

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 15, 2010

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on November 15, 2010 at 6:32 P.M.

ROLL CALL Members Present: President Al Shkoler, Secretary Richard DeVecchio, Trustee Betty Escobosa (arrived at 6:42 pm), Trustee Jean Turner, Trustee Gaeten Wood

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra (departed at 7:07pm/returned at 7:12pm), Nadia Dallstream (arrived at 7:25 pm), Roger Hiles, Marisa Timothy; Placentia Library Friends Foundation (PLFF) Vice President Jack Hanley.

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

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

ORAL COMMUNICATION Library Director Contreras announced that refreshments were offered in recognition of the recent re-elections of President Shkoler and Trustee Escobosa. The meeting was adjourned at 6:35pm for time to enjoy the refreshments and re-convened at 6:38pm.

TRUSTEE REPORTS President Shkoler reported that he attended the Placentia Community Prayer Breakfast, the PLFF Meeting, and the Staff Appreciation Dinner. He thanked Trustee Wood, Library Director Contreras, and PLFF Vice President Jack Hanley for their work and support for the event. He also participated in the recent Board of Trustees general election. (Item 5)

Secretary DeVecchio reported his attendance the PLFF meeting.

Trustee Escobosa reported her participation at the Shake Out Drill at the Library. She suggested that walkie-talkies be purchased for staff use during such drills and in true emergencies.

Trustee Turner reported her attendance at the Placentia Community Prayer Breakfast, the Adult Play Reading at the Library, and the PLFF monthly meeting.

Trustee Wood reported her attendance at the Placentia Community Prayer Breakfast and the Staff Appreciation Dinner that was also attended by all of the Board members. (Item 6)

PLFF REPORT PLFF Vice President Jack Hanley announced that the plans for the Author's Luncheon are well underway. He also reported the book store earnings for

the month of October totaled over \$400, the General Fund account is at \$12,700 and their investment account is at \$161,000. (Item 7)

CONSENT CALENDAR

It was moved by Secretary DeVecchio 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 October 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 October 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for October 2010 (Item 14)

Acquisitions Report for October 2010 (Item 15)

Entrepreneurial Activities Report for October 2010 (Item 16)

GENERAL CONSENT

Personnel Report for October 2010 (Item 17)

Circulation Report for October 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 October 2010 (Item 20)

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

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

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

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

Local History Room Report for October 2010 (Item 25)

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

**CONTINUING
BUSINESS**

**PLD POLICY #6050 –
MEETING ROOM
POLICY**

Library Director Contreras reviewed the past discussion at the October Board meeting regarding Placentia Library District (PLD) Policy #6050 – Meeting Room Policy that focused on the issue of for-profit activities and organizations. She presented the proposed recommended revisions to the policy to allow these activities and groups. There was discussion about the new trend for libraries to operate as community centers and potential additional revenues. Further revisions were also recommended. It was moved by Secretary DeVecchio and seconded by Trustee Wood to approve the recommended changes including the noted additional revisions to PLD Policy #6050: (Item 27)

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

**PROPOSED SOCIAL
MEDIA POLICY**

Library Director Contreras presented a revised draft Placentia Library District Policy #2275 – Social Media Policy that was created by an ad-hoc committee. President Shkoler requested copies of the policies that referred to within the draft policy. Time was taken to review the draft policy and additional copies of referenced policies provided as requested. President Shkoler commented that the policy was broad and asked about who was responsible for particular activities. Library Services Manager Hiles explained that the term “the Library” designates the existing management structure. President Shkoler clarified that the policy would be adopted as a final policy and is to be reviewed in one year. It was moved by Trustee Escobosa and seconded by Trustee Turner to adopt PLD Policy #2275- Social Media Policy by a roll call vote: (Item 28).

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

**NEW
BUSINESS**

**AMENDMENT TO
RESOLUTION 11-03
FY 2010-2011
BUDGET**

Acting Human Resources/Finance Analyst Baltierra explained that an amendment of Resolution 11-03 was necessary as the budget number for fund 707 provided previously was entered incorrectly. The amount now includes the available balance from the previous fiscal year. It was moved by Secretary DeVecchio and seconded by Trustee Turner to read resolution 11-03 by title only: An Amended Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2010-2011 Budget for the Placentia Library District of Orange County. The Resolution was read by title only. It was moved by Trustee Wood and seconded by Trustee Turner to adopt amended Resolution 11-03 by a roll call vote: (Item 29)

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

**TRAVEL
AUTHORIZATION**

Library Director Contreras presented information on the upcoming California State Library “Library Leaders – Community Conveners” workshop and explained the majority of the cost for her to attend is covered by a LSTA grant. She explained that additional travel expenses of

less than \$200 would cover lodging and per diem costs. It was moved by Secretary DeVecchio and seconded by Trustee Wood to authorize Library Director Contreras to attend the Library Leaders – Community Conveners Workshop in Sacramento, California on December 6th and 7th at a cost not to exceed \$200: (Item 30)

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

**AGENDA
PREPERATION**

Agenda Preparation for the November Board of Trustees Meeting which will be held on Monday, December 20, 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 November 15, 2010 adjourned at 7:39 P.M.

NEXT MEETING

The next meeting will be on December 20, 2010 at 6:30 P.M.



Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees