

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 20, 2010

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 20, 2010 at 6:33 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Roger Hiles, and Katie Matas

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, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	None

ORAL COMMUNICATION No public communication was made at this time.

TRUSTEE REPORTS President Shkoler reported that he attended the Summer Reading Celebration, the Placentia Library Friends Foundation (PLFF) Jewel Reception, the PLFF Computer Lab Ribbon Cutting Ceremony, and the City of Placentia's National Night Out where he helped to serve snow cones. He also attended the Placentia Library Friends Foundation Board Meeting. (Item 5)

Secretary DeVecchio thanked his fellow Board members who joined him in celebration his 50th wedding anniversary. He attended the PLFF Jewel Reception and a PLFF ad-hoc meeting to discuss donated funds.

Trustee Escobosa attended the Summer Reading Celebration, the PLFF Jewel Reception, and the PLFF Computer Lab Ribbon Cutting Ceremony. She also participated in the City of Placentia's National Night Out and several Chamber events.

Trustee Turner attended the PLFF Jewel Reception that had good attendance and good food. About 40 members attended. She was also at the monthly Adult Book discussion and PLFF Board Meeting. She attended the Chamber Ribbon Cutting events for the Placentia-Linda Hospital and MD Medical Clinics.

Trustee Wood recognized the Library staff for hosting a very thoughtful and well received brunch for PLFF in appreciation for their support of the summer reading programs. She also attended the City of Placentia's National Night Out and the Library's Summer Reading Celebration. (Item 6)

PLFF REPORT

Trustee Turner reported that PLFF held a successful Jewel Reception on Friday, September 10th. At their monthly meeting they discussed obtaining a letter with a barcode from Ralph's in order to make it easier for supporters to subscribe to their donation program that allocates a percentage of purchases to PLFF. President Shkoler added that the slide show that was created for their reception will be added to the History Room archive. Library Director Contreras added that PLFF is moving forward with plans for their annual Author's Luncheon that will be held on March 5, 2011. Regarding funds, they will be committing approximately \$50 thousand dollars to the Library in the next two and a half years. Both Library Director Contreras and President Shkoler explained the discrepancies of the Donor/Member List created for the Jewel Reception. It did not recognize all donors, rather, only those who were also official PLFF members. The list is to be corrected and reprinted in order that all donors are acknowledged per the consensus at the PLFF meeting. (Item 7)

CONSENT CALENDAR

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

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)

FY2009-2010 Cash Flow Analysis through July and August 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 July and August 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for July and August 2010 (Item 14)

Acquisitions Report for July and August 2010 (Item 15)

Entrepreneurial Activities Report for July and August 2010 (Item 16)

GENERAL CONSENT

Personnel Report for July and August 2010 (Item 17)

Circulation Report for July and August 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 July and August 2010 (Item 20)

Library Services Manager's Report for July and August 2010 (Item 21)

Children's Services Report for July and August 2010 (Item 22)

Literacy / Volunteer Services Report for July and August 2010 (Item 23)

Reference and Adult Services Report for July and August 2010 (Item 24)

Local History Room Report for July and August 2010 (Item 25)

Web Site & Technology Report for July and August 2010 (Item 26)

**CONTINUING
BUSINESS**

**REPORT ON
CLOSED SESSION**

President Shkoler reported that in their Closed Session prior to the Regular Meeting, the Board appointed a Personnel Committee, made up of Secretary DeVecchio and Trustee Wood. The Personnel Committee will meet with Library Director Contreras to discuss her annual review at a time to be determined. (Item 27)

**SHORT-TERM
DISABILITY
INSURANCE**

In follow up to the Board of Trustees April 19th meeting, Library Director Contreras presented information on private short-term disability programs provided by Aflac and Metlife. Human Resources/Finance Baltierra added that Aflac's program offers more flexibility and options. Discussion was made regarding the District's cost to offer this as an additional benefit. Human Resources/Finance Baltierra confirmed that the cost would be \$104 per year in addition to staff time to process the deductions with payroll. It was moved by Trustee Turner and seconded by Trustee Wood to offer short-term disability insurance for all employees, with the employees to decide on the insurance carrier they prefer: (Item 28)

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

**PLD POLICY #1050
COPYING OF
DOCUMENTS**

Library Director Contreras presented recommended changes to Placentia Library District Policy #1050 – copying of Public Documents to remove “volunteer” from the photocopying responsibility and change verbiage of the last paragraph to read: “a ‘current’ copy of the Library Board Agenda packet is available at the Reference Desk. It was moved by Trustee Escobosa and seconded by Trustee Wood to revise PLD policy #1050 as presented: (Item 29)

