

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
May 17, 2010

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on May 17, 2010 at 6:32 P.M.

**ROLL CALL** **Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustee Betty Escobosa, Trustee Jean Turner, and Trustee Gaeten Wood.

**Members Absent:** None.

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Roger Hiles, Katherine Matas, Toby Silberfarb, Marisa Timothy; Placentia Library Friends Foundation Vice President Jack Hanley.

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

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

**ORAL COMMUNICATION** Library Staff Katherine Matas referred to Agenda Item #29, Attachment B and suggested that the Library be closed on Monday, July 5<sup>th</sup>, as observed by Federal and State agencies.

**TRUSTEE REPORTS** President Shkoler reported that he attended the annual Rotary fundraiser as well as the Chamber Member Breakfast. (Item 5)

Secretary DeVecchio had nothing to report.

Trustee Escobosa attended the Super STAR program at the Library, the Chamber Member Breakfast, and the American Business Women's Awards banquet at which Librarian Lori Worden was honored. She also visited El Dorado High School to view the Senior projects.

Trustee Turner attended the Placentia Library Friend's Foundation's Annual Meeting as well as their monthly Board Meeting. She also attended the Adult Book Discussion at the Library and the American Business Women's Awards banquet.

Trustee Wood attended the annual Rotary fundraiser. She thanked the Placentia Library Friends Foundation for having a table at the event and supporting Placentia Rotary, encouraging collaboration. (Item 6)

**PLFF REPORT** Trustee Turner reported that the Placentia Library Friends Foundation located a broker for their recently released funds and is discussing possible donations to the Library. They have a final Author's Luncheon report for 2010. They continue to have a good supply of volunteers and funds generated from the bookstore, silent auction, and vending machines. (Item 7)

**CONSENT CALENDAR**

It was moved by Trustee Turner and seconded by Trustee Wood to approve Agenda Items 8-26, with the requested amendment to the Minutes of April 26<sup>th</sup> to read 'endorse' rather than 'nominate'.

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)

FY2009-2010 Cash Flow Analysis through March 2010; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor (Item 12)

**TREASURER'S REPORT**

Financial Reports for March 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)  
Balance Sheet for March 2010 (Item 14)

Acquisitions Report for March 2010 (Item 15)

Entrepreneurial Activities Report for March 2010 (Item 16)

**GENERAL CONSENT**

Personnel Report for March 2010 (Item 17)

Circulation Report for March 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 March 2010 (Item 20)

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

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

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

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

Local History Room Report for March 2010 (Item 25)

Placentia Library Web Site & Technology Report for March 2010 (Item 26)

**CONTINUING  
BUSINESS**

Library Director Contreras presented the Proposed Budget for Fund 707 for Fiscal Year 2010-2011 including the Revenue Budget and Expenditures Budget. She announced that there will be an estimated \$76,500 revenue carryover from Fiscal Year 2009-2010. This has allowed for her recommendation that staffing be held as is, with no furlough days. She also recommended that no COLA be applied, while Merit Increases remain. The Projected Revenue presented was based on a 5% reduction in property tax revenue. There was discussion on specific items that had significant changes, with explanations provided by staff. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to adopt the Budget for Fund 707 for Fiscal Year 2010-2011 as presented by a Roll Call vote: (Item 27)

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

It was moved by Trustee Wood and seconded by Trustee Turner to set the Budget for Fund 707 for Public Hearing on Monday, June 21, 2010: (Item 27)

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

**NEW  
BUSINESS**

**GANN LIMIT  
RESOLUTION 10-09**

Library Director Contreras explained that the District's auditor, Macias, Gini & O'Connell recommended that the GANN amount for Fiscal year 2009-2010 be amended to correct an overstatement of \$22,023 and presented Resolution 10-09 to establish an amendment for the Gann Limitation for Placentia Library District for Fiscal Year 2009-2010. It was moved by Trustee Wood and seconded by Secretary DeVecchio to read Resolution 10-09 by Title Only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish Amendment for the Appropriations Limitation for Fiscal Year 2009-2010: (Item 28)

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

It was moved by Trustee Turner and seconded by Trustee Wood to adopt resolution 10-09 by a Roll Call vote: (Item 28)

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

**HOLIDAY AND  
LIBRARY CLOSURE  
SCHEDULE  
RESOLUTION 11-01**

Library Director Contreras presented information regarding the Holiday and Library Closure Schedule for the Library including Placentia Library District Policy #2030 – Holidays, and the proposed Holiday and Library Closure Schedule for years 2010 and 2011. She recommended maintaining the holidays as listed and removing the two (2) floating holidays. Discussion with staff input was made regarding the staff recommendation that the Library be closed on Monday, July 5<sup>th</sup>. It was moved by Trustee

Turner and seconded by Trustee Wood to add July 5<sup>th</sup> as a closed day. After further discussion on the matter and further issues were raised, the motion was withdrawn. It was moved by Secretary DeVecchio and seconded by Trustee Turner to adopt the Holiday and Library Closure Schedule for Calendar Years 2010 and 2011 as presented: (Item 29)

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

After discussion regarding the recommendation of elimination of two floating holidays, it was moved by Trustee Turner and seconded by Trustee Wood to eliminate the two floating holidays as presented in the Holiday and Library Closure Schedule for Calendar Years 2010 and 2011: (Item 29)

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

It was moved by Secretary DeVecchio to eliminate the phrase: "and receive at least two four-day weekends per year" on Policy number 2030.6. There was no second on the motion. It was moved by Trustee Turner and seconded by Trustee Wood to read Resolution 11-01 by title only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure Schedule for Calendar Years 2010 and 2011: (Item 29)

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

It was moved by Trustee Wood and seconded by Trustee Turner to adopt Resolution 11-01 by a roll call vote: (Item 29)

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

**FINES & FEES  
SCHEDULE**

Library Director Contreras presented the recommended changes to Placentia Library District Policy #6035 – Fines & Fees Schedule. After initial discussions, President Shkoler directed that the Agenda Item be tabled until the next Regular Meeting. (Item 30)

**SALARY SCHEDULES  
FOR FY 2010-20111**

Library Director Contreras reviewed information regarding the current Salary Schedules including a Cost of Living Report from the U.S. Department of Labor. She recommended that no changes be made to the current Salary Schedules for the 2010-2011 Fiscal Year. It was moved by Trustee Wood and seconded by Trustee Escobosa to read Resolution 11-02 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2010-2011: (Item 31)

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

ABSENT: None

It was moved by Trustee Wood and seconded by Trustee Turner to adopt Resolution 11-01 by a roll call vote: (Item 31)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**STAFF APPRECIATION  
DINNER**

Library Director Contreras provided a brief summary of last year's Staff Appreciation Dinner and suggested that this year's event be held at the Marriot in Fullerton, by Cal State Fullerton. The site provides a nice venue with reasonable pricing. Discussion and identification of possible dates was made. Library Director Contreras will proceed to secure a date and obtain a quote to present to the Placentia Library Friends Foundation, which funded last year's event. (Item 32)

**AGENDA  
PREPERATION**

Agenda Preparation for the May Board of Trustees Meeting which will be held on Monday, June 21st, 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 May 17, 2010 adjourned at 8:02 P.M.

**NEXT MEETING**

The next meeting will be on June 21, 2010 at 6:30 P.M.



Richard DeVecchio  
Secretary  
Library Board of Trustees



Al Shkoler  
President  
Library Board of Trustees