

## MINUTES

### PLACENTIA LIBRARY DISTRICT

#### UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES

June 16, 2009

#### CALL TO ORDER

President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on June 16, 2009 at 6:31 P.M.

#### ROLL CALL

**Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustees Betty Escobosa, Jean Turner and Gaeten Wood, and Library Director Contreras.

**Members Absent:** None

**Others Present:** Library Staff: Yesenia Gomez, Roger Hiles, Marisa Timothy, Ginny Sanatar of the Placentia Library Friends Foundation and Substitute Librarian Mary Strazdas.

#### ORAL

#### COMMUNICATION

There was no communication made at this time.

#### TRUSTEE REPORTS

President Shkoler led a tour though the new 'Teen Zone' and thanked Ginny Sanatar of the Placentia Library Friends Foundation for their donation to fund the new furniture and décor. He reported that he attended the Bon Voyage Party for Miss Placentia and Miss Teen Placentia that was hosted by the Placentia Chamber of Commerce, and stated that the contestants have a chance of doing well.

Secretary DeVecchio attended a 45<sup>th</sup> Anniversary event at Placentia United Methodist Church and presented a framed proclamation from the library.

Trustee Escobosa attended the Placentia Library Friends Foundation Board meeting that included a slide show presented by Library Director Jeanette Contreras. It was a good meeting that prepared for the new officers. She also attended the Bon Voyage Party for Miss Placentia and Miss Teen Placentia that was hosted by the Placentia Chamber of Commerce.

Trustee Turner attended a reception at the library that recognized the employees that recently graduated along with President Shkoler and Secretary DeVecchio. She also attended the Adult Book Discussion on '19 Minutes'; it was an event that was well done and had a good turn-out.

Trustee Wood attended the Placentia Chamber of Commerce's Network Meeting. The group is working on a community calendar.

#### FRIENDS FOUNDATION REPORT

Ginny Sanatar of the Placentia Library Friends Foundation reported that the net profit for the Annual Authors' Luncheon was over \$7,500. The Foundation is now focusing on the upcoming fundraiser in the fall, a doll boutique. New officers have been elected and their fiscal year will be

changed to match the library's. The Commercial Committee has new ideas for building business support. Also, the Foundation has re-introduced the computer room plan and is considering making a \$50,000 donation to the library to fund the project. (Item 7)

**CONSENT CALENDAR**

President Shkoler requested a review of Items 14 and 15. Trustee Escobosa also requested discussion of items 14 as well as item 23. And Trustee Wood requested discussion of Items 22, 23, and 24. Regarding Items 14 and 15, President Shkoler questioned the difference in the totals on the reports. Yesenia Baltierra explained that it represents the two accounting systems: County and In-house. President Shkoler requested that the Balance Sheets and Reports be re-titled to designate each system. Regarding Item 22, Trustee Wood inquired about the meetings held regarding patron complaints. Director Contreras explained that they were regarding a patron who wanted to make a donation to the library, yet did not get assistance from multiple employees, he was redirected. All donors will now be directed to Administration. Regarding Item 23, Trustee Escobosa asked for more information on the 'Living Library' program. Director Contreras presented examples of different groups who are invited to interact and build community through understanding. Library Services Manager Hiles added that there is a designated format. It was moved by Trustee Escobosa and seconded by Trustee Turner to approve Agenda Items 8-28.

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

President Shkoler moved to amend the motion to include corrected Meeting Minutes.

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)

FY2008-2009 Cash Flow Analysis through May 2009; the Schedule of Anticipated Property Tax.

