

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING (WORK SESSION) OF THE BOARD OF TRUSTEES
December 12, 2012

CALL TO ORDER President DeVecchio called the Work Session Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 12, 2012 at 2:05PM.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Administrative Assistant Marisa Timothy, Librarian Nadia Dallstream, Librarian Lori Worden

ADOPTION OF AGENDA

None

ORAL COMMUNICATION

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

REVIEW AND DISCUSS 2006 STRATEGIC PLAN

Library Director Contreras provided a review of the May 9, 2006 Strategic Plan. Emphasis was placed on the listings of "Estimated Costs by Priority Level". All present reviewed each item listed and selected if the item was completed or to be completed in fiscal year 13-14 or fiscal year 14-15.

The following items were designated as completed:

- Enhance Library Programs
- Recruit additional high school students
- Materials Budget at 10%
- Transition collection to e-versions
- Eliminate debit card system
- Create Placentia history videos
- Use staff time for State Library grants
- Send staff to Library conferences
- Provide info posters to schools
- Review Medical Benefits package
- Conduct a class/comp study
- Encourage patron 24/7 use
- Promote website use
- Establish system to monitor website
- Designate private tutoring space
- Offer incentives to active tutors
- Promote volunteer-comm. service
- Monitor entrepreneurial activities
- Improve collection data accuracy
- Use District staff to create revenue
- Reduce in-house processing
- Improve collection use and circ. data
- Replace security gates
- Improve Library attendance info
- Created an Admin reception area
- Re-organize workroom & cubicles
- Continue Lap-sit and Preschool prgrms

- Create 4 express computer stations
- Continue FWS with Western State U.
- Continue partnership with Val-Tech

Additional items that were not listed on the 2006 Strategic Plan that were designated as completed were:

- Creating Social Media
- Creating a Social Media Policy
- Added many Adult Programs
- Added e-books and e-music to collection
- Added many Children's Programs
- Children's Department naming
- Renovated restroom to ADA code
- Created Naming Policy
- Installed new fire alarm system
- Installed new security camera system
- Implemented PYLAA Art Wall
- Installed PLFF Computer Lab
- Began Summer Reading Celebration
- Began Easter Eggcitement with Rotary
- Digitized Board Books
- Established District newsletter
- Five staff promotions in last four yrs
- Removed Petty Cash account
- Removed Subs from PARS benefit
- Created two-year budget format
- Implemented complete re-org
- Installed new lobby flooring

The following items were designated to be considered for accomplishment goals for the fiscal year 13-14:

- Expand Homework Club w/Title I schools
- Establish 4 yr replacement for computers

The following items were designated to be considered for accomplishment goals for the fiscal year 14-15:

- Create a self-service business center
- Hire a public agency finance consultant
- Secure IT support
- Set capital improvements budget
- Expand hours to 7 days per week
- Update & add Library signage

Library Director Contreras also provided copies of "Organizational Goals & Objectives 2012-2013" for the Board to review. She then provided copies of the "Staff Development Day Department Priority Lists" to all present. The Priority List was reviewed.

The following were confirmed as the staff's top five priorities for fiscal year 13-14:

- Regular Cleaning of Carpet & Upholstery
- Additional Children's Desk Hours
- IT Staff
- Additional Circulation Dept. Position/Sub Hours

New Book Carts and Demolish Exterior Book-drop

The following were confirmed as the staff's top five priorities for fiscal year 14-15:

- New Children's Desk
- New Children's Dept. 20hr. Library Assistant
- Increase Broadband
- Re-upholster Furniture
- Inter-Library Loan Shelving for Circulation Dept.

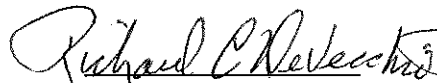
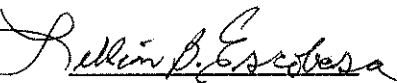
There was discussion regarding the items identified by staff as priorities, specifically the need for Regular Cleaning of Carpet and Upholstery. Trustee Shkoler and Secretary Escobosa recommended that the Exterior Book-drop be addressed in the current fiscal year. President DeVecchio and Trustee Shkoler requested that the Strategic Plan Priority List be revised with input gathered from the meeting.

ADJOURNMENT

The Special Meeting - Work Session of the Board of Trustees of the Placentia Library District on December 12, 2012 adjourned at 3:50 P.M.

NEXT MEETING

The next meeting will be on December 17, 2012 at 6:30 P.M.

	
Richard DeVecchio	Betty Escobosa
President	Secretary
Library Board of Trustees	Library Board of Trustees