

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
March 19, 2012

**CALL TO ORDER** President DeVecchio called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 21, 2012 at 6:34 P.M.

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

**Members Absent:** Trustee Jean Turner

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Fernando Maldonado, Marisa Timothy, and Lori Worden; Placentia Library Friends Foundation(PLFF) Board Member Carole VanDiver

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

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

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

**TRUSTEE REPORTS** President DeVecchio reported that he attended the North Orange County Legislative Alliance Reception and the PLFF Author's Luncheon. (Item 5)

Secretary Escobosa reported that she also attended the North Orange County Legislative Alliance Reception. She also participated in the Placentia Community Network Meeting, the State of the City Luncheon, and the PLFF Author's Luncheon.

Trustee Shkoler reported that he attended the State of the City Luncheon and the PLFF Author's Luncheon.

Trustee Wood that she attended the State of the City Luncheon and the PLFF Author's Luncheon. (Item 6)

**PLFF REPORT** PLFF Board Member Carole VanDiver reported that PLFF is excited to welcome new Board Member Barbara Hatch, who has been leading the Placentia Roundtable Women's Club's Bookworms group. In February the Silent Auction raised \$88; the Second Sunday Book Sale raised \$361; as of March 22<sup>nd</sup>, the Book Store raised \$1,366; and the Annual Author's Luncheon event gained a net profit of \$6,221.28 with 123 attendees. She also reported that PLFF recorded 450 volunteer hours for the group. Also, they are planning to sell children's books for 50 cents each at the upcoming Easter Eggcitement event. (Item 7)

**DIRECTORS COMMENTS** Library Director Contreras announced that PLFF Board Member Carole VanDiver created the image for the Easter Eggcitement coloring contest. She reported that the CDBG grant was not received on time for consideration. She also announced that PLFF will hold a Volunteer Brunch

on Friday, April 13<sup>th</sup> and the Trustees are invited to attend. She also notified the Board of a new book in circulation that was written by PLFF Vice President Ben Boelman's daughter.

**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, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: Turner

**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 February 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 February 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for February 2012 (Item 14)

Acquisitions Report for February 2012 (Item 15)

Entrepreneurial Activities Report for February 2012 (Item 16)

**GENERAL CONSENT**

Personnel Report for February 2012 (Item 17)

Circulation Report for February 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 February 2012 (Item 20)

Information Technology Report for February 2012 (Item 21)

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

Adult Services Report for February 2012 (Item 23)

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

**CONTINUING BUSINESS**

Library Director Contreras presented background information on previous Board Work Session meetings held that included discussion on reviewing benefits policies and potential revenue savings with possible modifications.

PLD POLICY #2020 -  
VACATIONS

She presented the recommended amendments to PLD Policy #2020 – Vacations that included:

- 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.

It was moved by Trustee Shkoler and seconded by Trustee Wood to adopt amended Placentia Library District Policy 2020 – Vacations as presented: (Item 25)

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

PLD POLICY#2030 -  
HOLIDAYS

Library Director Contreras presented the recommended amendment to PLD Policy #2030 – Vacations which was:

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

It was moved by Secretary Escobosa and seconded by Trustee Shkoler to adopt amended Placentia Library District Policy 2030 – Holidays as presented: (Item 26)

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

PLD POLICY#2040 –  
SICK LEAVE

Library Director presented the recommended amendments to PLD Policy #2040 – Sick Leave 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.

It was moved by Secretary Escobosa and seconded by Trustee Shkoler to adopt amended Placentia Library District Policy 2030 – Holidays as presented: (Item 27)

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

PLD POLICY#2050 –  
BEREAVEMENT LEAVE

Library Director Contreras presented the recommended amendment to PLD Policy #2050 – Bereavement Leave which was:  
2050.4 Include “legal domestic partner” under the definition of “immediate family.”

There was discussion regarding any documentation needed. Library Director Contreras clarified that any legal document designating “legal domestic partner” is acceptable. It was moved by Trustee Wood and seconded by Trustee Shkoler to adopt amended Placentia Library District Policy 2050 – Bereavement Leave as presented: (Item 28)

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

PLD POLICY#2060 –  
JURY DUTY

Library Director Contreras presented the recommended amendment to PLD Policy #2060 – Jury Duty which was:

2060.3 Change the jury duty duration from “for the duration of said jury duty” to two weeks.

There was discussion regarding the verbiage of the allotted paid leave duration. It was decided that the policy be changed to read “the employee will be given paid leave for time served up to a maximum of two weeks”, rather than as presented. It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt amended Placentia Library District Policy 2060 – Jury Duty as presented inclusive of the recommended change: (Item 29)

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

PLD POLICY#2110 –  
HEALTH AND  
WELFARE BENEFITS

Library Director presented the recommended amendments to PLD Policy #2110 – Health and Welfare benefits 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%.

