

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 17, 2012

CALL TO ORDER President DeVecchio called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 17, 2012 at 6:37 P.M.

ROLL CALL Members Present: President Richard DeVecchio, Secretary Betty Escobosa, Trustee Gayle Carline, Trustee Elizabeth Minter, Trustee Al Shkoler

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Venessa Faber, Jeannie Killianey, Fernando Maldonado, Katie Matas, Beatrice Quintanar, Brenda Ramirez, Marisa Timothy, Coleen Wakai, Estella Wnek, and Lori Worden; guest Fred Minter

ADOPTION OF AGENDA President DeVecchio requested that agenda items 28 and 29 be addressed in switched order. It was moved by Secretary Escobosa and seconded by President DeVecchio to adopt the agenda as presented:

AYES: DeVecchio, Escobosa, Carline, Minter, Shkoler
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 Christmas Programs at the Library. He also attended events at the Bradford House and at Placentia Presbyterian Church. (Item 5)

Secretary Escobosa reported that she attended the caroling event at the Library and the retirement dinner for Trustee Turner.

Trustee Carline had nothing to report.

Trustee Minter had nothing to report.

Trustee Shkoler reported that he attended two Christmas programs. (Item 6)

PLFF REPORT

Library Director Contreras reported the activities of the PLFF Meeting that included discussing election results, addressing Author's Luncheon promotional materials corrections needed, and the new policy designation of a United States ID required for obtaining a Library card. She also mentioned the plans for PLFF to also sell pens in the Library. Trustee Shkoler requested that the selling of pens be presented for Board approval. (Item 7)

CONSENT CALENDAR

It was moved by Secretary Escobosa and seconded by Trustee Minter to approve Agenda Items 8-24:

AYES: DeVecchio, Escobosa, Carline, Minter, Shkoler

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)

**TREASURER'S
REPORT**

FY2011-2012 Cash Flow Analysis through November 2012; the Schedule of Anticipated Property Tax Revenues for FY2011-2012 as provided by the Orange County Auditor (Item 12)

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

Balance Sheet for November 2012 (Item 14)

Acquisitions Report for November 2012 (Item 15)

GENERAL CONSENT

Entrepreneurial Activities Report for November 2012 (Item 16)

Personnel Report for November 2012 (Item 17)

Circulation Report for November 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 November 2012 (Item 20)

Children's Services Report for November 2012 (Item 21)

Adult Services Report for November 2012 (Item 22)

Web Site & Technology Report for November 2012 (Item 23)

ADJOURNMENT

President DeVecchio adjourned the meeting for a small reception in honor of newly elected Trustee Elizabeth Minter at 6:50pm.

RECONVENE

The meeting reconvened at 7:00pm.

NEW BUSINESS

President DeVecchio reported that the Library Director's personal objectives were presented and accepted at the Closed Session Meeting held on December 6, 2012. (Item 24)

**ACTIONS OF CLOSED
SESSION MEETING**

REGULAR MEETING
DATES FOR 2013

Library Director Contreras presented a list of the 2013 observed federal Holidays and added that the Library observes all the same except Martin Luther King, Jr. on January 21st and Columbus Day that takes place in October 14th this year. A list of recommended meeting dates was viewed and discussed. Trustee Minter stated that a meeting should not be held on the Birthday of Martin Luther King, Jr. Resolution 13-09: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2013 (inclusive of the recommended January 2013 date change from the 21st to the 28th). It was moved by Secretary Escobosa and seconded by Trustee Shkoler to adopt Resolution 13-09 as amended: (Item 25)

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

ELECTION OF BOARD
OFFICERS

Secretary Escobosa nominated Trustee Shkoler for President. Trustee Shkoler seconded the nomination that was approved by all. Secretary Escobosa nominated Trustee Carline for Secretary. Trustee Carline accepted the nomination that was approved by all.

APPOINTMENT OF
BOARD
REPRESENTATIVES

The following Board Representatives were designated:
Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee: Trustee Minter
Alternate: Secretary Carline
Representative to the Orange County Council of Governments: Trustee Escobosa
Representative to the Placentia Library Friends Foundation: Secretary Carline
Alternate: Trustee Escobosa
Representative to the Placentia Community Network: Trustee DeVecchio
Alternate: Trustee Escobosa

REVIEW OF PLD
POLICY SERIES 4000 –
BOARD OF TRUSTEES

PLD Policy Series 4000 – Board of Trustees was reviewed and discussed. Changes were recommended for the following policies: 4010.1.9, 4018.2, 4075.2.9, 4085.1.4 (grammatical), 4090.1.1 (omit). It was moved by Trustee Minter and seconded by Trustee DeVecchio to amend the PLD Policy Series 4000 – Board of Trustees policies as recommended: (Item 28)

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

TRAVEL
AUTHORIZATION

Library Director Contreras provided information on the California Special Districts Association's "How to Be an Effective Board Member" workshop. It was determined that Secretary Carline and Trustee Minter would attend the workshop. It was determined that the Library Director did not need to attend. It was moved by Trustee Escobosa and seconded by Trustee

DeVecchio to authorize travel expenses of \$225 per person for two Board members to attend the How to Be An Effective Board Member workshop on January 22, 2013 in Fountain Valley, California: (Item 28)

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

- AGENDA PREPARATION Agenda Preparation for the December Board of Trustees Meeting to be held on January 28, 2013 at 6:30 P.M.
- MOMENT OF SILENCE A moment of silence was held by all present in memory of the victims of the Newtown Connecticut shooting.
- ADJOURNMENT The Regular Meeting of the Board of Trustees of the Placentia Library District on December 17, 2012 adjourned at 7:41 P.M.
- NEXT MEETING The next meeting will be on January 28, 2013 at 6:30 P.M.



Al Shkoler
President
Library Board of Trustees



Gayle Carline
Secretary
Library Board of Trustees