

MINUTES
PLACENTIA LIBRARY DISTRICT
WORK SESSION OF THE BOARD OF TRUSTEES
January 25, 2012

CALL TO ORDER President DeVecchio called the Work Session Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 25, 2012 at 9:37 A.M.

ROLL CALL Members Present: President Richard DeVecchio, Secretary Betty Escobosa , Trustee Al Shkoler (arrived at 9:39), Trustee Jean Turner (arrived at 10:07), Trustee Gaeten Wood

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Marisa Timothy, and Lori Worden

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

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

ORAL COMMUNICATION There was no oral communication made at this time. (Item 4)

BUDGET WORK SESSION Library Director Contreras presented key figures affecting the upcoming fiscal year 12-13 budget. She explained that the revenue total amount of \$2,094,494 is based on a 1% Property Tax increase with \$70,000 of surplus funds from previous years. She explained that with consideration of staff requests and input and current salaries, supplies, services, and fixed assets, required funds fall short by \$337,346. She then presented three possible options for next fiscal year's budget. Option 1 would include no change in personnel, no additional staff, no library improvements, and no conference attendance for staff. Option 2 would include no salary change, a decrease of the District's PARS contribution from 8% to 4%, and a decrease in spending for library materials and programs. Option 3 would include the re-classification of two Librarian II positions with the addition of two lead positions that would be part of a re-organization of staff. This would require a \$78k increase in salary expenses. There would also be a small increase in funds for Library Materials, yet none for programs. This re-classification on the Librarian II positions with the elimination of the Library Services Manager position would transfer many tasks and responsibilities from administration to these new supervisory positions. Library Director Contreras also presented possible benefit changes as gathered from a recent all staff meeting. President DeVecchio and Trustee Wood requested that there be further discussion regarding paid holidays for part-time staff. There were questions regarding a two-tier format and it was confirmed that a two-tier format would not be implemented. President DeVecchio suggested that there may need to be a comprehensive review of the benefits policy. He recommended that work be done on the numbers currently available rather than theoretical or possible figures in relation to policy changes. There was further discussion on this and it was concluded that some policy changes could provide direct expense savings for the District; focus should be placed on those items.

ADJOURNMENT The Work Session meeting was adjourned at 11:18 am for a short break.

RE-CONVENE The work Session meeting re-convened at 11:27am.

Board members voted on which policy items should be considered for review and possible changes in addition to the possibility of reduced operating hours during the winter holidays. Library Director Contreras reiterated that the decrease in local revenues and the increase in operating costs must be considered including the need for consultants such as an information technology vendor. It was decided that the board members would review the information presented at the meeting and hold an additional work session to work further on the budget. (Item 5)

ADJOURNMENT The Work Session of the Board of Trustees of the Placentia Library District on January 25, 2012 adjourned at 11:47 A.M.

NEXT MEETING The next meeting will be on February 21, 2012 at 6:30 P.M.

	
Richard DeVecchio	Betty Escobosa
President	Secretary
Library Board of Trustees	Library Board of Trustees