

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 20, 2011

CALL TO ORDER President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 20, 2011 at 6:30 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, Yesenia Baltierra, Nadia Dallstream, Fernando Maldonado, Marisa Timothy, and Lori Worden; Placentia Library Friends Foundation (PLFF) Vice President Ben Boelman, City of Placentia Police Chief Rick Hicks (exit at 7:02pm)

ADOPTION OF AGENDA It was moved by Trustee Escobosa and seconded by Secretary DeVecchio 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 reported that she attended the Gordon and Dixie Shaw Children's Library Dedication, the Rotary Cowabunga fundraising event, and the PLFF/Summer Reading Programs Kick-off Breakfast at the Library. (Item 5)

Secretary DeVecchio reported that he participated in the History Room DVD project in helping to create a prologue. He also attended the Gordon and Dixie Shaw Children's Library Dedication at the Library and a photography showing at the Bradford House.

Trustee Escobosa reported that she attended the Gordon and Dixie Shaw Children's Library Dedication event that she thought was well done. She also attended the Miss Placentia/Yorba Linda Bon Voyage Party that was held at the Library.

Trustee Shkoler reported that he attended the Miss Placentia/Yorba Linda Bon Voyage Party and the Rotary Cowabunga fundraising event that did well.

Trustee Turner reported that she attended the Gordon and Dixie Shaw Children's Library Dedication, the Adult Book Discussion, the PLFF monthly meeting, and the Gayle Carline event for her new book. She also thanked the Board for the plant and card sent to her. (Item 6)

PLFF REPORT

PLFF Vice President Ben Boelman announced that he is the new Vice President of PLFF. They have established a new rotation format for their representatives. They are currently working on the Author's Luncheon

with discussions of a possible change of venue. (Item 7)

CONSENT CALENDAR

Trustee Turner recommended corrections to the Minutes as presented. It was moved by Trustee Shkoler and seconded by Trustee Turner to approve Agenda Items 8-26, with the Minutes to be corrected as requested:

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

Balance Sheet for May 2011 (Item 14)

Acquisitions Report for May 2011 (Item 15)

Entrepreneurial Activities Report for May 2011 (Item 16)

GENERAL CONSENT

Personnel Report for May 2011 (Item 17)

Circulation Report for May 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 May 2011 (Item 20)

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

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

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

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

Local History Room Report for May 2011 (Item 25)

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

**CONTINUING
BUSINESS**

**PLD POLICY #6020
PUBLIC COMPUTER
AND INTERNET
ACCESS**

Library Director Contreras presented information and staff insight regarding the current designation of PLD Policy 6020.2.2 that guarantees patrons 30 minutes per computer session with a total access of 120 minutes for the day. Most patrons need more time than this designation which creates issues for both patrons and staff. Discussion was held regarding alternatives to the recommendation to extend the allotted time to 120 minutes of uninterrupted time including the possibility of allowing 60 minutes and/or charging for extending use time. It was moved by Trustee Escobosa and seconded by Trustee Turner to authorize a change in PLD Policy #6020 – Public computer and Internet Access Policy as presented: (Item 28)

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

**EMERGENCY
PREPAREDNESS PLAN**

Business Manager Baltierra explained that in response to the Board's request to Library Staff to present an Emergency Preparedness Plan, management would like to add training, purchase equipment, and obtain supplies to recover library materials, especially History Room Items. Library Director Contreras explained that a collection recovery plan was added to the master plan. Discussion was held regarding the plan presented. President Wood expressed that a good amount of work and material was presented yet it did not designate a defined plan. Library Director Contreras stated that a comprehensive plan would be presented at the September meeting. It was moved by Trustee Shkoler and seconded by Trustee Turner to authorize staff to research the cost for emergency preparedness workshops and trainings and present such information at the Library Board of Trustees September Meeting: (Item 29)

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

**CHIEF OF POLICE
STORYTIME (C.O.P.S.)**

Children's Librarian Lori Worden presented information on the new C.O.P.S. – Chief of Police Storytime to be held at the Library. She explained that in light of the figures of literacy and crime rates provided in the agenda report, the community will benefit from this partnership. Board members asked about the target age group and recommended that elementary school ages be included. Police Chief Hicks expressed his commitment to serve the community through this program. (Item 30)

