

MINUTES  
PLACENTIA LIBRARY DISTRICT  
WORK SESSION OF THE BOARD OF TRUSTEES  
April 7, 2011

**CALL TO ORDER** President Wood called the Work Session of the Placentia Library District Board of Trustees to order on April 7, 2011 at 2:02 P.M.

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

**Members Absent:** None

**Others Present:** Library Staff: Library Director Jeanette Contreras, Human Resources/Finance Analyst Yesenia Baltierra, Marisa Timothy, Nadia Dallstream , Fernando Maldonado, Lori Worden

**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**

No oral communication was made at this time. (Item 4)

**DISCUSSION ITEMS**

**AUTOMATIC DOOR BIDS**

Library Director Contreras presented four bids for the replacement of the automatic doors as directed at the March 23, 2011 Board meeting. She recommended that the bid be awarded to Capitol Door Service as they are the contractors for the Orange County Library System and good references were received on them. Members commented on the hand-written edits on the contract presented and requested that they be clarified and type-corrected. Also, President Wood questioned the manner in which the bids were collected; that a Request for Proposals was not prepared and a District Contract was not created. Discussion was held regarding action being necessary because of the current malfunctioning of the doors and multiple complaints received. Trustee Shkoler suggested moving forward with a bid after legal review in order to expedite the door replacement. It was moved by Trustee Shkoler and seconded by Trustee Escobosa to authorize the Library Director to sign capitol Door Services contract after legal review: (Item 5)

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

**POST CONSTRUCTION CLEANING BIDS**

Library Director Contreras presented two previously presented bids for professional post-construction cleaning of the Library to address the fine concrete dust that was spread during the re-flooring project throughout the areas near the library entry including tangential open spaces, the Meeting Room, public restrooms, staff offices and work areas, and the staff lounge. Trustee Shkoler recommended that the Facility Maintenance Technician do some of the work in order to defray the cost of professional

cleaning. President Wood asked if duct cleaning was included in the bids and it was confirmed that it was not, yet recommended. President Wood directed staff to move forward with the cleaning to be done by both staff and professional cleaners as well as obtain bids for duct cleaning. (Item 6)

FY 2011-2012  
BUDGET

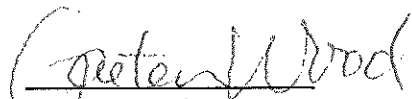
Library Director Contreras presented preliminary budget figures for the upcoming 2011-2012 fiscal year. The figures were based on a flat Property Tax increase, a conservative approach to the estimated 1% increase by the County of Orange. Staffing changes were recommended that included upgrading some positions to full-time and new hires. She also recommended that the Library Services Manager position remain vacant. Capital improvement projects are to be plumbing system replacement, card key access for the public restrooms, and a security camera system. Also, twenty thousand dollars is to be committed to public computer replacements. A substantial funding increase is to be dedicated to the library collection and a new budget figure of ten thousand dollars is to be committed to library programs. A total of \$11 thousand dollars is to be committed to training for staff, administration, and the Board. A proposed salary scale was also discussed that indicated no cost of living increase (COLA) while maintaining merit increases. Department budget worksheets were also provided. Proposed changes to the Fines & Fees Schedule were also presented. (Item 7)

ADJOURNMENT

The Work Session of the Board of Trustees of the Placentia Library District on April 7, 2011 adjourned at 3:37 P.M.



Richard DeVecchio  
Secretary  
Library Board of Trustees



Gaeten Wood  
President  
Library Board of Trustees