

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
March 23, 2011

CALL TO ORDER President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 23, 2011 at 6:33 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Nadia Dallstream, Fernando Maldonado, Marisa Timothy, Lori Worden; Robert Housley, Linda Hurley of Macias, Gini & O'Connell (arrived at 6:38pm)

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

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

ORAL COMMUNICATION

There was no oral communication made at this time.

TRUSTEE REPORTS

President Wood read Thank You notes to the Board from Interim Library Directors Linda Katsouleas and Joanne Hardy. She thanked Library Director Contreras for the meeting agenda format that now includes recommendations and financial information. She attended the Placentia Library Friends Foundation (PLFF) Annual Author's Luncheon as well as a luncheon for Joanne Hardy with management and supervisors. She participated in the Boys & Girls Club of Placentia's St. Patrick Day event. (Item 5)

Secretary DeVecchio had nothing to report.

Trustee Escobosa reported that she attended the PLFF Annual Author's Luncheon as well as a luncheon for Joanne Hardy with management and supervisors.

Trustee Shkoler reported that he attended the PLFF Annual Author's Luncheon as well as a luncheon for Joanne Hardy with management and supervisors. He also attended the PLFF Board meeting.

Trustee Turner reported her attendance at the PLFF Annual Author's Luncheon that she enjoyed. She also participated in the Play Reading at the Library and the PLFF Board meeting. (Item 6)

PLFF REPORT

Trustee Turner reported that PLFF is happy with the results of their Annual Author's Luncheon, a total of \$8,500. They are currently making plans for their Annual Meeting that will be held this year prior to the regular Board meeting on Monday, April 11th at 5:30 pm. PLFF is ready to take action for honoring Mrs. Dixie Shaw by naming the Children's Department after her

and her husband, Gordon. Library Director Contreras that the details of the project will be presented to the Board at the April meeting. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Trustee Escobosa to approve Agenda Items 8-26.

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner
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)

FY2010-2011 Cash Flow Analysis through February 2011; the Schedule of Anticipated Property Tax

Revenues for FY2010-2011 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT

Financial Reports for February 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for February 2011 (Item 14)

Acquisitions Report for February 2011 (Item 15)

Entrepreneurial Activities Report for February 2011 (Item 16)

GENERAL CONSENT

Personnel Report for February 2011 (Item 17)

Circulation Report for February 2011 (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 2011 (Item 20)

Library Services Manager's Report for February 2011 (Item 21)

Children's Services Report for February 2011 (Item 22)

Literacy / Volunteer Services Report for February 2011 (Item 23)

Reference and Adult Services Report for February 2011 (Item 24)

Local History Room Report for February 2011 (Item 25)

Web Site & Technology Report for February 2011 (Item 26)

**NEW
BUSINESS**

**FISCAL YEAR 2009-
2010 AUDIT**

Linda Hurley of Macias Gini & O'Connell presented the Fiscal Year 2009-2010 Financial Audit including an Independent Accountant's Report on Agreed-Upon Procedures Applied to Appropriations Limit worksheets with a finding that the limit was not adopted prior to the beginning of the year. A letter designating professional standards was also presented to the Board. In addition, a letter stating discovery of a deficiency in internal control was presented with an explanation that the current use of two accounting systems (County of Orange and QuickBooks) as sources of information for the District's financial statements presents a potential for inaccuracies. Also, this arrangement necessitated a list of accounting corrections that should not have occurred. She recommended that a solution be found to get to one system. She offered to provide guidelines for such an endeavor. Further review and discussions regarding the district's financials took place. It was recognized that management did a good job at monitoring the 'budget to actual' figures in order that there was a positive outcome of additional funds for next fiscal year. President Wood requested that the district's accounting system be discussed at the next meeting. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to receive and file the Financial Audit for Fiscal year 2009-2010 as presented: (Item 27)

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

**CSDA BOARD CALL
FOR NOMINATIONS**

Library Director Contreras presented information from the California Special Districts Association (CSDA) regarding nominations for Board of Directors for the 2011-2014 term. No interest was expressed by Board Members to seek nomination, thus no action was taken. (Item 28)

DISCUSSION ITEMS

**DEFIBRILLATOR AND
TWO-WAY RADIO**

Per the request of Trustee Escobosa, Library Director Contreras presented information on defibrillator and two way radio devices and the possibility and requirements to have them at the library. After extensive discussion and a proposed motion regarding the information provided, including the required certification for defibrillator use, President Wood initiated a motion to direct staff to develop a more comprehensive program. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to direct management to create an Emergency Preparedness Program for the Library that includes Emergency and CPR training/certification: (Item 29)