**RESOLUTION 12-06
WEEKLY CLAIMS**

Library Director Contreras explained the need to update the Weekly Claims Resolution for payment of certain invoices to be expedited in order that late fees are not incurred. Discussion was made regarding the history of the Resolution and authorization. Business Manager Baltierra explained that the use of such Resolution began in 2008 as suggested by a financial consultant. Trustee Turner requested that the Resolution be amended to read "the Library Director with the signatures of two Trustees" in both title and content. It was moved by Trustee Turner and seconded by Trustee Shkoler to approve Resolution 12-06 as presented and to include the recommended amendments: (Item 31)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None
ABSTAIN: None
ABSENT: None

It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to read Resolution 12-06 by title only: A Resolution of the Board of trustees of the Placentia Library District of Orange County to Authorize The Library Director with the signatures of two Trustees to Approve Weekly Claims As Designated: (Item 31)

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

It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to adopt Resolution 12-06 by a roll call vote: (Item 31)

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

GASB RESOLUTION
12-07

Business Manager Baltierra explained the Governmental Accounting Standards Board's Statement No. 54 that requires specific fund balance categories and classifications for ending fund balances which are: non-spendable, restricted, committed, assigned, and unassigned. Library Director Contreras stated that these classifications were also recommended by PLD's financial consultant and auditor. It was moved by Trustee Shkoler and seconded by Trustee Turner to read Resolution 12-07 by title only: A Resolution of the Board of trustees of the Placentia Library District of Orange County to Establish New Governmental Accounting Standards Board (GASB) No. 54 Regulations for Fund Balances: (Item 32)

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

It was moved by Trustee Shkoler and seconded by Trustee Turner to adopt Resolution 12-07 by a roll call vote: (Item 31)

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

PLD POLICIES #3020-
BUDGET
PREPARATION, #3025-
RESERVES, #3030-
FIXED ASSET
ACCOUNTING, #3050-
INVESTMENT OF
DISTRICT FUNDS

Business Manager Baltierra explained that in order to comply with the Governmental Accounting Standards Board's Statement No. 54 regulations, the district needs to change PLD Policies #3020-Budget Preparation, #3025-Reserves, #3030-Fixed Asset Accounting, and #3035-Investment of District Funds and formally adopt a governmental fund balance before July 1, 2011. It was moved by Trustee Turner and seconded by Trustee Escobosa to authorize changes to PLD Policies #3020-Budget Preparation, #3025-Reserves, #3030-Fixed Asset Accounting, and #3035-Investment of District Funds as presented: (Item 33)

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

**AIR DUCT AND VENT
CLEANING**

**NEW
BUSINESS**

**FY 2011-2012
GANN LIMIT**

Business Manager Baltierra presented the requested bids for air duct and vent cleaning as directed by the Library Board of Trustees at the April 7th 2011 work session. Library Director Contreras explained that in the course of collecting and reviewing bids, it was discovered that Airtek Indoor Air Solutions is the subcontractor for Disaster Kleenup/Better Floors and Restorations. Thus management recommends that the contract be awarded directly to Airtek Indoor Air Solutions. It was moved by Trustee Shkoler and seconded by Trustee Turner to award the contract to Airtek Indoor Air Solutions for service of cleaning the library's air duct and vents: (Item 34)

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

It was moved by Trustee Turner and seconded by Trustee Shkoler to approve the contract by a roll call vote: (Item 34)

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

**CSDA BYLAWS
AMMENDMENTS**

Library Director Contreras presented the CSDA proposed bylaws amendments as provided by Jo MacKenzie, CSDA Board President and Neil McCormick, CSDA Executive Director on June 1, 2011 by memorandum. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to approve the proposed CSDA bylaws as presented; and authorize President Wood to sign and submit the ballot in behalf on the Placentia Library District: (Item 35)

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

NATIONAL NIGHT OUT

Library Director Contreras provided information on the City of Placentia Police Department's National Night Out event that is to be held on Tuesday, August 2, 2011. Last year PLD participated and provided snow cones to attendees while promoting library services. Library Director Contreras clarified that the funds for the snow cone supplies would come from the entrepreneurial funds. It was determined that President Wood, Trustee Escobosa, Trustee Shkoler, and Trustee Turner would participate at the event this year. (Item 37)

