

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
June 21, 2010

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on June 21, 2010 at 6:30 P.M.

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

**Members Absent:** Trustee Gaeten Wood

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Roger Hiles, Katherine Matas (departed at 7:55pm), Marisa Timothy; Placentia Library Friends Foundation Vice President Jack Hanley, Brandon Gallagher of By Water Solutions, a COHA Consultancy.

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

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

**ORAL COMMUNICATION**

There was no communication made at this time.

**TRUSTEE REPORTS**

President Shkoler reported that he attended the Miss Placentia and Outstanding Teen Bon Voyage event and the Placentia Library Friends Foundation Board Meeting. (Item 5)

Secretary DeVecchio attended the Community Network Meeting and the Chamber mixer event at the Holiday Inn in Fullerton.

Trustee Escobosa had nothing to report.

Trustee Turner attended the Chamber network meeting at the Placentia Linda Hospital, the Chamber mixer event at the Holiday Inn in Fullerton, and the Placentia Library Friend's Foundation's monthly Board Meeting. (Item 6)

**PLFF REPORT**

Placentia Library Friends Foundation's Vice President Jack Hanley reported that in May the Foundation generated 117 volunteer hours and earned \$1,900 from the bookstore as well as \$1,200 from the vending machine. They have over \$200,000 in funds and plan to give \$50,000 a year to the Library for the next three years starting July, 2010. (Item 7)

**CONSENT CALENDAR**

It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to approve Agenda Items 8-26:

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

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

Acquisitions Report for May 2010 (Item 15)

Entrepreneurial Activities Report for May 2010 (Item 16)

**GENERAL CONSENT**

Personnel Report for May 2010 (Item 17)

Circulation Report for May 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 May 2010 (Item 20)

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

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

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

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

Local History Room Report for May 2010 (Item 25)

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

**PUBLIC HEARING**

President Shkoler declared the Public Hearing open at 7:05pm. No comments were made. President Shkoler declared the Public Hearing closed at 7:06pm. Library Director Contreras presented the Fiscal Year 2010-2011 Budget for the General Fund with a listing of estimates for needed capital projects. Discussion was made regarding where the funds would be drawn from for the projects. Secretary DeVecchio asked about the funding for Library Materials, if the funding would be restored. Library Director Contreras confirmed that the funds would be restored. Secretary

DeVecchio also inquired about the increase in salaries. Library Director Contreras explained that the limited staff hours, reduced substitute hours, bi-lingual pay, and merit increases were all accounted for in the increase. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to read Resolution 11-03 by title only: a Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal year 2010-2011 Budget for the Placentia Library District of Orange County: (Item 27)

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

It was moved by Trustee Turner and seconded by Secretary DeVecchio to adopt resolution 11-03 by a roll call vote: (Item 27)

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

**CONTINUING  
BUSINESS**

**STAFF APPRECIATION  
DINNER**

Library Director Contreras provided an update regarding the Staff Appreciation Dinner. She is currently seeking other quotes from alternate venues with the goal of locating a lower cost site. President Shkoler stated that there were concerns expressed for the high cost at the PLFF meeting. Library Director Contreras explained that the higher request amount was due to an expected higher attendance. (Item 28)

**LIBRARY DIRECTOR  
PERFORMANCE  
EVALUATION**

Secretary DeVecchio reported that the Library Director Performance Evaluation Forms to be provided to the Board as well as library staff, the Placentia Library Friends Foundation, and the community at large have been completed and the issuing will be conducted in July and August. He also explained the recommended changes to PLD Policy #2000 and #2170. It was moved by Trustee Escobosa and seconded by Trustee Turner to authorize changes to PLD Policy #2000 – Job Description, Executive Officer, as presented: (Item 29)

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

It was moved by Trustee Turner and seconded by Secretary DeVecchio to authorize changes to PLD Policy #2170 – Performance Evaluation as presented: (Item 29)

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

**COMPUTER LAB  
UPDATE**

Library Services Manager Hiles presented an update on the Computer Lab project including a review of the architectural drawings and a bid provided by Dalke & Sons Construction, Inc. Library Director Contreras thanked Human Resources/Finance Analyst Baltierra's efforts to conduct walkthroughs and gather bids for the project. (Item 30)

**PLD POLICY #6050  
MEETING ROOM**

Library Director Contreras reviewed the proposed revisions to the PLD Policy #6050 to include appropriate updates to match the current application process and equipment available. A comparison of other Library District charges was provided. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize changes to PLD Policy #6050 – Meeting Room as presented: (Item 31)

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

**FINES & FEES  
SCHEDULE FOR  
FY 2010-2011**

Library Director Contreras presented the recommended staff changes for the Fiscal Year 2010-2011 Fines and Fees Schedule as were first presented at the May 17, 2010 Library Board of Trustees Regular Meeting. Discussion was made regarding the specific fee changes. It was moved by Trustee Escobosa and seconded by Trustee Turner to authorize the amendment of Placentia Library Distinct Policy #6035 – Fines and Fees Schedule to reflect the changes: (Item 32)

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

It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to set the Fines and Fees Schedule for Fiscal Year 2010-2011 for Public Hearing on Monday, July 19, 2010 at 6:30 p.m.: (Item 32)

