

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 18, 2011

CALL TO ORDER President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 18, 2011 at 6:30 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, Nadia Dallstream, Fernando Maldonado, Marisa Timothy, and Lori Worden and Timothy Worden; Placentia Library Friends Foundation (PLFF) Member Carol Fizzard

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 There was no oral communication made at this time.

TRUSTEE REPORTS President Wood reported that she attended the California Special District Association's Workshop on Personnel. She attended the Placentia Rotary demotion night and the promotion ceremony and reception for Deputy Chief of Police Ward Smith. At the Library she participated in the PLFF Summer Reading Programs Kick-Off Breakfast. She encouraged other members to attend the upcoming Chamber Mixer and Public Services Breakfast, as well as the Emergency Training hosted by Independent Special districts of Orange County (ISDOC). (Item 5)

Secretary DeVecchio reported that he also attended the California Special District Association's Workshop on Personnel.

Trustee Escobosa reported that she attended the California Special District Association's Workshop on Personnel which she thought was a good workshop. She attended the Chambers installation of officers and the promotion ceremony and reception for Deputy Chief of Police Ward Smith. She also attended the Adult Summer Reading Program's event that featured staff Vanita Todker. She participated in the Staff Ice Cream Social at the Library to congratulate recently promoted staff members.

Trustee Shkoler reported that he attended the California Special District Association's Workshop on Personnel, Placentia Rotary demotion night, the promotion ceremony and reception for Deputy Chief of Police Ward Smith, and the PLFF Summer Reading Programs Kick-Off Breakfast

Trustee Turner reported that she attended the Chamber installation event, the PLFF monthly meeting, and the Adult Book Discussion. She was at the

Staff Ice Cream Social for the recently promoted staff where she was pleased to hear that they are all glad to be a part of the Library staff. She also attended the promotion ceremony and reception for Deputy Chief of Police Ward Smith. (Item 6)

PLFF REPORT

PLFF member Carol Fizzard reported that PLFF donated \$3,000.00 for the Staff Appreciation Dinner. PLFF membership is currently at 146 members with 60 at the ruby/diamond levels; in addition, they received a \$10,000 donation from Margaret Cooper. The beverage vending machine will be replaced with a new one as there have been problems with freezing and leaking. Two items the group continues to work on is clearing their work area in the Workroom and planning a Chamber Mixer at the Library to grow support of local businesses. (Item 7)

CONSENT CALENDAR

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

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

Nonstandard Claims in excess of \$300 (Item 9)

CLAIMS

Claims forwarded by the Library Director and Library Trustees (Item 10)

Current Claims and Payroll (Item 11)

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

Balance Sheet for June 2011 (Item 14)

Acquisitions Report for June 2011 (Item 15)

Entrepreneurial Activities Report for June 2011 (Item 16)

Personnel Report for June 2011 (Item 17)

GENERAL CONSENT

Circulation Report for June 2011 (Item 18)

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

Library Director's Report for June 2011 (Item 20)

STAFF REPORTS

Library Services Manager's Report for June 2011 (Item 21)

Children's Services Report for June 2011 (Item 22)

Literacy / Volunteer Services Report for June 2011 (Item 23)

Reference and Adult Services Report for June 2011 (Item 24)

Local History Room Report for June 2011 (Item 25)

Web Site & Technology Report for June 2011 (Item 26)

PRESENTATION

President Wood presented a proclamation and check to the newly named Employee of the Quarter Timothy Worden. (Item 27)

**CONTINUING
BUSINESS**

Library Director Contreras presented extensive information on recently passed and pending State and Assembly Bills including: SB 87 – State Budget, AB 121 – Trigger Bill, AB 438 – Library Outsourcing Bill, SB 445 Library Circulation Bill, SB 288 Local Government Bill, and SB 931 – Use of Legal Counsel Bill. There was no further discussion. (Item 28)

LEGISLATIVE UPDATES

**PLD POLICY 6075 -
DIGITAL SIGNAGE**

Library Director Contreras presented a revised draft PLD Policy #6075 – digital Signage Policy that included the Board's recommended changes at the May 16, 2011 meeting. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio adopt PLD Policy #6075 – Digital Signage Policy with a roll call vote: (Item 29)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to approve the proposed policy as presented with a minor correction: (Item 29)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**PROPOSED PLD
POLICY #6090 –
NAMING OF LIBRARY
BUILDINGS AND
DEPARTMENTS**

Library Director Contreras presented an updated draft PLD Policy #6090 – naming of Library Buildings and Departments that included suggested changes from the June 16, 2011 Regular Board Meeting. There were further questions posed regarding specific verbiage and the District's obligation. Additional revisions were recommended including the elimination of absolute language. It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to approve the proposed new PLD Policy #6090 – Naming of Library Buildings and Departments as a first reading by a roll call vote: (Item 30)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**STAFF APPRECIATION
AND RECOGNITION**

Library Director Contreras provided an update on the planning of the upcoming Staff Appreciation Dinner to the Board. The Marriott Hotel has

DINNER

been reserved on October 28, 2011 for the event to include a chicken dinner, drinks, and dessert. It was moved by Secretary DeVecchio and seconded by Trustee Turner to authorize the Staff Appreciation and Recognition Dinner to be held on Friday, October 28, 2011 at the Marriott Hotel in Fullerton and authorize approximately \$500 to be used for the event if necessary and be drawn from the Entrepreneurial Fund.: (Item 31)

