

MINUTES
PLACENTIA LIBRARY DISTRICT
WORK SESSION MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 12, 2013

CALL TO ORDER President Shkoler called the Work Session Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 12, 2013 at 5:31 p.m.

ROLL CALL Members Present: President Al Shkoler, Secretary Gayle Carline, Trustee JoAnne Martin, Trustee Elizabeth Minter

Members Absent: Trustee Richard DeVecchio

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Nadia Dallstream, Fernando Maldonado, Lori Worden, Cindy Rouze.

ADOPTION OF AGENDA It was moved by Trustee Minter and seconded by Secretary Carline to adopt the agenda as presented: (Item 3)

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

ORAL COMMUNICATION There was no oral communication made at this time. (Item 4)

INFORMATION TECHNOLOGY EQUIPMENT USE POLICY Library Director Contreras explained this is a continuation of the proposal of the Information Technology Equipment Use Policy. Amendments presented were based on feedback received at the previous work session.

It was moved by Trustee Martin and seconded by Secretary Carline to vote on this policy at the November board meeting: (Item 5)

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

PATRON EXCLUSION POLICY Library Director Contreras explained that Item 6 is a continuation of the proposal of the Patron Exclusion Policy. Amendments presented were based on feedback received at the previous work session.

It was moved by Trustee Minter and seconded by Secretary Carline that this policy be moved to legal counsel and then presented at the November Board meeting: (Item 6)

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

**FINGERPRINTING
POLICY**

Library Director Contreras explained that this item is a continuation from previous meetings. Library Director Contreras presented the amended proposed policy including information on local libraries and government agencies' fingerprinting process. Staff was directed to obtain clarifications regarding Trustees being fingerprinted since they are elected officials and cannot be removed from office without voter action. Trustee Minter suggested looking into possibly having other agencies run background checks. She mentioned we could adopt a two tier type of background checks for volunteers to save money. Trustee Minter will provide information on a couple of agencies that provide background check services. Library Director Contreras reminded the Trustees that the completion of the ORI application is contingent upon the approval of the fingerprinting policy.

It was moved by Trustee Minter and seconded by Secretary Carline for this policy be approved after legal counsel review: (Item 7)

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

**SECURITIZATION
REIMBURSEMENT
ALLOCATION**

Library Director Contreras would like the Trustees to provide directions and recommendations to staff on how best to allocate the securitization reimbursement the District received from the State. A list of possible allocation considerations was presented. President Shkoler wanted consideration for a sound system in the Community Meeting Room. Trustee Minter suggested solar panels. Trustee Martin asked if the book budget was at an acceptable level. Library Director Contreras stated with the \$45,000 received from PLFF, the book budget is at an acceptable level. Trustee Minter had a question about the website which Library Director Contreras explained would cost approximately \$10,000 to redevelop. Library Director Contreras provided some information on RFID, which is a new form of tagging library materials and a tool that can be used for inventory and collection development. It also allows for checkout of multiple items in one transaction. The Library received two quotes for a complete RFID system, which were over \$30,000. The availability of a self-checkout machine does not affect staffing level. After much discussion, the list of possible items for consideration includes library expansion, sound system, RFID, and employee benefits. (Item 8).

SOUND SYSTEM

President Shkoler began the discussion regarding the sound system proposed to be installed in the Community Meeting Room. He said there are three quotes with three different prices. Sound experts Lee Castner and Jeremy Yamaguchi provided the recommendations. Training is also included in these quotes. Library Director Contreras will invite Mr. Castner and/or Mr. Yamaguchi to the January work session meeting and present photos and possibly a demo. (Item 9)

JANUARY BOARD MEETING

Library Director Contreras said we would have a work session meeting before the regular meeting in January. We are not meeting on Martin Luther King Day; Trustee Minter will be traveling.

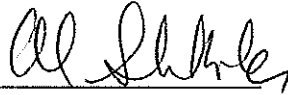
It was moved by Trustee Minter and seconded by Trustee Martin that there will be work session meeting prior to the regular Board Meeting in January at a date to be determined.

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

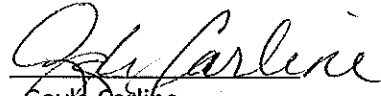
ADJOURNMENT

The Work Session Meeting of the Board of Trustees of the Placentia Library District on November 12, 2013 adjourned at 6:30 p.m.

The next Unusual Meeting Date of the Board of Trustees of the Placentia Library District will be on November 25, 2013.



Al Shkoler
President
Library Board of Trustees



Gayle Carline
Secretary
Library Board of Trustees