**HERITAGE PARADE
AND FESTIVAL**

Library Director Contreras provided information on the City of Placentia's Heritage Parade and Festival event that is to be held on Saturday, October 15, 2011 with the theme "a Blast from our Past." It was determined that President Wood, Trustee Escobosa, Trustee Turner would participate in the parade this year. Secretary DeVecchio committed to assisting with the booth at the festival. It was moved by Secretary DeVecchio and seconded by Trustee Turner to authorize the Placentia Library District to have a booth at the Heritage Festival on October 15, 2011: (Item 38)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None
ABSTAIN: None
ABSENT: None

**RECRUITMENT
UPDATES**

Library Director Contreras provided updates on recruitments for the new open positions of full-time Children's Librarian I and Teen Librarian I with interviews starting next week. (Item 39)

**MICROPHONE
OPTIONS FOR BOARD
MEETINGS**

Library Director Contreras recommended that three additional microphones and five desk stands be purchased for the library's audio system in response to the Board's direction to research the cost for additional microphones for use during Board meetings. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to authorize library staff to purchase microphones and accessories for use at the library Board of Trustees meetings and other library-related business: (Item 40)

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

DISCUSSION ITEMS

**EMAIL CAMPAIGN &
DRAWING**

Library Director Contreras presented data regarding patron use of the library website, computers, and program attendance that demonstrated significant increases in use. She explained the need to collect more patron emails in order to build the online communication base for both email notification, which was implemented in 2009, and programs and services. The proposed way to capture patron emails would be through a drawing for an iPad2. The Placentia Library Friends Foundation approved \$300 for the iPad2 email campaign and drawing at their May 9, 2011 meeting. Additional funding is needed to purchase a new iPad2. There was discussion about the idea of a drawing and the low, thirty-five percent, numbers of emails currently on record. It was moved by Trustee Shkoler and seconded by President Wood to authorize the purchase of an iPad2 for the Email Campaign and Drawing, using entrepreneurial funds: (Item 41)

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

**LETTERINGS AND ART
CANVAS FOR
MEETING ROOM**

Library Director Contreras presented proofs and a sample art canvas for the Meeting Room in order to have a consistent new look that matched the lobby improvements. Discussion was held regarding the overall appearance of the Meeting Room and the need for a comprehensive re-design of the area.

ADJOURNMENT

The meeting adjourned at 8:19pm for the Board members to view the letterings in the Lobby.

RECONVENE

The meeting reconvened at 8:25pm.

Further discussion was held regarding the options to look at the room overall and commission an interior designer to present ideas. It was moved by Trustee Shkoler and seconded by President Wood to authorize the purchase of lettering to replace the current Circulation Desk letterings

to match the other new lettering at the cost of \$849.81 or less: (Item 42)

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

President Wood confirmed that the motion did not carry. Library Director Contreras confirmed that the staff is to present options for interior design and space planning of the Meeting Room at a future meeting.

STAFF APPRECIATION
DINNER

Library Director Contreras provided updates on the upcoming Staff Appreciation and Recognition Dinner and presented possible dates for the event. It was determined that November 4, 2011 would be the first choice for the event, with October 28, 2011 as a back-up date. She also recommended that gifts distributed that evening be gifted to employees only. President Wood committed to serve as a chairperson for the event. (Item 43)

BUSINESS ITEMS FOR
BOARD
CONSIDERATION

Library Director Contreras presented a listing of business matters that are to be designated to be presented to the Library Board of Trustees for their review and approval as was requested at the May 16, 2011 Library Board of Trustees Meeting. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to accept the recommended list and agreed by all present yet it was determined that the item was to be formally presented in the future as an agenda item. (Item 44)

AGENDA
PREPARATION


Agenda Preparation for the July Board of Trustees Meeting which will be held on Monday, July 18, 2011 unless re-scheduled by the Library Board of Trustees.

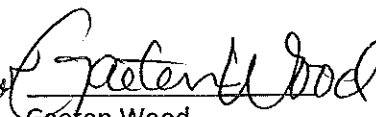
ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on June 20, 2011 adjourned at 8:46 P.M.

NEXT MEETING

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


Richard DeVecchio
Secretary
Library Board of Trustees


Gaeten Wood
President
Library Board of Trustees