

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
February 25, 2013

CALL TO ORDER President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 25, 2013 at 6:30 P.M.

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

Excused Absent: Trustee Betty Escobosa

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Nadia Dallstream, Fernando Maldonado, and Lori Worden; guest Gerardo Paras

ADOPTION OF AGENDA President Al Shkoler requested that agenda item 24 be addressed before Trustees & Organizational Reports. It was moved by Trustee Minter and seconded by Secretary Carline to adopt the agenda as presented:

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

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

TRUSTEE REPORTS President Shkoler reported he attended the Oversight Committee Meeting. (Item 5)

Secretary Carline reported that she attended the PLFF meeting. PLFF approved request to send Adult Services Librarian II to ALA. She met with the security staff for the Authors Luncheon.

Trustee DeVecchio had nothing to report.

Trustee Minter reported that she attended the ISDOC Meeting. Speaker was Orange County Supervisor Shawn Nelson. She also attended the Local Agency Formation Commission (LAFCO) meeting which included discussions of the 2013-2018 Municipal Service Review and Sphere of Influence Updates for Orange County Cities and Special Districts. (Item 6)

PLFF REPORT Secretary Barbara Hemmerling reported the activities of the PLFF Meeting that included discussions of the Author's Luncheon tickets which were sold out and have a waiting list. (Item 7)

CONSENT CALENDAR It was moved by Secretary Carline and seconded by Trustee DeVecchio to approve Agenda Items 8-23:
AYES: Shkoler, Carline, DeVecchio, Minter
NOES: None
ABSTAIN: None
ABSENT: Escobosa

MINUTES Minutes of the January 28, 2013 Library Board of Trustees Unusual Date Meeting and the February 20, 2013 Closed Session Meeting (Item 8)

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)

FY2012-2013 Cash Flow Analysis through January 2013; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT Financial Reports for January 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for January 2013 (Item 14)

Acquisitions Report for January 2013 (Item 15)

Entrepreneurial Activities Report for January 2013 (Item 16)

GENERAL CONSENT Personnel Report for January 2013 (Item 17)

Circulation Report for January 2013 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)

STAFF REPORTS Library Director's Report for January 2013 (Item 20)

Children's Services Report for January 2013 (Item 21)

Adult Services Report for January 2013 (Item 22)

Web Site & Technology Report for January 2013 (Item 23)

OLD BUSINESS

Closed Session President Shkoler reported that the action taken by the Board at the Closed Session was to retain the services of Mr. David DeBerry, legal counsel, to handle a personnel related matter (Item 24)

Presentation of Fiscal Year 2011-2012 Financial Audit Mr. Gerardo Paras, Managing Partner of Macias Gini & O'Connell, presented the final findings of the Fiscal Year 2011-2012 Audit of Financial Transactions for the Placentia Library District and also distributed a final report to the Board. He stated that District received a qualified rating, highest level in financial accounting principles. He stated that there are no new accounting pronouncements and there were significant estimates in depreciation and compensated absences. He also stated that there were no issues or disagreements with management. Mr. Paras confirmed that the biggest issue to be addressed continues to be the consolidation of the District's two accounting systems. Trustee Minter questioned if it is legal for the District as a non-enterprise to leave the County's accounting system. Mr. Paras will find out and will provide answer to Administration. (Item 25)

It was moved by Secretary Carline and seconded by Trustee DeVecchio to receive and file the Fiscal Year 2011-2012 for the Placentia Library District of Orange County:

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

NEW BUSINESS

SDRMA Election Notification Library Director Contreras presented information on the four seats up for election on the Special District Risk Management Authority (SDRMA) Board of Directors. No interest from the Trustees (Item 26)

CALTAC Workshop Library Director Contreras presented information on the CALTAC Spring workshop in Library Leadership on March 2, 2013. Library Director reminded Trustees that the date is the same as the Authors Luncheon. No participation this year due to the Author's Luncheon commitment (Item 27)

Policy Series 5000 Library Director Contreras presented Placentia Library District Policy Series 5000. Board of Trustee reviewed policies; suggested changes included remove title Library Services Manager from policies. In addition, Policy 5020.2.4 will reflect an amendment of a 20 minute maximum allowed for each topic matter (Item 28)

It was moved by Trustee DeVecchio and seconded by Trustee Minter to approve Placentia Library District Policy 5000 Series as amended:

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

Policy 6065 & 6060

Library Director Contreras presented amendments to the Placentia Library Policy #6065 Library Rules of Conduct and elimination of the Placentia Library Policy #6060 Patron Behavior & Latchkey Children Policy. Trustees discussed possible wording for Policy #6065. It was requested by the Board that Policy #6065 and Policy #6060 be presented to Trustees at a future meeting (Item 29)

**Investigation Services
Procurement**

President Shkoler requested approval to retain the services of Ms. Debra Reilly for investigative services into a personnel matter (Item 30)

It was moved by Trustee Minter and seconded by Secretary Carline to approve the services of Mr. Debra Reilly as presented:

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

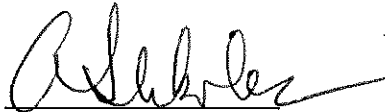
ADJOURNMENT

Agenda Preparation

Agenda Preparation for the March Board of Trustees Meeting to be held on Monday, March 18, 2013 at 6:30 P.M.

It was moved by Secretary Carline and seconded by Trustee DeVecchio to adjourn The Unusual Date Meeting of the Board of Trustees of the Placentia Library District on February 25, 2013 at 7:28 P.M.

The next meeting will be on March 18, 2013 at 6:30 P.M.



Al Shkoler
President
Library Board of Trustees



Gayle Carline
Secretary
Library Board of Trustees