

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
February 16, 2010

CALL TO ORDER President Shkoler called the Unusual Date Meeting of the Placentia Library District Board of Trustees to order on February 16, 2010 at 6:30 P.M.

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

Members Absent: Trustee Betty Escobosa

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Gary Bell, Nadia Dallstream, Roger Hiles, Katherine Matas, Marisa Timothy, Lori Worden ; 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:

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

ORAL COMMUNICATION Library Director Contreras reported of the recent incident in which a problematic patron was escorted out of the library by police after refusing to respond to staff requests to leave. She also shared a card from a patron who expressed her gratitude to the caring staff who helped her through an incident at the library.

TRUSTEE REPORTS President Shkoler attended a chamber mixer and general meeting. He was also at the Board's Special Meeting held on February 10th. He recently spoke with the president of SDRMA to discuss the district's current ancillary benefit policy. (Item 5)

Secretary DeVecchio participated in the Children's department Lunar New Year event at the library.

Trustee Turner attended the chamber breakfast meeting. She was at the library's Snow Day event where she had some good interactions with the community and learned of the various ways patrons heard of the event. At the Lunar New Year event she saw a great craft project and a lot of happy kids. She also attended the Adult Book Discussion and Play Reading at the library.

Trustee Wood had nothing to report. (Item 6)

PLFF REPORT Jack Hanley of the Placentia Library Friends Foundation reported that efforts are focused on the upcoming Author's Luncheon. Ticket sales are picking up and they need a few more hosts. They are also working on transferring a large endowment fund to another bank in order to make it accessible for use. (Item 7)

- CONSENT CALENDAR** It was moved by Secretary DeVecchio and seconded by Trustee Turner to approve Agenda Items 8-26.
- AYES: Shkoler, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: Escobosa
- 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 January 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 January 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)
Balance Sheet for January 2010 (Item 14)
- Acquisitions Report for January 2010 (Item 15)
- Entrepreneurial Activities Report for January 2010 (Item 16)
- GENERAL CONSENT** Personnel Report for January 2010 (Item 17)
- Circulation Report for January 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 January 2010 (Item 20)
- Library Services Manager's Report for January 2010 (Item 21)
Children's Services Report for January 2010 (Item 22)
- Literacy / Volunteer Services Report for January 2010 (Item 23)
Reference and Adult Services Report for January 2010 (Item 24)
Local History Room Report for January 2010 (Item 25)
- Placentia Library Web Site & Technology Report for January 2010 (Item 26)
- PRESENTATION** President Shkoler announced Children's Librarian Lori Worden as the Employee of the Year for the first quarter and presented both a framed proclamation and \$200 check from the Placentia Library Friend's Foundation to her. Lori was acknowledged for many accomplishments in

establishing many new programs and a significant increase in circulation and visitations. (Item 27)

**CONTINUING
BUSINESS**

**EMPLOYEE OF THE
QUARTER PROGRAM**

Library Director Contreras presented her recommended revision to the Employee of the Quarter Program established December 15, 2008. She asked that the eligibility requirement be changed from 'non-exempt employees' to non-management employees' to include the Administrative Assistant and Facilities Maintenance Technician positions. It was moved by Secretary DeVecchio and seconded by Trustee Wood to approve the revision as presented. (Item 28)

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

**MEMORANDUM OF
AGREEMENT**

Library Director Contreras presented the revised Memorandum of Agreement between the Placentia Library Friends Foundation and the Placentia Library District as was approved at the January 25, 2010 Board Meeting and accepted by (PLFF). She recommended that authorization be given to the Board President and Library to sign the document. It was moved by Trustee Wood and seconded by Trustee Turner to authorize President Shkoler and Library Director Contreras to sign the memorandum of Understanding as presented. (Item 29)

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

PLD POLICY #2040

Library Director Contreras presented a PowerPoint overview of sick leave policies at area libraries and reviewed the issues to be addressed including: the incentive program, including non-exempt employees, and adding the catastrophic benefit. It was moved by Secretary DeVecchio and seconded by Trustee Wood to table the Agenda Item for next month. (Item 30)

**NEW
BUSINESS**

**PERFORMANCE
EVALUATION FORM**

Library Director Contreras presented The Performance Evaluation Form for the Library Director. Discussion was made as to the format and topics addressed on the form. President Shkoler suggested that input from others be gathered as to content of the form. Trustee Wood noted that the form was too long for many to complete, that the form should be condensed and made more general. Trustee Turner motioned that the finalizing of the form be tabled for the April Board meeting. President Shkoler seconded and confirmed the motion. (Item 31)

**UPHOLSTERY OF
LIBRARY FURNITURE**

Library Director Contreras presented multiple quotes for re-upholstering library furniture located in the lobby area. It was moved by Trustee Wood and seconded by Trustee Turner to authorize Library Director Contreras to pursue the re-upholstery project with costs not to exceed \$2,000: (Item 32)

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

ABSENT: Escobosa

**AGENDA
PREPERATION**

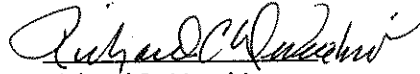
Agenda Preparation for the March Board of Trustees Meeting which will be held on Monday, March 15, 2010 unless re-scheduled by the Library Board of Trustees. (Item 33)

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on February 16, 2010 adjourned at 7:50 P.M.

NEXT MEETING

The next meeting will be on March 15, 2010 at 6:30 P.M.



Richard DeVecchio
Secretary
Library Board of Trustees



Al Shkoler
President
Library Board of Trustees