conference, it was recommended that a social media policy be established. Library Director Contreras explained that other libraries have internet/e-mail policies, yet not social media policies. She developed the draft policy presented from a variety of sources. President Shkoler recommended that an ad-hoc committee including him and staff be created to further develop and finalize the policy. (Item 35)

**AGENDA
PREPERATION**

Agenda Preparation for the November Board of Trustees Meeting which will be held on Monday, November 15, 2010 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

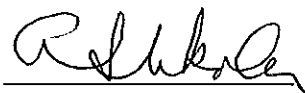
The Regular Meeting of the Board of Trustees of the Placentia Library District on October 18, 2010 adjourned at 7:53 P.M.

NEXT MEETING

The next meeting will be on November 15, 2010 at 6:30 P.M.



Richard DeVecchio
Secretary
Library Board of Trustees



Al Shkoler
President
Library Board of Trustees