

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
May 20, 2013

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 20, 2013 at 6:32 P.M.

**ROLL CALL** Members Present: President Al Shkoler, Secretary Gayle Carline, Trustee Jo-Anne Martin, Trustee Richard DeVecchio, Trustee Elizabeth Minter

**Members Absent:** None

**Others Present:** Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Fernando Maldonado, Nadia Dallstream and Brittany Johnson

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

AYES: Shkoler, Carline, DeVecchio, Martin, Minter  
NOES: None  
ABSTAIN: None  
ABSENT: None

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

Library Director Contreras introduced the newest staff members of the library; Saroo Carrillo, Heather Alexander, Elizabeth Marin and Brittany Johnson.

**TRUSTEE REPORTS** President Shkoler reported that he attended the Oversight Committee, tentative proposal changes include two story shopping center. Also attended the meeting with Click Consulting PLD's new IT Service. (Item 5)

Trustee Minter had nothing to report.

Secretary Carline reported that she attended PLFF meeting on May 13, 2013 she also requested another Trustee sit in for her next PLFF meeting, Trustee Martin agreed to do so.

Trustee Martin reported that she attended the Monte Carlo Madness Annual Fundraiser at HIS House. Will also be providing a tour of the library to HIS House residents.

Trustee DeVecchio reported that he attended the Swazzle puppet show, attended the Community Network meeting and attended the presentation on Hiroshima. (Item 6)

**PLFF REPORT** Secretary Carline reported that a motion was passed at the May 13, 2013 PLFF meeting to approve \$100,000. Also reported that Joanne Sower was the appointed PLFF President. (Item 7)

<b>CONSENT CALENDAR</b>	<p>It was moved by Secretary Carline and seconded by Trustee DeVecchio to approve Agenda Items 8-24:</p> <p>AYES: Shkoler, Carline, DeVecchio, Martin , Minter NOES: None ABSTAIN: None ABSENT: None</p>
<b>MINUTES</b>	<p>Minutes of the April 22, 2013 Library Board of Trustees Regular Date Meeting (Item 8)</p>
<b>CLAIMS</b>	<p>Nonstandard Claims in excess of \$300 (Item 9)</p> <p>Claims forwarded by the Library Director and Library Trustees (Item 10)</p> <p>Current Claims and Payroll (Item 11)</p>
<b>TREASURER'S REPORT</b>	<p>FY2012-2013 Cash Flow Analysis through April 2013; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor (Item 12)</p> <p>Financial Reports for April 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)</p> <p>Balance Sheet for April 2013 (Item 14)</p> <p>Acquisitions Report for April 2013 (Item 15)</p> <p>Entrepreneurial Activities Report for April 2013 (Item 16)</p>
<b>GENERAL CONSENT</b>	<p>Personnel Report for April 2013 (Item 17)</p> <p>Circulation Report for April 2013 (Item 18)</p> <p>Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)</p>
<b>STAFF REPORTS</b>	<p>Library Director's Report for April 2013 (Item 20)</p> <p>Children's Services Report for April 2013 (Item 21)</p> <p>Adult Services Report for April 2013 (Item 22)</p> <p>Web Site &amp; Technology Report for April 2013 (Item 23)</p>

**INTRODUCTION**

Orange County Reporter, Luke Harold did not attend meeting.

**PUBLIC HEARINGS**

Regular Meeting was adjourned May 20, 2013 at 7:04 p.m.

**BUDGET FISCAL  
YEARS 2013-2015**

Public Hearing was declared open May 20, 2013 at 7:04 p.m.

President Shkoler asked at this time if anyone would like to speak on the budget. None spoke.

Public Hearing closed May 20, 2013 at 7:05 p.m.

Regular Meeting reconvened May 20, 2013 at 7:05 p.m.

Library Director Contreras explained FY2011-2012 collected Property Tax of \$91,050 and is expected to collect Property Tax of \$80,000 for FY2012-2013 which would bring a surplus of \$250,000-350,000 for FY2012-2013. Library Director Contreras also stated the set budgets for the following: \$50,000 – Plumbing \$25,000 – Stratgic Consultant and \$16,000 – IT Services which leaves a balance to carry over that will cover expenditures and allows a surplus to carry to FY2013-2014. Trustee Martin asked question about travel expenses. Library Director Contreras explained increase was due to request from Trustee Minter to send staff to the Public Library Association (PLA) Conference. Trustee Minter expressed concern about book budget, asked if PLFF will offset book budget. Library Director Contreras will request funds for book budget to PLFF.

