

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
September 19, 2011

**CALL TO ORDER**

President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 19, 2011 at 6:36 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, Gary Bell, Larry Cummings, Nadia Dallstream, Jeannie Killaney, Fernando Maldonado, Katie Matas, and Lori Worden and Timothy Worden; Placentia Library Friends Foundation (PLFF) Member Carol Fizzard; Marnie Bell, Maria Coria, Pat Irot, Pat Jertberg, Gerry Jertberg, Marie Schmidt

**ADOPTION OF AGENDA**

It was moved by Trustee Turner and seconded by Trustee Escobosa to adopt the agenda as presented:

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

**ORAL COMMUNICATION**

Pat Jertberg introduced herself and explained that, as she was also representing History Room Volunteers Pat Irot and Marie Schmidt, her speaking might go over the allotted five minutes. President Wood requested a motion to approve an extended time in order to accommodate the intent of the presenter. It was moved by Trustee Shkoler and seconded by Trustee DeVecchio to extend the five minute limit:

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

Pat Jertberg presented documents including records management and policy information as well as photographs from the History Room. She announced that after twenty years of volunteer service, the group was retiring with "pride and relief". She provided statistics regarding the total estimated volunteer hours and monetary value of their contributions. She also thanked the Library Board and staff for their support. She stated that former Librarian Gary Bell's efforts were also appreciated. She expressed concerns for the History Room regarding its leadership/ownership, the Library's level of commitment to the space, and the security of the collection during patron use of the room.

Marie Schmidt delivered the History workroom key to Library Director Contreras.

Adult Services Librarian Dallstream responded to the comments by stating that the Library is dedicated to the History Room and management has recently met with the City Administrator and Director of Administrative

and Community Services of the City of Placentia to collaborate efforts for the History Room's future. She announced that a full-time Librarian who will oversee the History Room will be hired by the end of the month. She also announced that the Historic DVD Project will be completed by the end of October and is to be premiered early 2012. She thanked the volunteers for all of their hard work. (Item 4)

#### **TRUSTEE REPORTS**

President Wood reported that she attended the City's National Night Out event, the Summer Reading Celebration, and the COPS Program featuring Police Chief Hicks. She participated in the Orange County Water District workshop where Senator Feinstein spoke. She was also at The Placentia Library Friends Foundation's Jewel Reception. (Item 5)

Secretary DeVecchio reported that he visited a Library with similar services during his travels.

Trustee Escobosa reported that she attended the City's National Night Out event where it was great to network with other community organizations. She also attended the Placentia Emergency Services Recognition Breakfast. She came to the Summer Reading Celebration that she has received many positive comments on. She also attended the Placentia Community Network meeting and the Placentia Library Friends Foundation's Jewel Reception.

Trustee Shkoler reported that he attended the City's National Night Out event, the Placentia Emergency Services Recognition Breakfast the Summer Reading Celebration, and the Placentia Library Friends Foundation's Jewel Reception.

Trustee Turner reported that she attended many events including the City's National Night Out event where the Library staff did a great job, and the COPS Program where Police Chief Hicks read a great story for children. She participated in a District Emergency Preparedness workshop with Trustee Escobosa and Business Manager Baltierra. She attended the PLFF monthly meeting. (Item 6)

#### **CLOSED SESSION REPORT**

President Wood reported that at the September 19, 2011 Closed Session Meeting, it was decided to increase the Library Director's salary three percent plus a two percent cost of living increase (COLA). In addition, a \$200 car allowance will be provided.

