

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

**CALL TO ORDER**

President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 18, 2011 at 6:29 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, Katie Matas (exited at 7:48pm), Beatrice Quintanar (exited at 7:50pm), Marisa Timothy, Lori Worden; Placentia Library Friends Foundation (PLFF) Vice President Jack Hanley

**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 Associations (CSDA) Community Leadership Workshop that focused on working with community organizations. She also attended the "Stories of César Chavez" library event that was a fantastic program, 'very well done'. She attended the recent PLFF Annual membership meeting and staff celebration gathering. (Item 5)

Secretary DeVecchio had nothing to report.

Trustee Escobosa reported that she attended the California Special District Associations (CSDA) Community Leadership Workshop that was a good experience and opportunity to see other organizations' approaches to issues. She also visited a Detroit library where she shared some profit making ideas such as passport services.

Trustee Shkoler reported that he attended the California Special District Associations (CSDA) Community Leadership Workshop. He also attended the "Stories of César Chavez" event at the library and the PLFF annual membership meeting.

Trustee Turner reported her participation in the Play Reading and Book Discussion at the Library. She also attended the "Stories of César Chavez" event as well as the PLFF annual membership and Board meetings. (Item 6)

**PLFF REPORT**

PLFF Vice President Jack Hanley reported that at the PLFF annual

membership meeting, the current Board members were re-appointed. Six hundred and one volunteer hours were recorded for the month of April. He also reported income for the month of April that included \$2,600 from the Bookstore and \$1,000 from the vending machine. The Foundation has a total of \$182,000 available to donate to the Library. (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

**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 March 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 March 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for March 2011 (Item 14)

Acquisitions Report for March 2011 (Item 15)

Entrepreneurial Activities Report for March 2011 (Item 16)

**GENERAL CONSENT**

Personnel Report for March 2011 (Item 17)

Circulation Report for March 2011 (Item 18)

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

**STAFF REPORTS**

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

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

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

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

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

Local History Room Report for March 2011 (Item 25)

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

**PRESENTATION**

President Wood presented the Employee of the Quarter Award to Librarian Nadia Dallstream. (Item 27)

**DISCUSSION ITEMS**

**IN-HOUSE  
ACCOUNTING**

Library Director Contreras explained the past discussions and requests for consideration of moving away from the County of Orange to perform accounting services for PLD. Discussion was made regarding the pros and cons of in-house accounting including more control of the timing of payments and the need for staff training and the transfer of records. It was moved by Trustee Shkoler and seconded by Trustee Turner to direct staff to plan to convert from the County of Orange to in-house accounting: (Item 28)

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

**INFRASTRUCTURE LIST**

Library Director Contreras presented a list of infrastructure needs that was previously presented at the January 17, 2011 Board Meeting. It was recommended that the replacement of sinks and faucets and the installation of a partition in the ADA restroom be completed in the current fiscal year. Discussion was held regarding the necessity of a partition in the ADA restroom and possible graffiti problems. It was moved by Secretary DeVecchio and seconded by Trustee Turner to move forward with the installation of a partition in the ADA restroom and replacement of sinks and faucets in the staff restrooms: (Item 29)

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

**CONTINUING  
BUSINESS**

**NAMING OF  
CHILDREN'S LIBRARY**

Library Director Contreras presented the history of the naming of the Children's Library in honor of Gordon and Dixie Shaw as it was presented at the January 17<sup>th</sup>, 2011 Board Meeting. She explained that Mrs. Shaw accepted the honor and requested that the official name be the "Gordon C. and Dixie M. Shaw Children's Library". Library Director Contreras confirmed that the naming was approved at the January meeting, yet the official name was now being presented for approval. Discussion was made regarding the logistics of the naming. Secretary DeVecchio expressed that as he stated earlier, a district policy is needed for the naming of departments. It was moved by Trustee Turner and seconded by Trustee Shkoler to approve the naming of the Children's Library as the "Gordon C. and Dixie M. Shaw Children's Library" and authorize staff to coordinate details with the Placentia Library Friends Foundation. The following votes were placed by a Roll Call vote: (Item 30)

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

It was requested by Secretary DeVecchio and Trustee Escobosa that it be recorded that the reason for their no votes was for lack of a district policy in place. President Wood confirmed that the motion carried.