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

NEW BUSINESS

**CSDA BOARD
ELECTIONS**

Candidates' statements for the California Special Districts Association (CSDA) Board of Directors', Region 6, seat C position were reviewed and discussed. It was moved by Trustee Escobosa and seconded by Trustee Shkoler to choose Dewey L. Ausmus of North County Cemetery District to represent the Placentia Library District in region six, Seat C: (Item 32)

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

It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to authorize the Board president to sign the CSDA ballot on behalf of the Placentia Library District: (Item 32)

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

**KEYLESS RESTROOM
ACCESS**

Business Manager Baltierra reviewed staff concerns with the current restroom key access. Issues stated included the concern of germs passing on the key and key holder, wet keys and key holder, keys left in the restrooms, patrons passing keys to others, patron difficulties with opening the doors, the inconvenience of requesting identification from patrons, and the amount of staff time involved with all of the aforementioned items. There was discussion regarding the pros and cons of various options. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize library staff to seek proposals for a keyless restroom access entry system: (Item 33)

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

**SECURITY CAMERA
REPLACEMENT**

Business Manager Baltierra explained the current condition of the security camera system for the Library. As the system does not work, images and recordings are not available for the police department or management. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to authorize library staff to seek proposals for a security camera system replacement : (Item 34)

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

ABSENT: None

AMENDMENT TO
RESOLUTION 12-01

Business Manager Baltierra explained the need for a revision to Resolution 12-01 to include the Reserve account funds which were provided by the County after the budget was approved. She clarified that the operating budget did not change. President Wood directed the recorder to read Resolution by title only: An amended Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2011-2012 Budget for the Placentia Library District of Orange County. It was moved by Secretary DeVecchio and seconded by Trustee Turner to adopt Amended Resolution 12-01 by a roll call vote: (Item 35)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

LIEBERT CASSIDY
WHITMORE
CONSORTIUM
TRAINING

Library Director Contreras presented portfolio information on Liebert Cassidy Whitmore, a labor and employment law firm that has represented public sectors for 30 years. They provide training on management and employment law issues. Discussion was held regarding the value of Consortium membership and eligible participants. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to authorize the Placentia Library District to enroll in the Liebert Cassidy Whitmore's Consortium Training to provide quality employment relations training for library staff.: (Item 36)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

CSDA CONFERENCE
ATTENDANCE

Library Director Contreras presented key information for the upcoming California Special District Association (CSDA) Annual Conference that will be held in Monterey, California from October 10 through 13, 2011. It was determined that Library Director Contreras and President Wood would attend the full conference as well as the Pre Conference Strategic Planning Workshop. It was also determined that Trustee Shkoler and Trustee Turner would attend the conference. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to authorize staff to proceed with reservations for the conference.: (Item 37)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

CSDA BOARD
SECRETARY/CLERK
CONFERENCE

Library Director Contreras presented information for the upcoming California Special District Association (CSDA) Board Secretary/Clerk Certificate Conference that will be held in Monterey, California from March 1-2, 2012. She recommended that the Administrative Assistant attend the conference. It was moved by Trustee Turner and seconded by Secretary DeVecchio to authorize Administrative Assistant, Marisa Timothy, to attend the CSDA Board Secretary/Clerk Conference in Monterey, California from March 1 to 2, 2012.: (Item 38)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None
ABSTAIN: None
ABSENT: None

DISCUSSION ITEMS

PLD POLICY 2000 SERIES

Library Director Contreras explained the pressing need to consider instituting a two-tier benefit plan for Placentia Library District as many other area libraries have begun to do. It was moved by Trustee Shkoler and seconded by Trustee Escobosa to schedule a Work Study Session for the discussion of possible re-structuring of employee benefits.: (Item 39)

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

AUGUST BOARD MEETING

Library Director Contreras informed the Board that staff does not foresee presenting any agenda items that required immediate attention at the next meeting. It was moved by Trustee Turner and seconded by Trustee Shkoler to not hold a Board Meeting in August and postpone the next regular meeting to the next regular September date.: (Item 40)

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

BOARD PERSONNEL COMMITTEE

Library Director Contreras explained that it was due time for the Board to consider rotation of members serving on the Personnel Committee. Secretary DeVecchio recommended that President Wood continue to serve. It was determined that Trustee Shkoler would also serve on the committee, replacing Secretary DeVecchio's seat.

AGENDA PREPARATION

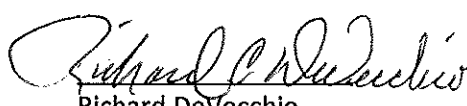
Agenda Preparation for the September Board of Trustees Meeting which will be held on Monday, September 19, 2011 unless re-scheduled by the Library Board of Trustees.

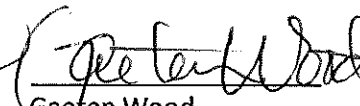
ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on July 18, 2011 adjourned at 8:00 P.M.

NEXT MEETING

The next meeting will be on September 19, 2011 at 6:30 P.M.


Richard DeVecchio
Secretary
Library Board of Trustees


Gaeten Wood
President
Library Board of Trustees