#### **PLFF REPORT**

PLFF member Carol Fizzard reported that PLFF has designated two local mystery authors to be featured at the 2012 Author's Luncheon with the help of member Gayle Carline. She was pleased with the Jewel Reception event and thanked Library Director Contreras for all of her help. (Item 7)

#### **CONSENT CALENDAR**

It was moved by Trustee Shkoler and seconded by Trustee Turner to approve Agenda Items 8-26 with the correction to the Meeting Minutes as designated by President Wood:

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 July & August 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 July & August 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)
  - Balance Sheet for July & August 2011 (Item 14)
  - Acquisitions Report for July & August 2011 (Item 15)
  - Entrepreneurial Activities Report for July & August 2011 (Item 16)
- GENERAL CONSENT**
- Personnel Report for July & August 2011 (Item 17)
  - Circulation Report for July & August 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 July & August 2011 (Item 20)
  - Library Services Manager's Report for July & August 2011 (Item 21)
  - Children's Services Report for July & August 2011 (Item 22)
  - Literacy / Volunteer Services Report for July & August 2011 (Item 23)
  - Reference and Adult Services Report for July & August 2011 (Item 24)
  - Local History Room Report for July & August 2011 (Item 25)
  - Web Site & Technology Report for July & August 2011 (Item 26)
- INTRODUCTION OF NEW EMPLOYEES**
- Librarian Nadia Dallstream introduced new employee Jeannie Killianey to the Board. Jeannie will be working at the Reference Desk, overseeing the Computer Workshops, and assisting with collection development. Circulation Supervisor introduced Circulation Substitute Maria Coria, who goes by Susi.
- CONTINUING BUSINESS**
- PLD POLICY 6075 - DIGITAL SIGNAGE
- Library Director Contreras presented the final PLD Policy #6075 – Digital Signage Policy that included the Board's recommended minor corrections at the May 16, and July 18 2011 meetings. It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to approve the proposed

policy as presented: (Item 27)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

It was moved by Trustee Shkoler and seconded by Trustee Turner to 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

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

Library Director Contreras presented the final PLD Policy #6090 – Naming of Library Buildings and Departments that was approved as a first reading at the June 20, 2011 meeting. It was moved by Trustee Shkoler and seconded by Trustee Turner to approve the proposed new PLD Policy #6090 – Naming of Library Buildings and Departments as presented: (Item 28)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

It was moved by Trustee Shkoler and seconded by Trustee Turner to adopt PLD Policy #6090 – Naming of Library Buildings and Departments as presented with a roll call vote: (Item 28)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**STAFF APPRECIATION  
AND RECOGNITION  
DINNER**

Library Director Contreras confirmed that the Marriott Hotel has been reserved for the Staff Appreciation and Recognition Dinner to be held on Friday, October 28, 2011. Door prizes will be awarded to staff only. Many prizes have been purchased or donated. The program will include a staff talent show. (Item 29)

**NEW BUSINESS**

**REQUEST TO WAIVE  
MEETING ROOM FEE**

Library Director Contreras provided information on Relay for Life Placentia and the history of the organization as they have requested by written letter that Meeting Room Fees be waived for them. Discussion was held regarding the protocol for waiving meeting room fees for non-profit organizations versus the lower non-profit rate provided. Trustee Escobosa expressed concern for having a consistent protocol. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler waive the meeting Room rental fee for the Relay for Life Placentia for the months of September 2011 through August 2012: (Item 30)

AYES: Wood, DeVecchio, Shkoler, Turner

NOES: Escobosa

ABSTAIN: None

ABSENT: None

**EASTER  
EGGCITEMENT EVENT**

Library Director Contreras provided an update to the plans for next year's Easter Eggitement Event. Changes include formation of a formal committee that includes members from the Rotary Club of Placentia, the

City of Placentia, and the Placentia Roundtable Women's Club. The Library's new responsibilities will include management and coordination of the event including publicity and promotion. Discussion was held regarding the additional cost that is estimated to be about \$700. (Item 31)

**CONTRACT FOR PLD  
FINANCIAL AUDIT**

Library Director Contreras presented a letter of proposal from Macias Gini & O'Connell to provide the fiscal year 2010-2011 Financial Audit and Annual Controller's Report at a cost not to exceed \$12,500 which is slightly higher than last year's fee. It was moved by Trustee Shkoler and seconded by Trustee Turner to award the financial audit and Annual Controller's Report preparation contract for Fiscal Year 2010-2011 to Macias Gini & O'Connell for an amount not to exceed \$12,500: (Item 32)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

It was moved by Trustee Turner and seconded by Trustee Shkoler to authorize the Library Director to sign the Macias Gini & O'Connell engagement letter: (Item 32)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**BLINDS & WINDOWS  
FOR STAFF OFFICES**

