

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 17, 2013

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 17, 2013 at 6:36 p.m.

ROLL CALL Members Present: President Al Shkoler, Secretary Gayle Carline, Trustee Richard DeVecchio, Trustee Jo-Anne Martin, Trustee Elizabeth Minter

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, , PLFF President Jo Ann Sowards, Fernando Maldonado, Lori Worden, Nadia Dallstream, Brittany Johnson; guests Bill Nelson, Cheri Davis, Susie Rolls and Julie Shigard.

ADOPTION OF AGENDA It was moved by Trustee Minter and seconded by Secretary Carline to adopt the agenda as presented:

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

ORAL COMMUNICATION Bill Nelson, Trustee of the Orange County Cemetery, was present to ask for the District's vote for the upcoming election. The California Special District Association (CSDA) is divided into 6 regions. We are in region 6 which includes Orange, Riverside, San Diego and Imperial Counties. Ballots were mailed out June 7 and due back August 2.

TRUSTEE REPORTS President Shkoler reported that he attended the PLFF Luncheon on 6/17/2013 at Placentia Library also the PLFF Volunteer Luncheon earlier in the month. He also reported that he attended the Design Proposal meeting.

Trustee Minter reported that she attended the PLFF Volunteer Luncheon; she was unable to attend the PLFF Luncheon on 6/17/2013.

Secretary Carline reported that she attended the PLFF Luncheon on 6/17/2013. Secretary Carline sent her husband and son to represent her at the Crab Festival. She also thanked Trustee Martin for attending the PLFF Volunteer Luncheon in her place.

Trustee Martin reported that she attended the PLFF Board Meeting where she sat in for Secretary Carline as well as the PLFF Luncheon on 6/17/2013. She also attended the H.I.S. House residents tour of the library and the Crab Festival for the Rotary Club.

Trustee DeVecchio reported that he attended the Bradford Open House and the PLFF Luncheon on 6/17/2013. (Item 6)

PLFF REPORT

PLFF President Sowards gave information on the Annual PLFF meeting that will take place on July 26, 2013. (Item 7)

**CONSENT
CALENDAR**

It was moved by Secretary Carline and seconded by Trustee Minter to approve Agenda Items 8-23:

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

MINUTES

Minutes of the May 20, 2013 Board Meeting. (Item 8)

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)

FY2012-2013 Cash Flow Analysis through May 2013; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor (Item 12)

**TREASURER'S
REPORT**

Financial Reports for May 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for May 2013 (Item 14)

Acquisitions Report for May 2013 (Item 15)

Entrepreneurial Activities Report for May 2013 (Item 16)

GENERAL CONSENT

Personnel Report for May 2013 (Item 17)

Circulation Report for May 2013 (Item 18)

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

STAFF REPORTS

Library Director's Report for May 2013 (Item 20)

Children's Services Report for May 2013 (Item 21)

Adult Services Report for May 2013 (Item 22)

Placentia Library Web Site & Technology Report for May 2013 (Item 23)

OLD BUSINESS

Corrected Budget Documents

Library Director Contreras stated the reclassification of the Librarian I position was effective for the two Library Assistant positions in the Adult Services Department. Trustee DeVecchio also clarified that the Administrative Assistant is also Secretary to Library Director and Business Manager. Library Director Contreras also explained that the Library Aide salary scale did not reflect the 2% COLA for FY13-14 budget; corrected version was made available. (Item 24)

It was moved by Trustee Martin and seconded by Secretary Carline to approve Agenda Item 24:

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

DVD Rental Fees

Library Director Contreras contacted the State Library and legal counsel to confirm fees charged for DVD rentals. Based on reviews, opinions of those state above and the low 6% dedication of shelf space used for DVD's it has been understood that it is appropriate to charge a rental fee for 2-day/1-week DVD rentals. It was stated that any and all fees collected are used directly to supplement for newer DVD's. Trustee Minter expressed concerns regarding DVD rental charges through the use of public funds. (Item 25)

NEW BUSINESS

SDRMA Board of Directors Election

For the upcoming SDRMA election it was requested that the Placentia Library Board of Trustees vote and name four (4) candidates for the election. Board members were able to agree upon three (3) candidates to submit for their votes: David Aranda, Muril Clift and Jean Bracy.