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

**CONSULTANT &
CONTRACTOR
AGREEMENTS**

Library Director Contreras presented a sample Construction Contract and an Independent contractor Agreement as requested at the February 28, 2011 Board meeting. President Wood asked if sample contracts were available from CSDA and Library Director Contreras stated they were not. There was review and discussion of the sample agreements. It was moved by Secretary DeVecchio and seconded by Trustee Turner to direct management to authorize library staff to discuss and present contract templates to a CSDA attorney for legal opinion and present the legal opinion at a future meeting: (Item 30)

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

**REVIEW OF
REFLOORING PROJECT**

Library Director Contreras lead discussion of reviewing the process of the re-flooring project and the lessons learned from it by recommending that library staff develop a procedure protocol for future construction projects. Board members requested that the following items be included in a project check-list to be presented at a future meeting: obtain a signed contract, do not schedule a project while management staff is on leave, designate a Project Manager, verify insurance, establish a chain of command, and communicate a clear plan to staff. (Item 31)

**INFORMATION
TECHNOLOGY
POSITION**

Library Director Contreras explained at the January 7, 2011 All Staff Development Meeting, library staff expressed the need for an onsite Information Technology (IT) staff, and it was one of the top requested items. She presented the need further to include maintaining approximately 80 computers for both the public and staff as well as servers, databases, security software, office applications, web pages, print management systems, and social media resources. A list of possible responsibilities of the IT position was also provided. President Shkoler expressed that he does not agree with the recommendation as most current problems are the result of past neglect. Furthermore, he believes most of the needs are equipment related. He stated that professional assistance is needed for systems management involving highly technical issues that may not require 20 hours a week. Library Director Contreras stated the options for IT assistance that included in-house staff and outsourcing. She offered to explore more options and present her findings at the May Board meeting. (Item 32)

**CONTINUING
BUSINESS**

**REPORT ON CLOSED
SESSION**

President Wood reported that at the Closed Session Meeting on March 3, 2011, Claims Administrator Barbara Tyler of Special Districts Risk Management Authority announced that the case involving the front entry door against the District was dismissed. The Board decided to move forward with the replacement of the door. (Item 33)

**CAPITOL
IMPROVEMENT
PROJECTS**

Library Director Contreras presented capital improvement items that were identified at the June 21 and October 18, 2010 Board meetings that needed to be prioritized for fiscal year 2010-2011 or considered for fiscal year 2011-2012. The items included automatic door replacement, a new security camera system, and a new computer management. She also provided budget figures for the proposed improvements. Secretary DeVecchio and President Wood stated that additional items were identified and new items have presented such as a partition for the ADA restroom and plumbing issues in the Children's Department. Library Director Contreras recommended that the automatic door replacement be done immediately as it continues to malfunction and cause incidents and patron complaints. It was moved by trustee Tuner and seconded by Trustee Shkoler to authorize staff to collect bids from three companies for the automatic door replacement and present them at the next Board meeting: (Item 34)

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

**POST CONSTRUCTION
CLEANING**

Library Director Contreras presented two previously presented bids for professional post-construction cleaning of the Library to address the fine concrete dust that was spread during the re-flooring project throughout the areas near the library entry including tangential open spaces, the Meeting Room, public restrooms, staff offices and work areas, and the staff lounge. She explained that she spoke with Concrete Construction Company, who was one of the contractors during the re-flooring project and they admitted some fault, yet would not accept full responsibility. Discussion was held regarding options to move forward and the filth of the carpets. Trustee Shkoler recommended a staff clean-up day. President Wood directed staff to pursue professional cleaning with funds to be drawn from the General Fund and then seek compensation from the project contractors. (Item 35)

**CALIFORNIA
FORWARD SPEAK UP
DIALOGUE EVENT**

Library Director Contreras provided information on California Forward, an organization whose mission is to create a "smart" government by consolidating local governments, giving more authority to counties and cities to consolidate special districts solely within their jurisdictions. Thus far, the organization has not sought input from special districts. Information on the organizations next event was provided; none of the Board members committed to attend. (Item 36)

**AGENDA
PREPARATION**

Agenda Preparation for the April Board of Trustees Meeting which will be held on Monday, April 18, 2011 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 23, 2011 adjourned at 8:54 P.M.

NEXT MEETING

The next meeting will be on April 18, 2011 at 6:30 P.M.



Richard DeVecchio
Secretary
Library Board of Trustees



Gaeten Wood
President
Library Board of Trustees