President DeVecchio asked about employee participation and was directed to Policy #2210.5.2 that designates that “there is no employee contribution to the Money Purchase Pension Plan.” It was moved by Trustee Shkoler and seconded by Trustee Wood to adopt amended Placentia Library District Policy 2110 – Health and Welfare Benefits as presented: (Item 30)

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

PLD POLICY#2120 –  
EDUCATIONAL  
ASSISTANCE

Library Director Contreras presented the recommended amendment to PLD Policy #2120 – Educational Assistance which was:

2120.1 Restrict educational assistance to the Library and Information Science Master’s Degree program.

It was moved by Secretary Escobosa and seconded by Trustee Shkoler to

adopt amended Placentia Library District Policy 2120 – Educational Assistance as presented: (Item 31)

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

**NEW**

**TRAVEL  
AUTHORIZATION –  
ALA ANNUAL  
CONFERENCE**

Library Director Contreras presented programming information on the upcoming American Library Association (ALA) Annual Conference that will be held in Anaheim this year. She requested that the District send the Business Manager and three supervisors to attend the conference at a cost not to exceed \$2,000 to be paid from the General Fund. The cost is to include early registration fees and per diem costs for each staff. Secretary Escobosa expressed interest to attend. Trustee Shkoler did also. It was moved by Secretary Escobosa and seconded by Trustee Shkoler to authorize Library Staff, Secretary Escobosa, and Trustee Shkoler, to attend the American Library Association Annual Conference in Anaheim, California from June 21-26, 2012 at a cost not to exceed \$3,000: (Item 32)

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

**PLD POLICY #6005 -  
OPERATING HOURS**

Library Director Contreras explained that at recent Work Session Meetings, staff was directed to draft a policy for the Placentia Library District's operating hours. The proposed PLD Policy #6005 – Operating Hours was presented. It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt Placentia Library District Policy – Operating Hours as Policy #6005 as a first reading and present the policy at the April 16, 2012 Library Board of Trustees Regular Meeting for Final Adoption.: (Item 33)

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

**PLD POLICY -  
DISTRICT  
PROCLAMATION  
GUIDELINES**

Library Director Contreras presented the proposed Placentia library District Policy – District proclamation guidelines in order to provide a clear purpose and guidelines for the request, issuance, and presentation of Placentia Library District proclamations. There was discussion regarding the selection of who is to be recognized through proclamations. Trustee Shkoler expressed concern for the cost of issuing the proclamations and that it should be made a budget item. Trustee Wood suggested that an Ad Hoc Committee be established to review and edit the proposed policy. It was determined that President DeVecchio and Trustee Wood would be the Ad Hoc Committee members. All members were in favor of the determination. (Item 34)

**CSDA CALL FOR  
NOMINATIONS**

Library Director Contreras announced that the California Special Districts Association (CSDA) is seeking nominations for their Board of Directors for the 2013-2015 term. The requirements of the position were discussed and it was determined that no Trustees were interested in volunteering for the CSDA Board seat. (Item 35)

**OVERSIGHT BOARD  
APPOINTMENT**

Library Director Contreras provided documentation on AB 1X 26 which authorizes the dissolution of redevelopment agencies (RDA) and the replacement of these agencies with "Successor Agencies" that are required to have an oversight board. The Oversight Board of the Successor Agency, The City of Placentia, is comprised of seven members including the largest special district taxing entity, which is Placentia Library District. Trustee Shkoler volunteered to serve. Trustee Wood nominated Trustee Shkoler to serve on the Oversight Board to represent Placentia Library District. The nomination was seconded by Secretary Escobosa. It was determined that Trustee Shkoler would serve on the Oversight Board to represent Placentia Library District by a Roll Call Vote: (Item 36)

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

**BOARD OF TRUSTEES  
REQUESTS**

President DeVecchio asked that PLFF Funds project ideas be placed on the next meeting Agenda. He asked that ideas be recommended by the Board with the Library Director's input. Library Director Contreras reported that a Security Camera contract will be placed on next month's Agenda and that the recent graffiti incidents will be responded to quickly and thoroughly. She also reported that the Computer Lab window will be replaced by Wednesday, March 21<sup>st</sup>.

**AGENDA  
PREPARATION**

Agenda Preparation for the April Board of Trustees Meeting which will be held on Monday, April 16, 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 March 19, 2012 adjourned at 7:29 P.M.

**NEXT MEETING**

The next meeting will be on April 16, 2012 at 6:30 P.M.



Richard DeVecchio  
President  
Library Board of Trustees



Betty Escobosa  
Secretary  
Library Board of Trustees