

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
January 28, 2013

CALL TO ORDER President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 28, 2013 at 6:34 P.M.

ROLL CALL

Members Present: President Al Shkoler, Secretary Gayle Carline, Trustee Richard DeVecchio, Trustee Betty Escobosa, Trustee Elizabeth Minter

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Jeannie Killianey, Fernando Maldonado, and Lori Worden; guest Joann Hardy, Lori Nicoson, and Gerardo Paras

ADOPTION OF AGENDA President Al Shkoler requested that agenda item 24 be addressed before Trustees & Organizational Reports. It was moved by Trustee Escobosa and seconded by Secretary Carline to adopt the agenda as presented:

AYES: Shkoler, Carline, DeVecchio, Escobosa, Minter
NOES: None
ABSTAIN: None
ABSENT: None

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

TRUSTEE REPORTS President Shkoler thanked Trustee DeVecchio and Trustee Escobosa for their service as pas President and Secretary respectively. (Item 5)

Secretary Carline reported that she attended the California Special District Association's "How to be an Effective Board Member" workshop and Ethics training.

Trustee DeVecchio reported he attended the Community Network Meeting and attended the Homeless Intervention Shelter function.

Trustee Escobosa had nothing to report.

Trustee Minter reported that she attended the California Special District Association's "How to be an Effective Board Member" workshop and Ethics training. (Item 6)

PLFF REPORT Jo-Anne Martin reported the activities of the PLFF Meeting that included discussing Author's Luncheon tickets selling quickly. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Escobosa and seconded by Secretary Carline to approve minutes from December 12, 2012 Special Meeting (Work Session) Minutes:

AYES: Shkoler, Carline, DeVecchio, Escobosa
NOES: None
ABSTAIN: Minter
ABSENT: None

It was moved by Trustee Minter and seconded by Secretary Carline to approve Agenda Items 8-24:

AYES: Shkoler, Carline, DeVecchio, Escobosa, Minter
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)

FY2011-2012 Cash Flow Analysis through December 2012; the Schedule of Anticipated Property Tax Revenues for FY2011-2012 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT

Financial Reports for December 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for December 2012 (Item 14)

Acquisitions Report for December 2012 (Item 15)

Entrepreneurial Activities Report for December 2012 (Item 16)

GENERAL CONSENT

Personnel Report for December 2012 (Item 17)

Circulation Report for December 2012 (Item 18)

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

STAFF REPORTS

Library Director's Report for December 2012 (Item 20)

Children's Services Report for December 2012 (Item 21)

Adult Services Report for December 2012 (Item 22)

Web Site & Technology Report for December 2012 (Item 23)

PRESENTATION

President Shkoler announced that Jeannie Killianey was named Employee of the Quarter and was presented a proclamation and check from PLFF (Item 24).

NEW BUSINESS

Presentation of Fiscal
Year 2011-2012
Financial Audit

Mr. Gerardo Paras, Managing Partner of Macias Gini & O'Connell, presented update and findings of the Fiscal Year 2011-2012 Audit of Financial Transactions for the Placentia Library District and also distributed a draft summary to the Board. He stated that they do not expect to find significant materials. Items pending are clarifying audit questions with management and clarifying two bank confirmations. He stated that there are no new accounting pronouncements and there were significant estimates in depreciation and compensated absences. He also stated that there were no issues or disagreements with management. Mr. Paras confirmed that the biggest issue to be addressed continues to be the consolidation of the District's accounting system. Mr. Paras stated he would present to the Board the final Fiscal Year 2011-2012 Audit of Financial Transactions for the Placentia Library District at the February Board meeting (Item 25).

Midyear Budget
Review

Library Director Contreras presented a summary of the state of the current fiscal year budget as of December 31, 2012. She explained that revenue is at 50% as projected for current fiscal year, although Miscellaneous Revenues are down. Expenditures for current fiscal year are below 50%; however, additional expenses are anticipated such as meeting room renovation cost, personnel and election cost (Item 26).