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

**NEW  
BUSINESS**

**GANN LIMIT  
RESOLUTION 10-09**

Acting Human Resources/Finance Analyst Baltierra reviewed data regarding the requirements to establish an Appropriations Limitation (Gann Limit) for the 2010-2011 Fiscal Year. It was moved by Secretary DeVecchio and seconded by Trustee Turner to read Resolution 11-04 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for Fiscal Year 2010-2011: (Item 33)

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

It was moved by Trustee Turner and seconded by Secretary DeVecchio to adopt Resolution 11-04 by a roll call vote: (Item 31)

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

**KOHA OPEN SOURCE**

Library Services Manager Hiles introduced Mr. Brandon Gallagher, Brandon

SYSTEM

Gallagher of By Water Solutions, a COHA Consultancy. Mr. Gallagher presented an introduction to the COHA Open Source Integrated Library System and answered questions from the Board. President Shkoler inquired about security issues and it was explained that steps can be taken for security including preference controls. Trustee Escobosa asked about other library usage and the cost. It was moved by Trustee Escobosa and seconded by Trustee Turner to authorize staff to seek further information and get quotes for the COHA system: (Item 34)

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

IT MANAGEMENT &  
NETWORKING  
SERVICE

Library Director Contreras provided comparison information regarding the IT needs of the Library versus the current capabilities and skills of the present IT support. The benefits of outsourcing IT management were also discussed. President Shkoler confirmed that the decision to seek other IT support falls under the authority of the Library Director and no Board vote is needed on such a matter. (Item 35)

DIGITAL SIGNAGE &  
MEDIA

Library Services Manager Hiles presented information and proposals for digital signage systems. The systems could provide program and event information as well as current event data to patrons in a prominent visual location. President Shkoler recommended looking into purchasing the software or subscription service only in order to reduce the cost and further requested that the bid be included in the future flooring project. (Item 36)

PLD POLICY #2010  
HOURS OF WORK  
AND OVERTIME

Library Director Contreras explained the needed changes for PLD Policy #2010 in order that there is clarification regarding recent questions whether district employees who voluntarily elect to attend Board of Trustee Meetings occurring their normal work hours should be able to consider the time as part of their paid work hours. Information regarding other libraries' policies was also provided. It was moved by Trustee Turner and seconded by Trustee Escobosa to authorize a revision of PLD Policy #2010 to include section 2010.5 which allows non-exempt employees to be paid for attendance at Board meetings only when such attendance has been specifically assigned: (Item 37)

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

PLD POLICY #6020  
INTERNET ACCESS  
POLICY

Library Services Manager Hiles explained the need for a maximum daily limit for public computer usage. Currently PLD Policy #6020 – Internet Use Policy establishes a minimum, but no maximum. Additional changes including the renumbering of section 6020.1.7 to 6020.2.8 for consistency with the rest of the policy and renaming the policy to “Public Computer and Internet Access Policy”. It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to authorize a revision of PLD Policy 6020 to read “Each patron is guaranteed thirty (30) minutes of

uninterrupted use per session. Time will be extended automatically in fifteen (15) minute increments if there is no reservation in place. A five (5) minute notice will be given if another patron has reserved that PC. Staff may establish additional time restrictions during peak use periods in order to ensure that all patrons will have an opportunity to use the Internet if they wish to do so. In no case shall an individual's total access allowance for a day be less than sixty (60) minutes or more than one hundred twenty (120) minutes.”: (Item 38)

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

It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize a renumbering of PLD Policy 6020.1.7 to read 6020.2.8 and to Authorize Placentia Library District Policy 6020 be renamed as “Public Computer and Internet Access Policy”: (Item 38)

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

ACCOUNTING  
RECOMENDATIONS

Acting Human Resources-Finance Analyst Baltierra explained the current accounting/banking arrangement for the District, specifically the number of bank accounts currently in place. She expressed that simplification is needed that would also allow for clearer financial reports. It was moved by Trustee Turner and seconded by Trustee Escobosa to approve the closure of County Funds 702, 703, 706, 708 and transfer all balances to a restricted general reserve account within fund 707: (Item 39)

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

It was moved by Secretary DeVecchio and seconded by Trustee Turner to approve the closure of Bank of the West Literacy Fund, COE Checking, and COE Savings, and transfer all balances to GF Savings Money Market Account: (Item 39)

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

It was moved by Secretary DeVecchio and seconded by Trustee Turner to approve closure of CD with Cal National Bank and transfer fund to a restricted general reserve account within Fund 707: (Item 39)

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

CSDA CONFERENCE

Library Director Contreras presented the program information for the upcoming California Special District Association (CSDA) Annual Conference which will be held in Newport Beach from September 20 through

September 23, 2010. President Shkoler and Trustee Escobosa confirmed that they plan to attend the conference. It was determined that attendees would not require accommodations, as they will drive to the event.

**AGENDA  
PREPERATION**


Agenda Preparation for the July Board of Trustees Meeting which will be held on Monday, July 19, 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 June 21, 2010 adjourned at 8:02 P.M.

**NEXT MEETING**

The next meeting will be on July 19, 2010 at 6:30 P.M.



Richard DeVecchio  
Secretary  
Library Board of Trustees



Al Shkoler  
President  
Library Board of Trustees