

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
October 17, 2011

**CALL TO ORDER** President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 17, 2011 at 6:30 P.M.

**ROLL CALL** Members Present: President Gaeten Wood, Secretary Richard DeVecchio, Trustee Betty Escobosa (arrived at 6:32pm), Trustee Al Shkoler, Trustee Jean Turner (arrived at 6:34pm)

**Members Absent:** None

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Marisa Timothy, and Lori Worden; Placentia Library Friends Foundation (PLFF) Member Gayle Carline

**ADOPTION OF AGENDA** It was moved by Trustee Shkoler 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**

Placentia resident Phil Grenkavich presented an 'economic stimulus proposal project' of using the Library's television channel 31 to broadcast music from vinyl albums to the Board. He explained that the project was one of 20 retirement projects that he and his wife intended to complete by the year 2012. He estimates that the project could generate about \$65k a month and possibly up to \$3m a month. Plan documents for the proposed project were distributed to each of the Board members also. Questions were asked regarding his background and previous proposals to other entities. President Wood explained that the Board needed to review the documents provided before responding. (Item 4)

**TRUSTEE REPORTS**

President Wood reported that she attended the Placentia Roundtable Women's Club meeting where Library Board members were special guests and Police Chief Rick Hicks was the speaker. She also attended the HIS House fundraising event that was well attended. She participated in the California Special Districts Association Conference in Monterey, CA; Tim Sanders was one of the keynote speakers that emphasized "great relationships". Two helpful workshops that she attended at the conference were "Effective Strategic Planning" and "Understanding Board Member and District Liability". She also was at the Heritage Parade where she rode in a car with Clifford. (Item 5)

Secretary DeVecchio reported that he attended the PLFF monthly meeting and the Heritage Festival where he received many positive comments about the Library.

Trustee Escobosa reported that she also participated in the Heritage Parade and received many positive comments. She attended the HIS House fundraising event. She also attended the Placentia Roundtable

Women's Club meeting and was recognized as an elected woman in the community.

Trustee Shkoler reported that he attended the California Special Districts Association Conference in Monterey, CA where he completed ethics training and attended a session on technology. He also participated in the Heritage Parade.

Trustee Turner reported that she attended many events including the Placentia Roundtable Women's Club meeting, HIS House fundraising event, and the California Special Districts Association Conference in Monterey, CA where she attended a session on 'good governance'. She also attended the Heritage Parade as a participant riding in a car with the Summer Reading Program grand prize winner. (Item 6)

**PLFF REPORT**

PLFF member Gayle Carline reported that PLFF raised over \$400 at their recent Second Sunday Booksale. They also received a \$200 check from a ruby member as well as many magazine donors. Plans are in progress for the 2012 Author's Luncheon. (Item 7)

**CONSENT CALENDAR**

It was moved by Trustee Shkoler and seconded by Trustee Turner 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)

FY2011-2012 Cash Flow Analysis through September 2011; 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 September 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for September 2011 (Item 14)

Acquisitions Report for September 2011 (Item 15)

Entrepreneurial Activities Report for September 2011 (Item 16)

**GENERAL CONSENT**

Personnel Report for September 2011 (Item 17)

Circulation Report for September 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 September 2011 (Item 20)

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

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

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

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

Local History Room Report for September 2011 (Item 25)

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

**PRESENTATION**

President Wood announced that Fernando Maldonado was the Employee of the Quarter and he will be honored at a later date. (Item 27)

**CONTINUING  
BUSINESS  
RECOGNITION FOR  
MARGARET COOPER**

Library Director Contreras presented multiple possible projects to recognize Margaret Cooper for her recent donation and solicited ideas and feedback from the Board. Secretary DeVecchio stated that at the PLFF meeting it was determined that something for students would be most appropriate. There was discussion regarding name recognition and the use of name plates. President Wood announced that a work session meeting is to be held with PLFF members to make the final decision regarding the recognition: (Item 28)

**MEETING ROOM  
IMPROVEMENTS**

Library Director Contreras presented a list of necessary improvements to the Meeting Room including replacement of carpet, new window treatments, and a big screen monitor for program and event use. She explained that PLFF is interested in supporting non-construction projects such as this. Secretary DeVecchio acknowledged that there are currently three requests for proposals for improvements to the building at this time and perhaps that is enough at this time. Discussion was held regarding different improvement ideas and timing for the project. It was moved by Trustee Turner and seconded by Trustee Shkoler to place the Meeting Room Improvements agenda item on the December meeting agenda for further discussion: (Item 29)

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

**NEW BUSINESS  
PLD POLICY #6030 –  
CIRCULATION POLICY**

Library Director Contreras explained the staff recommendation to change the loan period for magazines from one week to three weeks to match all other print materials loan terms. She further explained that the current Placentia Library District Policy #6030 – Circulation Policy needed to include loan period designations for the various library materials. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to authorize changes to Placentia Library District Policy #6030 – Circulation Policy as presented and to be effective November 1, 2011: (Item 30)

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

**DISCUSSION ITEM**  
**PLACENTIA LIBRARY**  
**DISTRICT**  
**NEWSLETTER**

Library Director Contreras explained the current cost to use the City of Placentia's Quarterly Newsletter to promote programs, services, and events with only four pages of limited print. She explained the reasons for having an independent newsletter that include: the ability to educate patrons, recognize employees, solicit volunteers and donations, and build awareness. Also, the newsletter would include eight pages of full-color printing as well as advertisement management. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to authorize library staff to proceed with solicitation for RFP's for an independent newsletter for the Placentia Library District: (Item 31)

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

**AGENDA**  
**PREPARATION**

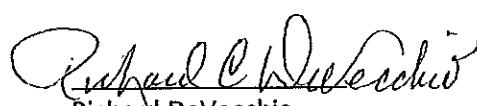
Agenda Preparation for the November Board of Trustees Meeting which will be held on Monday, November 21, 2011 unless re-scheduled by the Library Board of Trustees. President Wood requested that plans to recognize the retired History Room volunteers be placed on next meeting's agenda.

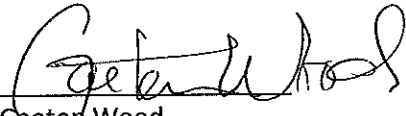
**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District on October 17, 2011 adjourned at 7:29 P.M.

**NEXT MEETING**

The next meeting will be on November 21, 2011 at 6:30 P.M.

  
Richard DeVecchio  
Secretary  
Library Board of Trustees

  
Gaeten Wood  
President  
Library Board of Trustees