

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
May 18, 2009

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on May 18, 2009 at 6:31 pm.

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

Members Absent: None

Others Present: Library Staff: Yesenia Baltierra, Roger Hiles, Marisa Timothy, Placentia Library Friends Foundation members Jack Hanley and Josh Edmundson, Mary Strazdas.

ORAL COMMUNICATION No oral communication was made at this time.

TRUSTEE REPORTS President Shkoler attended the Placentia Library Friends Foundation Annual Authors' Luncheon that was a success. He thanked all who helped with the event.

Secretary DeVecchio also attended the Placentia Library Friends Foundation Annual Authors' Luncheon and enjoyed the variety of featuring three authors rather than only one.

Trustee Escobosa attended a 'spirited' Book Discussion at the library that was lead by Gary Bell and featured the book "Oil" by Upton Sinclair. She also recommended a new book by Lisa See titled "Shanghai Girls" and invited board members and staff to join her at an upcoming book signing on June 4th at 7pm at Borders Bookstore in Brea. She enjoyed the Placentia Library Friends Foundation Annual Authors' Luncheon, especially the story of author Joanne DeMatteo. She expressed that the program was well done and more exciting than usual.

Trustee Turner attended the Book Discussion on "Oil" also at the library as well as the Placentia Library Friends Foundation Annual Authors' Luncheon, especially enjoying Jeri Westerson. She also attended the Placentia Library Friends Foundation Board Meeting. The Reader's Theater event lead by staff member Gary Bell and his son, Danny Oberbeck, was fun and interesting. The gathering at the library included about 18 people and lasted three hours.

Trustee Wood attended the Placentia Library Friends Foundation Annual Authors' Luncheon and enjoyed the 'newness' of the program. She also was present at the volunteer recognition event for H.I.S. House that was held at Capone's Restaurant. She encouraged others to visit the H.I.S. House site, which has a new computer program.

**FRIENDS
FOUNDATION
REPORT**

Trustee Turner that the Edible Books fundraising idea that was presented by Trustee Escobosa was discussed. At this time the Foundation is focusing its fundraising efforts on the upcoming American Doll Show in November and on a 5k run scheduled for early next year during National Library Week. Trustee Escobosa offered to represent the Board at the next meeting. Also, member Josh Edmundson presented the profit results of the Annual Authors' Luncheon that included over \$4,000 in tips with a total profit of over \$6,200. He reported that the Foundation Bylaws were amended on April 17th and that changes to the membership campaign will be made.

CONSENT CALENDAR

Discussion and clarifications were made on Items 11, 14, 20, and 22.

It was moved by Trustee Wood and seconded by Secretary DeVecchio to approve Agenda Items 8-28.

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

Minutes of the April 21, 2009 Library Board of Trustees Regular Meeting. (Item 8)

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)

FY2008-2009 Cash Flow Analysis through May 2009; the Schedule of Anticipated Property Tax.

Revenues for FY2008-2009 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time (Item 12)

**TREASURER'S
REPORT**

Financial Reports for May 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for May 2009 (Item 14)

Acquisitions Report for May 2009 (Item 15)

Entrepreneurial Activities Report for May 2009 (Item 16)

GENERAL CONSENT

Personnel Report for May 2009 (Item 17)

Circulation Report for May 2009 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)

Status Report on Partnerships with Community Organizations (Item 20)

Status Report on Active Grant Applications (Item 21)

STAFF REPORTS

Library Director's Report for May 2009 (Item 22)

Library Services Manager Report for May 2009 (Item 23)

Children's Services Report for May 2009 (Item 24)

Literacy / Volunteer Services Report for May 2009 (Item 25)

Reference and Adult Services Report for May 2009 (Item 26)

Local History Room Report for May 2009 (Item 27)

Placentia Library Web Site & Technology Report for May 2009 (Item 28)

CONTINUING BUSINESS

Library Director Contreras presented the proposed budget for Fiscal Year 2009-2010. Discussions were conducted regarding personnel, salaries, and other expenditure issues. Director Contreras communicated that the proposed budget is conservative in light of possible funding cuts and an 8% borrowing from the state. It was determined that a mid-year budget review would be beneficial. Current staffing and employee benefits will be maintained. Secretary DeVecchio motioned to approve the proposed budget to be presented by Public Hearing at the upcoming June meeting. The motion was seconded by Trustee Wood. A roll call vote for the motion was conducted with the following

results:

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

**NEW
BUSINESS**

Library Director Contreras presented the proposed revisions for the Placentia Library District Policy #2150 – Compensation. Specifically she explained the designation of a Lead Assignment and Lead Pay compensation for additional duties and responsibilities. Benefits of this new assignment were identified including backup supervisor coverage at the library. It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve the newly designated Lead Assignment. (Item #30)

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

Library Director Contreras presented her proposed revisions to Placentia Library District Organization Chart that included the new position of a Facilities Maintenance Technician. President Shkoler expressed that he could see the need for this position and that it would alleviate the stress on the staff to oversee and handle many of the building maintenance needs. Discussion regarding the qualifications included a candidate who had an open and flexible schedule in order to address needs at any time. It was moved by Trustee Wood and seconded by Trustee Turner to approve the proposed Placentia Library District Organizational Chart and Personnel Allocation for Fiscal year 2009-2010. (Item 31)

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

Library Director Contreras presented the Exempt and Non-Exempt Salary Schedules for Fiscal year 2009-2010, to be effective July 1, 2009 and adopted by Resolution 09-10. President Shkoler motioned for a reading of the Resolution by title only for a roll call vote. Secretary DeVecchio seconded the motion and Resolution 09-10 was approved by a roll call vote by all present. (Item 32)

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

Library Director Contreras presented an entrance design for the Children's & Teen area of the library. Issues regarding coding and scale were discussed. It was determined that Library Services Manager Roger Hiles would lead and oversee the project that would include Eagle Scout participation. Trustee Escobosa motioned to approve the project and Trustee Wood seconded the motion. (Item 33)

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

A closed session was held to discuss a pending litigation. (Item 34)

CLOSED SESSION

Agenda Preparation for the June Board of Trustees Meeting which will be held on Tuesday, June 16, 2009 unless re-scheduled by the Library Board of Trustees. (Item 35)

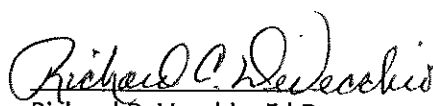
**AGENDA
PREPERATION**


The regular meeting of the Board of Trustees of the Placentia Library District on May 18, 2009 adjourned at 7:55 pm. (Item 37)

ADJOURNMENT

The June Board of Trustees Meeting will be held on Tuesday, June 16, 2009 at 6:30 pm and will include a Public Hearing.

NEXT MEETING


Richard DeVecchio, Ed.D.
Secretary
Library Board of Trustees


Al Shkoler
President
Library Board of Trustees

The following table shows the results of the various projects undertaken during the year. The total amount spent on all projects was \$1,234,567. The total amount received from grants and other sources was \$987,654. The net cost of the projects was \$246,913.

Project Name	Amount Spent	Amount Received	Net Cost
Project A	\$345,678	\$234,567	\$111,111
Project B	\$456,789	\$345,678	\$111,111
Project C	\$432,109	\$407,409	\$24,700

The following table shows the results of the various projects undertaken during the year.

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[Handwritten Signature]
 Name of the official
 Title of the official
 Date of the report

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1