

MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
May 24, 2012

**CALL TO ORDER** President DeVecchio called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 24, 2012 at 6:34 P.M.

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

**Members Absent:** None

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Venessa Faber, Fernando Maldonado, Marisa Timothy, and Lori Worden; Placentia Library Friends Foundation(PLFF) Board Member Gayle Carline; Assemblyman Chris Norby's Field Representative Chris Nguyen (arrived at 6:42)

**ADOPTION OF AGENDA** It was moved by Trustee Shkoler and seconded by Trustee Wood to adopt the agenda as presented:

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

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

**TRUSTEE REPORTS** President DeVecchio reported that interviews were held for the open Library Board of Trustees seat and Gayle Carline was selected by the Board. (Item 5)

Secretary Escobosa had nothing to report.

Trustee Shkoler provided an update on the health condition of his wife.

Trustee Turner reported that she attended the PLFF Board Meeting.

Trustee Wood had nothing to report. (Item 6)

**PLFF REPORT** PLFF Board Member Gayle Carline reported that PLFF will be opening a Pay Pal account for online donations and purchase of Author's Luncheon tickets. (Item 7)

**STAFF INTRODUCTION** Library Director Contreras introduced new employee Venessa Faber to the Board. Venessa provided information on her work experience and personal interests.

**CONSENT CALENDAR** It was moved by Trustee Shkoler and seconded by Trustee Turner to approve Agenda Items 8-24: (Item 8)

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

	ABSENT: None
<b>CLAIMS</b>	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)  FY2011-2012 Cash Flow Analysis through April 2012; the Schedule of Anticipated Property Tax  Revenues for FY2011-2012 as provided by the Orange County Auditor (Item 12)
<b>TREASURER'S REPORT</b>	Financial Reports for April 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)  Balance Sheet for April 2012 (Item 14)  Acquisitions Report for April 2012 (Item 15)  Entrepreneurial Activities Report for April 2012 (Item 16)
<b>GENERAL CONSENT</b>	Personnel Report for April 2012 (Item 17)  Circulation Report for April 2012 (Item 18)  Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)
<b>STAFF REPORTS</b>	Library Director's Report for April 2012 (Item 20)  Information Technology Report for April 2012 (Item 21)  Children's Services Report for April 2012 (Item 22)  Adult Services Report for April 2012 (Item 23)  Web Site & Technology Report for April 2012 (Item 24)
<b>PRESENTATION</b>	President DeVecchio recognized Trustee Gaeten Wood for her 14 years of service and presented her with proclamations from Supervisor Shawn Nelson and U.S. Congressman Ed Royce. Also, Chris Nguyen, Field Representative for Assemblyman Chris Norby, presented a proclamation recognizing her service to the community. President DeVecchio also presented the traditional New York Library Lions bookends to Trustee Wood. Trustee Wood expressed that she enjoyed learning and meeting people in the community that she considers family. (Item 25)
<b>PUBLIC HEARING FOR BUDGET FOR FY 12-13</b>	Library Director Contreras presented the Proposed Fiscal Year 2012-2013 Budget for the General Fund. A Public Hearing was conducted. No comments were made. Resolution 13-01: A Resolution of the Board of Trustees of Placentia Library District of Orange County to Adopt Fiscal Year

2012-2013 Budget for the Placentia Library District was read by title only. It was moved by Trustee Shkoler and seconded by Secretary Escobosa to adopt resolution 13-01 by a roll call vote: (Item 26)

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

**SALARY SCHEDULES  
FOR FY 2012-2013**

Library Director Contreras presented the Proposed Fiscal Year 2012-2013 Salary Schedules for Exempt and Non-Exempt employees. A Public Hearing was conducted. No comments were made. Resolution 13-02: A Resolution of the Board of Trustees of Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2012-2013 was read by title only. It was moved by Trustee Shkoler and seconded by Secretary Escobosa to adopt resolution 13-02 by a roll call vote: (Item 27)

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

**NEW BUSINESS  
GANN LIMIT FOR FY  
2012-2013**

Business Manager Baltierra presented the Proposed District's Appropriations Limitations (Gann Limit) at \$3,730,801 for Fiscal Year 2012-2013. Resolution 13-03: A Resolution of the Board of Trustees of Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2012-2013 was read by title only. It was moved by Trustee Shkoler and seconded by Secretary Escobosa to adopt resolution 13-03 by a roll call vote: (Item 28)

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

**HOLIDAY & LIBRARY  
CLOSURE SCHEDULE**

Library Director Contreras presented the Proposed Holiday and Library Closure Schedule for Calendar Years 2012-2013. Resolution 13-04: A Resolution of the Library Board of Trustees of Placentia Library District of Orange County to Establish the Holiday and Library Closure Schedule for Calendar Years 2012 and 2013 was read by title only. It was moved by Trustee Shkoler and seconded by Trustee Turner to adopt resolution 13-03 by a roll call vote: (Item 29)

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

**FINES & FEES  
SCHEDULE**

Library Director Contreras presented the Proposed Fines & Fees Schedule for Fiscal Year 2012-2013. She explained that the single change to the Schedule would be to add a \$2 Book Jacket/Mylar replacement fee. It was moved by Trustee Wood and seconded by Trustee Shkoler to approve the PLD Policy #6035-Fines and Fees Schedule as a first reading and set it for a Public Hearing at the June 18, 2012 Regular Meeting of the Library Board of Trustees: (Item 30)

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

PLD NEWSLETTER

Library Director Contreras summarized the history of the staff recommendation for the District to have its own newsletter publication. She added that the publication allowed for more pages of information and possible advertising revenue. Four bids were presented with the recommendation that the bid be awarded to Staples, Inc. There was discussion regarding the production process, printing dates, content, and advertising policy. Trustee Shkoler requested that Board approval be obtained prior to printing. It was moved by Secretary Escobosa and seconded by Trustee Wood to award the bid to Staples, Inc. to produce two newsletters per year for the Placentia Library District as presented in the proposal: (Item 31)

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

BOARD REQUESTS

There were no Board requests made at this time.

AGENDA  
PREPARATION

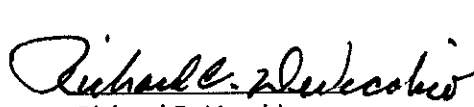
Agenda Preparation for the June Board of Trustees Meeting which will be held on Thursday, June 18, 2012 unless re-scheduled by the Library Board of Trustees.

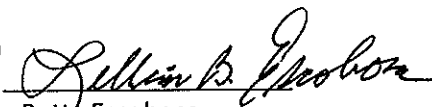
ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on May 24, 2012 adjourned at 7:11 P.M.

NEXT MEETING

The next meeting will be on June 18, 2012 at 6:30 P.M for the Regular Board Meeting.

  
Richard DeVecchio  
President  
Library Board of Trustees

  
Betty Escobosa  
Secretary  
Library Board of Trustees