It was moved by Secretary Carline and seconded by Trustee Martin to adopt Budget Fiscal Year 2013-2015 Resolution 14-01 by roll call (Item 25) :

AYES:	Shkoler, Carline, DeVecchio, Martin
NOES:	Minter
ABSTAIN:	None
ABSENT:	None

**SALARY SCHEDULES**

Regular Meeting was adjourned May 20, 2013 at 7:15 p.m.

Public Hearing was declared open May 20, 2013 at 7:15 p.m.

President Shkoler asked at this time if anyone would like to speak on the budget. None spoke.

Public Hearing closed May 20, 2013 at 7:16 p.m.

Regular Meeting reconvened May 20, 2013 at 7:16 p.m.

Trustee Martin asked how salary schedule was established. President Shkoler responded that the salary scale has been in place for many years. Adjustments are based on COLA. Library Director Contreras added that the last change made last year was to add Library Page to a 10 step scale (Item 26)

It was moved by Trustee Minter and seconded Secretary Carline to approve Exempt and Non-Exempt Salary Schedules for Fiscal Year 2013-2015 Resolution 14-02:

AYES:	Shkoler, Carline, DeVecchio, Martin, Minter
NOES:	None
ABSTAIN:	None
ABSENT:	None

**FINES & FEES  
SCHEDULE**

Regular Meeting was adjourned May 20, 2013 at 7:18 p.m.

Public Hearing was declared open May 20, 2013 at 7:18 p.m.

President Shkoler asked at this time if anyone would like to speak on the budget. None spoke.

Public Hearing closed May 20, 2013 at 7:19 p.m.

Regular Meeting reconvened May 20, 2013 at 7:19 p.m.

Library Director Contreras explained that the only changes being made to the Fines & Fees Schedule is the language. The language change is breakdown fee instead of clean up fee and History Room Photography to add Administrative Maintenance fee. Trustee Minter expressed that she did not agree to charge a fee for the DVDs.

It was moved by Trustee Martin and seconded Secretary Carline to approve Fines and Fees Schedule for Fiscal Year 2013-2015 (Item 27) :

AYES:	Shkoler, Carline, DeVecchio, Martin
NOES:	Minter
ABSTAIN:	None
ABSENT:	None

**NEW BUSINESS**

**GANN LIMIT**

It was moved by Trustee Minter and seconded Trustee Martin to approve Appropriation Limitations (Gann Limit) at \$3,972,409 for Fiscal Year 2013-2014 by Resolution 14-03 by roll call vote:

AYES: Shkoler, Carline, DeVecchio, Martin, Minter  
NOES: None  
ABSTAIN: None  
ABSENT: None

**HOLIDAY AND LIBRARY CLOSURE SCHEDULE**

It was moved by Trustee Martin and seconded Secretary Carline to approve Holiday and Library Closure Schedule for Fiscal Year 2013-2014 by Resolution 14-04:

AYES: Shkoler, Carline, DeVecchio, Martin, Minter  
NOES: None  
ABSTAIN: None  
ABSENT: None

**POLICY 2200**

Library Director Contreras recommended an amendment to Policy 2200 to include fingerprinting of staff and volunteers as a pre-employment requirement; especially those in direct contact with children. Library Director seek a legal opinion on retro for current employees. Effective July 1, 2013.

It was moved by Secretary Carline and seconded Trustee DeVecchio to approve amendment to Policy 2200 (Item 30):

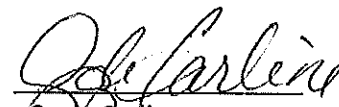
AYES: Shkoler, Carline, DeVecchio, Martin, Minter  
NOES: None  
ABSTAIN: None  
ABSENT: None

The Regular Meeting of the Board of Trustees of the Placentia Library District on May 20, 2013 adjourned at 7:35 P.M.

The next meeting will be on June 17, 2013 at 6:30 P.M.



Al Shkoler  
President  
Library Board of Trustees



Gayle Carline  
Secretary  
Library Board of Trustees