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

**PLD POLICY #5060
MINUTES OF BOARD
MEETINGS**

Library Director Contreras presented the recommended change to Placentia Library District Policy #5060 – Minutes of Board Meetings to match the Brown Act requirement of 30 day retention of recordings of open and public meetings rather than a 90 day retention period. She also explained that Placentia Library District Policy #3090 – Records Retention

items 3090.5 and Appendix B would be revised to reflect the retention period change. Secretary DeVecchio expressed concern for not having the recording available if there was question regarding the minutes, particularly if the next meeting took place more than thirty days after the recorded meeting. Library Director Contreras reiterated that the 30 day retention period is consistent with the Brown Act requirement and appropriate for access to the public. It was moved by Trustee Escobosa and seconded by Trustee Wood to revise PLD Policy #5060 and PLD Policy #3090 as presented to designate a 30 day retention period: (Item 30)

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

**STAFF APPRECIATION
DINNER**

Library Director Contreras confirmed that the Staff Appreciation Dinner will be held on Friday, October 22, 2010 at 5:30 p.m. at the Fullerton Marriott Hotel. She announced that the entertainment will be mind readers and that private donations from Library vendors were received that will fund door prizes. Also, 1, 5, and 10 year employees will be recognized. (Item 31)

**NEW
BUSINESS**

**CONTRACT FOR PLD
FINANCIAL AUDIT**

Library Director Contreras presented a letter of proposal from Macias Gini & O'Connell to provide the fiscal year 2009-2010 Financial Audit and Annual Controllers Report at a cost not to exceed \$12,000. Secretary DeVecchio inquired about last year's cost as well as considering changing the District's audit provider. Library Director Contreras explained that the cost was increased \$2 thousand dollars and that it is standard practice to change government audit providers every three years. It was moved by Trustee Wood and seconded by Trustee Escobosa to award the financial audit and Annual Controller's Report preparation contract for fiscal year 2009-2010 to Macias Gini & O'Connell for an amount not to exceed \$12,000: (Item 32)

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

It was moved by Trustee Wood and seconded by Trustee Turner to authorize Library Director Contreras to sign the engagement letter from Macias Gini & O'Connell dated September 7, 2010: (Item 32)

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

**PUBLIC
TRANSPARENCY OF
PLD SALARY INFO**

Library Director Contreras explained that in light of the recent local government scandals regarding paid salaries and the recent request from local press for salary information, she is recommending that the District be proactive by providing Placentia Library District's salary information online via the website. Secretary DeVecchio asked about the step percentage difference for the last step and recommended that any necessary changes be made before posting. Discussion was made regarding the difference

and it was determined that no changes were necessary. It was moved by Trustee Wood and seconded by Trustee Escobosa to authorize staff to post the Placentia library District's salary information on the website: (Item 33)

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

**TRAVEL
AUTHORIZATION**

Library Director Contreras presented program information for the upcoming California Library Association Conference and requested that the Administrative Assistant attend the conference as she is new to the library field. President Shkoler asked if the conference was designed to benefit library professionals rather than administrative staff. Library Director Contreras explained that the event is designed for support staff also. It was moved by Trustee Turner and seconded by Secretary DeVecchio to approve the travel and attendance of the Administrative Assistant to the California Library Association Conference in Sacramento, California at a cost not to exceed \$1,200: (Item 34)

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

**HERITAGE FESTIVAL
BOOTH**

Library Director Contreras offered the opportunity for the Library to have an information booth at the upcoming Heritage Festival. Secretary DeVecchio volunteered to man the booth for a few hours. Discussion was made regarding the cost, Board members' availability, committing staff hours, and information to be provided. It was moved by Trustee Wood and seconded by Trustee Turner to authorize the Library management to provide an information booth with committed staff hours at the upcoming Heritage Festival: (Item 35)

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

**SDRMA DIRECTOR
VACANCY**

President Shkoler presented correspondence he received from the Special District Risk Management Authority regarding a current vacant Director's seat. Discussion was made regarding the time and travel requirements. There was no interest made or action taken in response. (Item 36)

**AGENDA
PREPERATION**

Agenda Preparation for the October Board of Trustees Meeting which will be held on Monday, October 18, 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 September 20, 2010 adjourned at 7:45 P.M.

NEXT MEETING

The next meeting will be on October 18, 2010 at 6:30 P.M.

Handwritten signatures of Richard DeVecchio and Al Shkoler. The signature for Richard DeVecchio is on the left, and the signature for Al Shkoler is on the right.

Richard DeVecchio
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees