

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 16, 2012

CALL TO ORDER President DeVecchio called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 16, 2012 at 6:32 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, Fernando Maldonado, Marisa Timothy, and Lori Worden; Placentia Library Friends Foundation(PLFF) Board Member Gayle Carline; guests Dennis Yu and Faith Hermann of PARS (exited at 7:00pm), guest Ahmed Khatib of Highmark Capital Management (exited at 7:00pm), resident Alex Hernandez (arrived at 8:08pm)

ADOPTION OF AGENDA It was moved by Trustee Shkoler and seconded by Secretary Escobosa to adopt the agenda as presented and accepting the request from President DeVecchio to move Agenda Item #25 – Public Agency Retirement System (PARS) to before Agenda Item #4 – Oral Communications:

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 he attended the PLFF Volunteer Brunch held on April 13th. (Item 5)

Secretary Escobosa reported that she was a judge for the Easter Eggcitement Coloring Contest.

Trustee Shkoler reported that he attended the first Oversight Committee Meeting that was conducted by the City of Placentia. He also provided an update on the health condition of his wife.

Trustee Turner explained that she missed the last Board Meeting as she was at the hospital with her husband. She reported that she attended the PLFF Volunteer Brunch.

Trustee Wood reported that she also attended the PLFF Volunteer Brunch. She then announced her resignation to be effective on May 25th, 2012 by reading a letter addressed to President DeVecchio that was also distributed to all Board Members and the Library Director Contreras. It was moved 'with deep regret and thanks for wonderful service' by Trustee Turner and seconded by Trustee Wood to accept Trustee Wood's resignation: (Item 6)

AYES: DeVecchio, Turner, Wood
NOES: None

ABSTAIN: Escobosa, Shkoler
ABSENT: None

PLFF REPORT

PLFF Board Member Gayle Carline reported that they hosted a volunteer brunch on Friday, April 13th. She stated that PLFF raised more funds than expected, a couple hundred, by selling books at the Easter Eggcitement event held the end of March. Projects they are currently working on are preparing for the Summer Reading Celebration and developing their online profile including the option to donate online. There is still a possibility that Dean Koontz will be the featured author at next year's Author's Luncheon. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Agenda Items 8-26: (Item 8)

AYES: DeVecchio, Escobosa, Shkoler, 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)

FY2011-2012 Cash Flow Analysis through March 2012; the Schedule of Anticipated Property Tax

Revenues for FY2011-2012 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT

Financial Reports for March 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for March 2012 (Item 14)

Acquisitions Report for March 2012 (Item 15)

Entrepreneurial Activities Report for March 2012 (Item 16)

GENERAL CONSENT

Personnel Report for March 2012 (Item 17)

Circulation Report for March 2012 (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 2012 (Item 20)

Information Technology Report for March 2012 (Item 21)

Children's Services Report for March 2012 (Item 22)

Adult Services Report for March 2012 (Item 23)

Web Site & Technology Report for March 2012 (Item 24)

PRESENTATION

Mr. Dennis Yu, Senior Vice President of PARS introduced himself and Ms. Faith Hermann, also of PARS. He distributed a presentation book on PLD's PARS program to the Board. He provided general information on PARS and explained that U.S. Bank is now the trustee, replacing Union Bank as the trustee as of February 1, 2012. There will be no noticeable changes to the plan other than the change of payee that is to be done in September 2012. A summary of PLD's program that was initiated on July 1, 2008 was explained to the Board; he added that there are no tax consequences when funds are distributed. He also confirmed that the District's current contribution is 8% and will change to 4% after June 30, 2012. He then introduced Mr. Ahmed Khatib of HighMark Capital Management who provided a review of his firm and a financial recap of 2011, describing it as a 'very volatile year.' Mr. Khatib reported that the year-to-date return on the plan is at 9.37%; the target return percentage is 7%. There were no questions from the Board to the presenters. It was moved by Trustee Wood and seconded by Trustee Shkoler to receive and file the Public Agency Retirement Services (PARS) presentation as presented: (Item 25*Presented after Agenda Item 3 at meeting)

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

CONTINUING BUSINESS

Library Director Contreras presented the approved amendments to PLD Policy #2020 – Vacations for final adoption, to be effective July 1, 2012 that included:

FINAL ADOPTION OF:
PLD POLICY #2020 -
VACATIONS

- 2020.2 a Change Annual Accruals for employee with four years of service from 80 hours to 72 hours.
- 2020.2 b Change Annual Accruals for employees with five to nine years of service from 120 hours to 104 hours.
- 2020.2 c Change Annual Accruals for employees with more than nine years of service from 160 hours to 144 hours.
- 2020.5 Change Vacation Total Accumulation from 240 hours to 160 hours.

PLD POLICY#2030 -
HOLIDAYS

Library Director Contreras presented the approved amendment to PLD Policy #2030 – Holidays for final adoption, to be effective July 1, 2012 which was:

- 2020.2 a Change Holidays Eligibility from all regular full-time and part-time employees to only regular full-time employees.

PLD POLICY#2040 –
SICK LEAVE

Library Director presented the approved amendments to PLD Policy #2040 – Sick Leave for final adoption, to be effective July 1, 2012 which were:

- 2040.10.1 Change Sick Leave Payoff Plan for employees with 10+ years of service from 25% to 20%.
- 2040.10.2 Change Sick Leave Payoff Plan for employees with 15+ years of service from 37.5% to 30%.
- 2040.10.3 Change Sick Leave Payoff Plan for employees with 20+ years of service from 50% to 45%.
- 2040.10.4 Change Maximum Accumulation from 800 hours to 500 hours.

- PLD POLICY#2050 –
BEREAVEMENT LEAVE
- Library Director Contreras presented the approved amendment to PLD Policy #2050 – Bereavement Leave for final adoption, to be effective July 1, 2012 which was:
- 2050.4 Include “legal domestic partner” under the definition of “immediate family.”
- PLD POLICY#2060 –
JURY DUTY
- Library Director Contreras presented the approved amendment to PLD Policy #2060 – Jury Duty for final adoption, to be effective July 1, 2012 which was:
- 2060.3 Change the jury duty duration from “for the duration of said jury duty” to “the employee will be given paid leave for time served up to a maximum of two weeks”
- PLD POLICY#2110 –
HEALTH AND
WELFARE BENEFITS
- Library Director presented the approved amendments to PLD Policy #2110 – Health and Welfare Benefits for final adoption, to be effective July 1, 2012 which were:
- 2110.1.3 Change the Annual Deductible/Co-Pay Reimbursements from \$500.00 per year to \$300.00 per year.
- 2110.5.2 Change the Employer’s Contribution to the Money Purchase Pension Plan from 8% to 4%.
- PLD POLICY#2120 –
EDUCATIONAL
ASSISTANCE
- Library Director Contreras presented the approved amendment to PLD Policy #2120 – Educational Assistance for final adoption, to be effective July 1, 2012 which was:
- 2120.1 Restrict educational assistance to the Library and Information Science Master’s Degree program.
- PLD POLICY #6005 -
OPERATING HOURS
- Library Director Contreras presented approved PLD Policy #6005 – Operating Hours for final adoption, to be effective July 1, 2012. It was moved by Trustee Shkoler and seconded by Trustee Wood to adopt amended Placentia Library District Policy #2020 – Vacations, Policy #2030 – Holidays, #2040 – Sick Leave, #2050 – Bereavement Leave, #2060 – Jury Duty, #2110 – Health and Welfare Benefits, #2120 – Educational Assistance, and #6005 – Operating Hours as presented, effective July 1, 2012: (Items 26 - 33)
- AYES: DeVecchio, Escobosa, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Turner
- PLD POLICY#2012 -
DRESS CODE
- Library Director Contreras presented recommended amendments to PLD Policy #2012 – Dress Code for Library District Employees and Volunteers. She explained that the changes were to accommodate the Placentia Teen Advisory Council (P-TAC) as the teens often wear jeans and school shirts when coming to the Library to volunteer. It was moved by Trustee Shkoler and seconded by Secretary Escobosa to authorize amendments to PLD Policy #2012 – Dress Code as presented, effective July 1, 2012: (Item 34)
- AYES: DeVecchio, Escobosa, Shkoler, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None
- FISCAL YEAR 2012-
2013 BUDGET
PREVIEW
- Library Director Contreras presented a proposed Fiscal Year 2012-2013 Budget that included the following items: 4% employer contribution towards the retirement program, replacing an 8% contribution; 1% increase in salaries & employee benefits with no cost of living adjustment (COLA); no organizational changes with the Library Services Manager

position remaining vacant; a 35% increase in supplies & services funds due to the upcoming election cost; an anticipated 20% cost increase from Golden State Water, a library strategist, and an increase in audit and accounting services and professional membership costs, a 21% decrease in library materials (books, magazines, DVDs, audiobooks, e-books & online databases); a 50% decrease in library programs funding; and a projected \$70,000 surplus from Fiscal Year 2011-2012. President DeVecchio and Secretary Escobosa questioned the decrease for Library Programs. Library Director Contreras explained that the decrease referred to funding only, not actual programs to be cut. She added that it is possible that PLFF could provide funds for library programs. Trustee Shkoler asked if the budget included plans for new information technology support; Library Director Contreras confirmed that it did. Trustee Shkoler also presented the issue of providing a Cost of Living Allowance (COLA) for the staff. There was discussion regarding the current Consumer Pricing Index (CPI) figures and where the funding would come from if a COLA was provided. It was determined that the COLA amount could be drawn from the allocated plumbing project funds of \$100,000. Secretary Escobosa added that she supported including a COLA in the budget. It was moved by Trustee Shkoler and seconded by Trustee Turner to authorize amendments to approve Fiscal Year 2012-2013 Budget as presented, with an amendment to include a 2% COLA by reducing plumbing funds, as a first reading and set it for Public Hearing at the May 24, 2012 Regular Meeting of the Library Board of Trustees. The following responses were by a roll call vote: (Item 35)

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

**SECURITY CAMERA
SYSTEM
REPLACEMENT**

Business Manager Baltierra presented multiple bids for a security camera system replacement. She explained that three companies provided quotes for a systems that would include 24 cameras, 22 indoor and 2 outdoor. She recommended awarding the bid to ADT Security as they provided the Fire Alarm system and are also able to commit to maintaining the system including equipment replacement. It was moved by Trustee Wood and seconded by Secretary Escobosa to award bid to ADT Security Services to install and maintain a 90 day server security camera system for Placentia Library District per bid dated April 5, 2012.: (Item 36)

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

**DISCUSSION ITEM
PLFF REQUEST FOR
LIST OF LIBRARY
NEEDS**

Library Director Contreras presented a list of library needs to the Board that included: meeting room improvement, pollster, library strategists, carpet replacement, café, solar panels, staff lounge improvement, electronic marquee, shelves for the young adult collection. President DeVecchio added that carpet replacement should be a priority as well as solar panels, meeting room improvement and placement of the electronic marquee in a prominent location. Secretary Escobosa suggested that patron comfort be a priority by providing comfortable seating; she would also like to see improvements in the meeting room. Trustee Wood stated

that she would like to see a café built as well as the PLFF bookstore improved and expanded. There was discussion regarding the priority and costs of needs identified. Trustee Turner added that PLFF is looking to fund a significant project. It was decided that staff was to research costs and have them available at a Work Session Meeting to be held on May 24th at 5pm where the library needs list will be prioritized. (Item 37)

BOARD REQUESTS

There were no requests made at this time.

**AGENDA
PREPARATION**

Agenda Preparation for the May Board of Trustees Meeting which will be held on Thursday, May 24, 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 April 16, 2012 adjourned at 8:21 P.M.

NEXT MEETINGS

The next meetings will be on May 24, 2012 at 5:00 P.M for a Work Session Meeting and at 6:30pm for the Regular Board Meeting.



Richard DeVecchio
President
Library Board of Trustees

Betty Escobosa
Secretary
Library Board of Trustees