

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
April 21, 2009

CALL TO ORDER President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on April 21, 2009 at 6:34 P.M.

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 Gomez, Roger Hiles, Marisa Timothy, Lori Worden, Estella Wnek; and Placentia Library Friends Foundation member Jack Hanley.

ORAL COMMUNICATION President Shkoler recognized "Employee of the Quarter" staff member Estella Wnek for her many years of outstanding service to the library that began in 1979. Also, Placentia Library Friends Foundation member Jack Hanley presented a \$200 check to her.

TRUSTEE REPORTS President Shkoler attended a farewell luncheon for Interim Librarian Joanne Hardy. Joanne appreciated the luncheon and sent a thank you card to the library. He also attended the National Library Workers Appreciation Day Ice Cream Social, the book discussion for "1,000 Splendid Suns", and the Placentia Library Friends Foundation Annual Meeting at the library. He was at the Placentia Chamber of Commerce's 75th Birthday Breakfast that included a well done history presentation organized by the library's History Room staff and volunteers.

Secretary DeVecchio attended a farewell luncheon for Interim Librarian Joanne Hardy as well as the Placentia Chamber of Commerce's 75th Birthday Breakfast. He participated in the National Library Workers Appreciation Day Ice Cream Social by helping to serve ice cream to the staff. He also attended the Placentia Library Friends Foundation Annual Meeting.

Trustee Escobosa shared about some research she accomplished with a friend on a fundraiser idea called 'Edible Books.' She distributed pictures of the idea in which volunteers create book concepts from edible items and they are then auctioned off silent auction style for an interesting fundraising activity. The event is traditionally held on April, yet can be done anytime. She suggested Halloween time.

Trustee Turner attended a Local Agency Formation Commission

meeting with Library Director Contreras that was focused on district co-ops. Co-ops were explained and discussed as a means to limit expenses by working in partnership with neighboring districts with maintenance and service vendors. She also attended the National Library Workers Appreciation Day Ice Cream Social, the book discussion for "1,000 Splendid Suns", and the Placentia Library Friends Foundation Board and Annual Meetings. She was present at the Placentia Chamber of Commerce's 75th Birthday Breakfast. She was impressed by the History Room presentation given at Placentia Presbyterian Church which she was at and gave thanks to Jeanette Gardener and Gary Bell.

Trustee Wood attended the Placentia Chamber of Commerce's 75th Birthday Breakfast. She was unable to attend the Placentia Library Friends Foundation Annual Meeting due to traveling. She also attended the Placentia Community Network meeting, and announced that she was elected their new President.

**FRIENDS
FOUNDATION
REPORT**

Trustee Turner stated that plans are in full force for the Placentia Library Friends Foundation 2009 Annual Authors' Luncheon. Plans are also being made for an upcoming Doll Show that will feature an American Girls doll clothing sale. A new board member has been appointed. It was noted at the Annual Meeting that the bookstore sales have been increasing up to \$300 for one day.

CONSENT CALENDAR

Secretary DeVecchio requested discussion of Agenda Items 15, 16, 17, 23 and 24. Trustee Escobosa requested discussion on Item 14.

Trustee Escobosa questioned the figure on the Balance Sheet for March 2009 for 'Fines'. Yesenia Gomez confirmed that the figure represented overdue fees. (Item 14)

Secretary addressed the fiction vs. non-fiction ratios on the Acquisitions Report and asked if there was a standard ratio to meet. Library Director Contreras explained that fiction books have a high turn-over while non-fiction titles are more stable and expensive and that the staff is working on the difference. President Shkoler mentioned that the former Interim Director stated the proportions are off. (Item 15)

Secretary DeVecchio commented on the drop in Passport Sales shown on the Entrepreneurial Report for March 2009 and the possible causes. President Shkoler confirmed that the statistics are down about 50%. (Item 16)

Secretary DeVecchio asked about the status of the open position on

the Personnel Report for March 2009. Library Director Contreras said that the position will be filled by the next fiscal year. (Item 17) Secretary DeVecchio remarked on the "many tasks" that were reported on the Library Services Manager's March 2009 Report; that Roger Hiles was managing many important tasks. (Item 23)

Secretary DeVecchio complimented Children's Librarian, Lori Worden, that "so much is done" now for the children and community. President Shkoler agreed and commented on the great participation at the recent Easter Egg Hunt. (Item 24)

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

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

MINUTES

It was moved by President Shkoler and seconded by Trustee Wood to approve the Minutes of the March 24, 2009 Library Board of Trustees Regular Meeting (Item 8)

AYES:	Shkoler, DeVecchio, Escobosa, Turner, Wood
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)

FY2008-2009 Cash Flow Analysis through March 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 March 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for March 2009 (Item 14)

Acquisitions Report for March 2009 (Item 15)

Entrepreneurial Activities Report for March 2009 (Item 16)

GENERAL CONSENT

Personnel Report for March 2009 (Item 17)

Circulation Report for March 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 March 2009 (Item 22)

Library Services Manager Report for March 2009 (Item 23)

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

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

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

Local History Room Report for March 2009 (Item 27)

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

CONTINUING BUSINESS

Library Director Contreras presented the proposed revisions to Library District Policy #4075 which were primarily implemented to designate the corresponding Education Code sections to each item, as further explained by Secretary DeVecchio. It was moved by Trustee Escobosa and seconded by Trustee Wood to approve the proposed revisions (Item 29)

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

NEW BUSINESS

Lynne Netty of Macias Gini & O'Connell presented the final draft of the Independent Auditor's Report and Annual Financial Statements for the year ended June 30, 2008. She said the final should be available in about one week. She reviewed the Audit Report with all present. She also reviewed the Independent Accountants Report on

Agreed Upon Procedures and pointed out that there was one exception noted as incorrect which was the factor used for population. This caused the appropriation limit to be exceeded by about \$20,000. There were no significant audit findings, no concerns and they received full cooperation from the staff. She expressed that throughout the audit process Library Director Contreras was determined to 'do the right thing', was very conservative, and wanted all information disclosed. Overall the audit was a longer yet smooth process. Library Director Contreras thanked Lynne for her patience and caring approach as well as Yesenia Gomez and Robert Housley for their great efforts to complete the audit.

POLICY CHANGES

Library Director Contreras presented the new title options for the Placentia Library District Policy #2301 Management Analyst open position. The board discussed and considered all the options and concluded that 'Human Resources/Finance Analyst' was the most accurate title. Secretary DeVecchio motioned a vote on the matter. It was moved by Trustee Wood and seconded by Trustee Escobosa to approve the newly designated title of 'Human Resources/Finance Analyst' (Item 31)

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

Library Director Contreras presented her proposed revisions to Placentia Library District Policies #2325 - Library Aide and #2327 - Library Page. She explained that the current required qualifications are related to age and possession of a high school diploma rather than fundamental shelving skills. The current requirement limits well qualified candidates. It was moved by Trustee Wood and seconded by Trustee Escobosa to approve the proposed Required Qualifications of "He/she will possess knowledge of the Dewey and other shelving classifications." (Item 32)

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

BUDGET PREVIEW FY 2009-2010

Library Director Contreras presented a Power Point preview of the proposed budget for the 2009-2010 fiscal year of \$2,072, 523. Salaries, wages, and benefits are to remain relatively unchanged while services and supplies will face a 13% reduction. There were no issues identified with the budget preview. Library Director Contreras will meet with the library staff to solicit their input.

**AGENDA
PREPERATION**

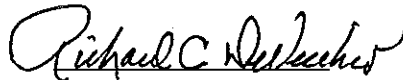
Agenda Preparation for the May Board of Trustees Meeting which will be held on Monday, May 18, 2009 unless re-scheduled by the Library Board of Trustees. (Item 34)

ADJOURNMENT

The unusual meeting of the Board of Trustees of the Placentia Library District for April 21, 2009 adjourned at 8:28 P.M. (Item 36)

NEXT MEETING

The May Board of Trustees Meeting will be held on Monday, May 18, 2009 at 6:30 P.M.



Richard DeVecchio
Secretary
Library Board of Trustees



Al Shkoler
President
Library Board of Trustees