

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 19, 2010

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on April 19, 2010 at 6:32 P.M.

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

Members Absent: None.

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Roger Hiles, Marisa Timothy; Placentia Library Friends Foundation Vice President Jack Hanley.

ADOPTION OF AGENDA It was moved by Trustee Wood 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

Local Agency Formation Commission (LAFCO) candidates for Regular Special District Member, Richard Freschi and John Withers and candidate for Alternate Special District Member, Charlie Wilson spoke regarding their qualifications and goals for the open positions of LAFCO.

TRUSTEE REPORTS

President Shkoler reported that he attended the city's Easter Eggcitement Program that was supported by Placentia Rotary. The attendance was not strong due to lack of promotion. There are plans to have a coalition with the Library and the City for this event next year. (Item 5)

Secretary DeVecchio attended the National Library Worker's Day Ice Cream Social for the Library Staff.

Trustee Escobosa also attended the National Library Worker's Day Ice Cream Social for the Library Staff. She also attended the community Network Meeting where she learned about All Charities, an organization that fixes and sells donated cars for non-profit organizations. She also was at the opening of the new Friendly Center in Placentia.

Trustee Turner attended the Placentia Library Friend's Foundation's Volunteer Brunch held on March 19th as well as their monthly Board Meeting. She also attended the monthly Chamber of Commerce Breakfast where she learned about Facebook and Twitter. She was happy to learn that the library is using both of these. She was at the Adult Book Discussion, Play Reading, and Human Library programs at the Library. She was also part of the National Library Worker's Day Ice Cream Social for the Library Staff. She attended the chambers ribbon-cutting ceremony for a local restaurant as well as the opening of the new Friendly Center in Placentia.

Trustee Wood attended the National Library Worker's Day Ice Cream Social for the Library Staff. (Item 6)

PLFF REPORT

Jack Hanley of the Placentia Library Friends Foundation reported that their Annual Meeting will be held on Friday, April 23rd with guest speaker, local author, Gayle Carline. The final net amount reported for this year's Author's Luncheon is \$8,300, with 137 attendees. 572 volunteer hours were recorded for March. They are considering how to distribute their funds that are now available. (Item 7)

CONSENT CALENDAR

It was moved by secretary DeVecchio 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 March 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 March 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)
Balance Sheet for March 2010 (Item 14)

Acquisitions Report for March 2010 (Item 15)

Entrepreneurial Activities Report for March 2010 (Item 16)

GENERAL CONSENT

Personnel Report for March 2010 (Item 17)

Circulation Report for March 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 March 2010 (Item 20)

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

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

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

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

Local History Room Report for March 2010 (Item 25)

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

PRESENTATION

President Shkoler presented The Employee of the Quarter Award to Edgar Morales Pineda for his outstanding service to the Library during the last Quarter. (Item 27)

**CONTINUING
BUSINESS**

**PERFORMANCE EVAL.
FORM FOR DIRECTOR**

Secretary DeVecchio presented three Library Director Performance Evaluation forms, revised with input from staff. The forms were simplified and customized for the Board of Trustees, Staff, and the Placentia Library Friends Foundation (PLFF). President Shkoler, Trustee Wood, and Trustee Escobosa expressed confidence in the new formats. President Shkoler confirmed that Secretary DeVecchio can proceed with the revised forms and implement any input he receives from PLFF. (Item 28)

**COMPUTER LAB
PROJECT**

Library Director Contreras provided an update on the status of the Computer Lab project. The hardware has been purchased and the architect selected. Upon completion of the drawings, due the end of April, the Library will begin the Request for Proposals process for the construction of the computer lab. (Item 29)

**AB 1234 MANDATORY
ETHICS TRAINING**

Library Director Contreras provided information to the Board for the AB 1234 Mandatory Ethics Training that is due to be completed by September, 2010. A free webinar is available through CSDA as well as a self-guided program available through the County. (Item 30)

**STATE DISABILITY
INSURANCE**

Library Director Contreras reviewed the history of exploring State Disability coverage for employees, including a survey that was conducted. The staff response to the survey was over 80% no. Staff member Nadia Dallstream expressed that regardless of staff input, Short-Term disability coverage is important. Also, when the survey was distributed, the percentage of deduction given was 2.2% rather than 1.1%. The Board recommended that a new survey be done with the new figure. It was moved by Trustee Escobosa and seconded by Trustee Turner to direct Administrative staff to investigate an option for short term disability coverage through a private insurance company that would allow the option to be elective/optional: (Item 31)

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

**NEW
BUSINESS**

AB 155

Library Director Contreras presented a draft letter addressed to Senator Dave Cox opposing Assembly Bill 155 regarding Municipal Bankruptcy proceedings. It was moved by Trustee Turner and seconded by Trustee Wood to authorize Library Director Contreras to submit a Letter of

Opposition to AB 155 as presented, including the recommended corrections: (Item 30)

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

COI CODE:
RESOLUTION 10-08

Library Director Contreras presented Resolution 10-08: "A Resolution of the Placentia Library District of Orange County Adopting a Conflict of Interest Code Which Supersedes All Prior Conflict of Interest Codes and Amendments Previously Adopted". It was moved by Trustee Escobosa and seconded by Trustee Turner to read Resolution 10-08 by title only: (Item 33)

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

It was moved by Trustee Turner and seconded by Secretary DeVecchio to adopt Resolution 10-08: "A Resolution of the Placentia Library District of Orange County Adopting a Conflict of Interest Code Which Supersedes All Prior Conflict of Interest Codes and Amendments Previously Adopted" by a roll call vote: (Item 33)

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

PROPOSED
FY 2010-2011
BUDGET

Library Director Contreras presented a PowerPoint presentation of the Proposed Fiscal Year 2010-2011 Budget that included two additional options, A & B. Option A represented a 6% decrease in expenses and an 8% decrease in salaries & wages, including elimination of one full-time employee, a 4% employee contribution to PARS, and elimination of health and ancillary benefits for employees working less than 30 hours per week. Option B represented a 0% decrease in expenses and an 11% decrease in salaries and wages, including reducing six part-time employee hours, an 8% employee contribution to PARS, and elimination of health and ancillary benefits for all part-time employees. Option B included reduced library hours, from sixty to 56 hours per week. The proposed budget represented a 6% decrease in salaries & wages, including elimination of two part-time positions, a 4% employee contribution to PARS, and elimination of health and ancillary benefits for employees working less than 30 hours per week. Discussion was held regarding specific issues including predictions of decreases in tax revenues, possible elimination of merit increases, contingency funds, book/materials funds, and the possibility of furlough days. It was moved by Trustee Turner and seconded by Secretary DeVecchio to eliminate proposed Option B from consideration: (Item 34)

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

It was moved by president Shkoler and seconded by Trustee Wood to

direct Library Director Contreras to proceed with budget planning based on a 4% reduction on tax revenues: (Item 34)

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

**AGENDA
PREPERATION**


Agenda Preparation for the May Board of Trustees Meeting which will be held on Monday, May 17th, 2010 unless re-scheduled by the Library Board of Trustees. (Item 35) Per Trustee Escobosa's request, a Special Meeting will be scheduled for Board voting on the LAFCO representatives.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on April 19, 2010 adjourned at 8:25 P.M.

NEXT MEETING

The next meeting will be on May 17th, 2010 at 6:30 P.M.



Richard DeVecchio
Secretary
Library Board of Trustees



Al Shkoler
President
Library Board of Trustees