Carpet and Furniture
Cleaning Update

Business Manager Baltierra reported that on Friday, January 11, 2013 all of the upholstered chairs were cleaned. On Friday, January 18, 2013 the most noticeable stained areas of the carpet were cleaned. Those areas included: meeting room, History Room, behind the reference desk and entry area to children's department. In addition, two area rugs were cleaned. She also stated that a quote for quarterly cleanings of all carpet areas is expected from vendor (Item 27).

Updates on JPA

Library Director Contreras reported that the City of Placentia representatives have addressed several JPA related concerns such as removal of a tree, trimming of hedges, uneven pavements, parking stops for parking spaces. Library Director Contreras will continue to

work with the City of Placentia representatives to finish addressing JPA related issues such as lighting in the parking lot, ramp by loading dock, repainting of reserved parking spaces and rusted bottom of steel door. President Shkoler questioned the cost of these repairs; Library Director Contreras assured that there would be no additional cost to the District as these items are part of the JPA with the City of Placentia. Library Director Contreras will get confirmation in writing from the City of Placentia that the repairs are at no cost to the District (Item 28).

Selling Pens

Library Director Contreras reported that staff had requested that the PLFF have a pen machine to sell pens by the passport office. Staff reported that pens are not returned when patrons borrow them. PLFF can have a pen machine available to sell pens to be installed by Facility Maintenance Technician if approved by the Board. It was moved by Trustee Escobosa and seconded by Secretary Carline to approve the selling of pens by the PLFF inside the library for patron use (Item 29).

AYES: Shkoler, Carline, DeVecchio, Escobosa, Minter
NOES: None
ABSTAIN: None
ABSENT: None

Travel Authorization

Library Director Contreras provided information on the California State Library hosting a Public Library Director Forum on March 6-7, 2013. Accommodation, travel, and meals are provided by the California State Library, up to \$700 for travel expenses. It was moved by Trustee Minter and seconded by Trustee DeVecchio to authorize Library Director Contreras attend the Public Library Director Forum on March 6-7, 2013 (Item 30).

AYES: Shkoler, Carline, DeVecchio, Escobosa, Minter
NOES: None
ABSTAIN: None
ABSENT: None

Orange County Local
Area Formation
Commission Municipal
Service Review

Library Director Contreras presented information on the LAFCO meeting to be held on February 13, 2013 in Santa Ana. Trustee Minter stated she would also be attending. It was moved by Trustee Minter and seconded by Trustee Escobosa to authorize Library Director Contreras attendance to the LAFCO meeting on February 13, 2013 in Santa Ana (Item 31).

AYES: Shkoler, Carline, DeVecchio, Escobosa, Minter
NOES: None
ABSTAIN: None
ABSENT: None

DISCUSSION ITEMS

2006 Strategic Plan
and Staff
Development Day
Summary

Library Director Contreras provided a summary of the Staff Development Day and the December 12, 2012 meetings. Summary is broken down by fiscal year. All present reviewed each item listed and selected if the item was completed or to be completed in fiscal year 13-14 or fiscal year 14-15. Trustee Minter requested additional items to be added to the list such as a salary and benefit survey (Item 32).

Request for Proposals
Facility Improvement
and IT Services

Library Director Contreras provided proposals from bidders for IT Services and facility improvements. Trustee Minter requested an analysis spreadsheet to be created by staff for the IT Services. Trustees discussed proposal range varied and more information needs to be provided. Facility improvement proposals also range in scope of work. Staff will be discussing proposals with bidders. Library Director Contreras will present to the Board at a future meeting (Item 33).

ADJOURNMENT

Agenda Preparation

Agenda Preparation for the February Board of Trustees Meeting to be held on Monday, February 25, 2013 at 6:30 P.M.

Next Meeting

The Unusual Date Meeting of the Board of Trustees of the Placentia Library District on January 28, 2013 adjourned at 7:51 P.M.

The next meeting will be on February 25, 2013 at 6:30 P.M.



Al Shkoler
President
Library Board of Trustees



Gayle Carline
Secretary
Library Board of Trustees