Library Director Contreras provided an update on the recent accomplishments to provide supervisors with appropriate offices to perform their work as well as office desks for other staff. She explained that in order to complete the project, the following items were needed: a new window and blinds for the Adult Services Librarian's office, blinds for the Circulation Supervisor's Office, and blinds for the former Literacy Office that now functions as staff offices. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize library staff to install a window for the Adult Services Librarian's office and blinds for the staff offices as presented: (Item 33)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**DICUSSION ITEMS**

**PLUMBING SYSTEM  
ASSESSMENT**

Library Director Contreras presented a history and information on the Library's plumbing system according to City Hall records. There is concern for the system due to the main water line generating a rattling noise; this indicates potential causes and issues. She recommended that the Library obtain an assessment of the plumbing system to identify possible issues. It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to authorize library staff to solicit a request for proposals to conduct an assessment of the Library's existing plumbing system and pipes and possibly replace the system: (Item 34)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**INFORMATION  
TECHNOLOGY  
ASSESSMENT**

Library Director Contreras reviewed the history of information technology (IT) management at the library and the need to identify a great service at a reasonable cost. She explained that she and Trustee Shkoler have met with two companies, Synoptek and Hewlett-Packard, to explore possible options. Both companies recommended that an assessment of the Library's current system be conducted. Trustee Shkoler added that there is no formal documentation of the system set-up. It was moved by Trustee Turner and seconded by Secretary DeVecchio to authorize library staff to solicit a request for proposals to conduct an assessment of the Library's existing IT infrastructure with a possibility of procuring services to maintain and manage the Library's IT system: (Item 35)

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

**PLFF REQUEST TO  
RECOGNIZE DONOR**

Library Director Contreras informed the Board that PLFF recently received a \$10,000 donation from the estate of Margaret Anne Cooper who was a former teacher at Valencia High School, Orange County Juvenile Hall, and Fullerton College. PLFF has requested that the Board of Trustees consider honoring Ms. Cooper in some manner. Discussion was held regarding gathering more information on the donor, gathering suggestions from the Board and staff, and the idea of creating a donor tree. It was moved by Trustee Turner and seconded by Trustee Shkoler to table the item until the next regular meeting: (Item 36)

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

**POINT OF SERVICE  
DESK**

Library Director Contreras presented the point of service desk model to the Board, explaining that it is a new concept for library service desk help in order to provide immediate help to patrons rather than transferring them to another desk. It provides a "one-stop" location where patrons can receive general help and direction rather than the traditional separate circulation and reference desk functions. Discussion was held regarding the staffing, location, and logistics of establishing the model as well as examples of use at other libraries. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to table the item until the next regular meeting at which more information including data from other libraries is to be provided: (Item 37)

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

**AGENDA  
PREPARATION**

Agenda Preparation for the October Board of Trustees Meeting which will be held on Monday, October 17, 2011 unless re-scheduled by the Library Board of Trustees. Trustee Shkoler requested that plans to honor the recently retired History Room volunteers be placed on next meeting's agenda. Trustee Escobosa asked that information on carpet cleaning for the Meeting Room be presented. During Agenda Item 34 discussion, Secretary DeVecchio requested that the plumbing system

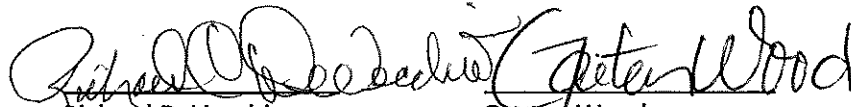
repair/replacement cost be provided at the October meeting.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District on September 19, 2011 adjourned at 7:58 P.M.

**NEXT MEETING**

The next meeting will be on October 17, 2011 at 6:30 P.M.

Handwritten signatures of Richard DeVecchio and Gaeten Wood. The signature for Richard DeVecchio is on the left and for Gaeten Wood is on the right.

Richard DeVecchio  
Secretary  
Library Board of Trustees

Gaeten Wood  
President  
Library Board of Trustees