**CONTRACT  
TEMPLATES**

Library Director Contreras explained that staff was directed to discuss and present contract templates to a CSDA attorney for legal opinion and present the legal opinion at a future meeting. Three proposed contract templates as reviewed and revised by attorney Kevin Ennis from Richards Watson Gershon were presented for approval. It was clarified that small modifications would be necessary for each new contract. It was moved by Trustee Escobosa and seconded by Trustee Turner to approve the contracts as presented with minor changes to be made as necessary to reflect specific future projects and vendors: (Item 31)

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

**POLICY 2300  
JOB DESCRIPTIONS**

Library Director Contreras presented recommended changes to the following Job Description Policies: 2308, 2309, 2315, 2317, 2319, 2321, 2323, 2325, and 2327. Discussion was made regarding the U.S. Citizen requirement as it relates to the positions that include Passport Agent responsibilities. It was moved by Trustee Shkoler and seconded by Trustee Turner to approve the proposed changes of PLD Policy 2308 – Job Description – Human Resources/Finance Analyst, PLD Policy 2309 – Job Description – Administrative Assistant, PLD Policy 2315 – Job Description – Librarian II, PLD Policy 2317 – Job Description – Librarian I, PLD Policy 2319 – Job Description- Library Assistant, PLD Policy 2321 – Job Description – Circulation Supervisor, PLD Policy 2323 – Library Clerk, , PLD Policy 2325 – Job Description – Library Aide, PLD Policy 2327 – job Description – Library Page as presented: (Item 32)

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

**FY 2011-2012  
BUDGET PREVIEW**

Library Director Contreras presented the proposed Fiscal Year 2011-2012 Budget of \$2, 082,477, down 4% from the current fiscal year and based on a flat decrease in property tax revenue. Discussion was held regarding the proposed Organizational Chart presented with the Budget information and the vacancy of the Library Services Manager position. Reserve, Surplus, and Restricted Funds were also discussed. It was moved by Trustee Shkoler and seconded by Trustee Escobosa to incorporate the Library Director's recommendations for organizational changes and reclassification of staff positions into the Fiscal Year 2011-2012: (Item 33)

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

It was moved by Trustee Shkoler and seconded by Trustee Escobosa to approve the Library Director's recommendations for a 2% COLA to be reflected in the Salary Schedule for the Fiscal Year 2011-2012 Budget: (Item 33)

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

ABSENT: None

It was moved by Trustee Shkoler and seconded by Trustee Turner to approve the Fiscal Year 2011-2012 Budget as presented for a first reading and set it for Public Hearing at the May 16, 2011 Regular Meeting of the Library Board of Trustees. The following votes were placed by a Roll Call vote: (Item 33)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**FINES & FEES  
SCHEDULE**

Library Director Contreras presented the recommended changes to PLD Policy 6035 – Fines & Fees Schedule. It was moved by Secretary DeVecchio and seconded by Trustee Turner to approve the Library Director's recommendations for changes to PLD Policy 6035 – Fines & Fees Schedule for Fiscal Year 2011-2012 as presented for a first reading and set it for Public Hearing at the May 16, 2011 Regular Meeting of the Library Board of Trustees. The following votes were placed by a Roll Call vote: : (Item 34)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**ORANGE COUNTY  
SPECIAL DISTRICT  
SELECTION  
COMMITTEE BYLAWS**

Library Director Contreras presented proposed new by-laws for the Orange County Special District Selection Committee that were created in response to issues arising at the January 27, 2011 election. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to approve the Bylaws of the Orange County Special District Selection Committee as presented and authorize the Library Director to submit ballot on behalf of the Placentia Library District: (Item 35)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**PROPOSED FY 2011-  
2012 LAFCO BUDGET**

Library Director Contreras presented proposed FY 2011-2012 Local Agency Formation Commission (LAFCO) Budget that was distributed for review and comment to their funding agencies. It was moved by Trustee Turner and seconded by Trustee Shkoler to approve the proposed FY 2011-2012 Local Agency Formation Commission (LAFCO) Budget as presented and authorize the Library Director to submit comments on behalf of the Placentia Library District: (Item 36)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**CONSULTING  
SERVICES FOR SB90  
REIMBURSEMENT**

Library Director Contreras presented information regarding SB90 that allows local government to secure full reimbursement for programs mandated by the state, specifically agenda preparation for Board meetings and Closed Session disclosures. Shields Consulting Services provided service to the District in the past and was recommended for continued

service. It was moved by Trustee Shkoler and seconded by Trustee Turner to authorize staff to proceed with procuring Shields Consulting Services to process SB90 Reimbursement for Placentia Library District as presented with the proposed agreement: (Item 37)

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

AGENDA  
PREPARATION

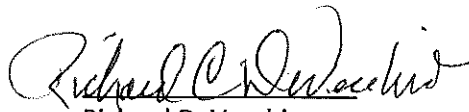
Agenda Preparation for the May Board of Trustees Meeting which will be held on Monday, May 16, 2011 unless re-scheduled by the Library Board of Trustees. Trustee Shkoler requested that amplification in the Meeting Room be considered for future meetings. Trustee Turner announced that she will not be able to attend the next Board Meeting on May 16<sup>th</sup>.

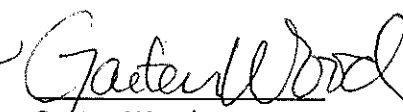
ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on April 18, 2011 adjourned at 7:58 P.M.

NEXT MEETING

The next meeting will be on May 16, 2011 at 6:30 P.M.

  
Richard DeVecchio  
Secretary  
Library Board of Trustees

  
Gaeten Wood  
President  
Library Board of Trustees