Revenues for FY2008-2009 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Item 12)

**TREASURER'S**

Financial Reports for May 2009 for Placentia Library District Accounts on

**REPORT**

Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for May 2009  
(Item 14)

Acquisitions Report for May 2009 (Item 15)

Entrepreneurial Activities Report for May 2009 (Item 16)

**GENERAL CONSENT**

Personnel Report for May 2009 (Item 17)

Circulation Report for May 2009 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)

Status Report on Partnerships with Community Organizations (Item 20)

Status Report on Active Grant Applications (Item 21)

**STAFF REPORTS**

Library Director's Report for May 2009 (Item 22)

Library Services Manager Report for May 2009 (Item 23)

Children's Services Report for May 2009 (Item 24)

Literacy / Volunteer Services Report for May 2009 (Item 25)

Reference and Adult Services Report for May 2009 (Item 26)

Local History Room Report for May 2009 (Item 27)

Placentia Library Web Site & Technology Report for May 2009 (Item 28)

**PUBLIC HEARING**

Substitute Librarian Mary Strazdas commented that she hates to see materials cuts to the budget and suggested that donors might fill the gap. She also asked about the action to add building maintenance staff. Discussion was made regarding the materials cut and that in comparison to neighboring libraries, it is the smallest reduction. President Shkoler confirmed that the building maintenance position is included in the proposed budget. It was moved by Trustee Wood and seconded by Trustee Turner to read by title Resolution 10-01, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2009-2010 Budget for the Placentia Library District of Orange County. The resolution was read by title by the recorder. It was moved by President Shkoler and seconded by Trustee Turner to approve Resolution 10-01. Resolution 10-01 was approved by a roll call vote by all present: (Item 29)

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

ABSENT: None

Library Director Contreras presented a slide show review of the last fiscal year and thanked the Board, staff and Library Substitute Mary Strazdas for all of their efforts and input toward all of the past accomplishments. President Shkoler thanked Library Director Contreras.

**NEW BUSINESS**

Library Director Contreras presented the Request from MOMS Club South and North regarding Meeting Room rental fees. She requested that the fees be waived or reduced as these groups' goals are to gather and fund-raise, including supporting the library. It was proposed that a decision on fee waivers or reductions for the Meeting Room be postponed until further information is gathered including a complete list of drop out groups due to recent fee changes. (Item 30)

Library Director Contreras presented the proposed Holiday and Library Closure Schedules for Calendar Years 2009 and 2010. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to read by title only Resolution 10-02. The resolution was read by title by the recorder. It was moved by Trustee Turner and seconded by Trustee Wood to approve Resolution 10-02. Resolution 10-02 was approved by a roll call vote by all present: (Item 31)

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

Library Director Contreras presented the Engagement Letter with Mr. Robert Housley and the needs for his financial and accounting services. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to approve the Engagement Letter with Mr. Robert Housley with a not to exceed \$6,000.00 designation: (Item 32)

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

Library Director Contreras presented Library Board of Trustee Meeting date options as she will be on vacation beginning July 19<sup>th</sup>. It was moved by Trustee Wood and seconded by Secretary DeVecchio to hold no meeting in July unless an emergency meeting was needed: (Item 33)

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

Library Director Contreras presented information on the California Special District Association Conference. Discussion regarding costs and participation was made. President Shkoler, Trustee Escobosa, and

Trustee Wood expressed an interest in attending. Library Director Contreras was asked to attend as well. Staff was authorized to make reservations for members to attend the event.

**CLOSED SESSION**

A closed session was held to discuss a pending litigation and personnel matter. (Item 35)

**AGENDA  
PREPERATION**


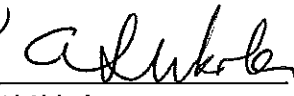
Agenda Preparation for the August Board of Trustees Meeting which will be held on Monday, August 17, 2009 unless re-scheduled by the Library Board of Trustees. (Item 36)

**ADJOURNMENT**

The unusual meeting of the Board of Trustees of the Placentia Library District for June 16, 2009 adjourned at 8:02 P.M. (Item 38)

**NEXT MEETING**

The July Board of Trustees Meeting will not be held. The next meeting will be on Monday, August 17, 2009 at 6:30 P.M.

	
Richard DeVecchio	Al Shkoler
Secretary	President
Library Board of Trustees	Library Board of Trustees

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