It was motioned by Trustee DeVecchio and seconded by Trustee Minter to approve Agenda Item 26:

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

It was moved by Trustee DeVecchio and seconded by Secretary Carline to adopt Resolution 14-05 by roll call:

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

Interior Designer

The Board of Trustees awarded the Interior Design Project to Cheri Davis, who then gave her presentation on remodeling. The project is expected to take three months or less to complete with the hopes that the meeting room will be completed before August 17, 2013.

It was moved by Trustee DeVecchio and seconded by Trustee Martin to approve Agenda Item 27:

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

**Macias Gini &
O'Connell**

It was moved by Trustee DeVecchio and seconded by Trustee Martin to award FY 2012/2013 financial audit to Macias Gini & O'Connell for an amount to not exceed \$14,000: (Item 28)

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

**Strategic Planning
Consultant**

Trustee DeVecchio requested cost of the 2006 strategic plan; staff will provide information at a later date. It was moved by Trustee Martin and seconded by Trustee DeVecchio to approve the Strategic Planning Consultant Request for Proposal as presented: (Item 29)

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

**General Manager
Leadership Summit**

Library Director Contreras requested that the Board of Trustees authorize Business Manager Baltierra to attend the GM Summit in Newport Beach. It was moved by Trustee Minter and seconded by Secretary Carline to authorize Business Manager to attend GM Leadership Summit in Newport Beach: (Item 30)

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

August Meeting

Trustee Minter suggested that in mid-July the final decision regarding the cancellation of the August 19, 2013 Library Board of Trustees Regular Meeting should be considered.

It was moved by Trustee Minter and seconded by Trustee DeVecchio to determine the cancellation of the August meeting at the July 15th Board meeting: (Item 31)

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

Personnel Committee

It was recommended by Trustee DeVecchio that Secretary Carline be appointed to serve on the Personnel committee. There were no objections. (Item 32)

**Proposed Policy 2205
Fingerprinting Policy**

Library Director Contreras, since the last meeting, has completed all necessary research on implementing Live Scan to the Placentia Library District employees as well as Placentia Library District Volunteers. It was recommended by the attorney that PLD begins implementing Live Scan with employees and volunteers who work directly with children and then move on to other categories as seen fit. The cost per Live Scan is \$71.00. It was asked that Library Director Contreras contact the state in regards to a flat rate fee of \$55.00. However, before the process of implementing Live Scan can begin the Placentia Library District must first seek approval from the State of California.

It was moved by Trustee Martin and seconded by Secretary Carline to rewrite Policy 2205 in anticipation of the approval of the originating agency identifier (ORI) application from the State: (Item 33)

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

**Amendment to
Resolution 13-03
GANN Limit**

It was moved by Trustee Minter and seconded by Trustee Martin to adopt Amended Resolution 13-03: An Amended Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2012-2013 as presented: (Item 34)

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

It was moved by President Shkoler and seconded by Secretary Carline to Adopt Resolution 13-0 by Roll Call Vote:

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

DISCUSSION ITEMS

Policy 2195 Tobacco Use & Policy 6065 Public Behavior Policy

Library Director Contreras confirmed with City Hall that their outdoor smoking distance is 25ft from all entrance and/or exit points. It was requested that Placentia Library District implement that same policy.

It was moved by Secretary Carline and seconded by Trustee Minter to adopt Policies 2195.5 and 6065.3 as presented: (Item 35)

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

Technology Tools

Library Director Contreras introduced the "Technology Petting Zoo" concept in which Placentia Library District Staff would be allowed to borrow a "smart" device to take home and become familiar with in hopes that they implement that knowledge to better serve Placentia Library patrons. Trustee Martin suggested a policy be put into place regulating the use of these items by staff, as well as having a policy addressing damages. President Shkoler was concerned that once used, these items would become unusable due to technological changes and advancements. The budget for this project is not to exceed \$2,500.

It was moved by Secretary Carline and seconded by Trustee Minter to adopt Agenda Item 36:

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

Fascia Boards

It was discussed and agrees that the Fascia Wood Improvement project would need more than the one current bid of \$15,148.00. Trustee Minter explained that the fascia was replaced 10 years ago. A request for proposal will be presented to the Board at the July meeting for review and approval. (Item 37)

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on June 17, 2013 adjourned at 8:25 p.m.

The next meeting will be on July 15, 2013 at 6:30 p.m.



Al Shkoler
President
Library Board of Trustees



Gayle Carline
Secretary
Library Board of Trustees