

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
APRIL 22, 2013

CALL TO ORDER President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 22, 2013 at 6:37 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Fernando Maldonado, Lori Worden, Brenda Ramirez, and Thy Hoang; Placentia Library Friends Foundation (PLFF) Board Member Marion Kalman

ADOPTION OF AGENDA It was moved by Secretary Carline and seconded by Trustee Minter to adopt the agenda as presented:

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

ORAL COMMUNICATION President Shkoler presented the Employee of the Quarter Award to Brenda Ramirez and gave a proclamation along with a check from the Placentia Library Friends Foundation (PLFF). (Item 4)

TRUSTEE REPORTS President Shkoler reported that he attended the Oversight Committee meeting. He discussed the effects on future finances from the recent credit improvements, in addition to the three approved projects. (Item 6)

Secretary Carline reported that she attended the PLFF meeting to help determine capital improvement funds. She also attended the L.A. Book Festival.

Trustee Minter reported that she attended the North Orange County Legislative Alliance.

Trustee Martin reported that she also attended the North Orange County Legislative Alliance. Serving on the board of H.I.S. House, Trustee Martin is working to have residents visit the library and be more involved in the upcoming programs.

Trustee DeVecchio read a quote from Thomas Jefferson.

PLFF REPORT PLFF Board Member Marion Kalman invited the Board of Trustees to the Volunteer Brunch on May 24th, 2013 from 9:30-11am. She also mentioned the Jewel Reception with the date TBA. Also, former Prosecutor for the O.J.

Simpson case, Marcia Clarke, is confirmed as the speaker for the 2014 Author's Luncheon event. (Item 7)

CONSENT CALENDAR

President Shkoler asked to hold Items 14 and 22. He questioned if the property tax revenue from Item 14 will be available by the next meeting and received clarification from Library Director Contreras. For Item 22, he also suggested to consider different programs for Adult Services and/or Children's such as a Lace class. Agenda Items 8-23 were moved by Trustee Minter and seconded by Secretary Carline.

AYES: Shkoler, Carline, Martin, Minter, DeVecchio

NOES: None

ABSTAIN: None

ABSENT: None

MINUTES

Minutes of the March 18, 2013 Library Board of Trustees Regular Date Meeting (Item 8)

CLAIMS

Nonstandard Claims 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 March 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 March 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for March 2013 (Item 14)

Acquisitions Report for March 2013 (Item 15)

Entrepreneurial Activities Report for March 2013 (Item 16)

GENERAL CONSENT

Personnel Report for March 2013 (Item 17)

Circulation Report for March 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 March 2013 (Item 20)

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

Adult Services Report for March 2013 (Item 22)

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

OLD BUSINESS

**IT SERVICES
SELECTION**

Library Director Contreras presented a comparison matrix that summarizes services provided by 6 potential IT services. After a discussion on whether a larger company with extensive IT reports or a new and smaller company is better, Trustee Martin motioned to select Click Consulting as the IT Service provider and was seconded by Trustee Minter. (Item 25)

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

**FACILITY
IMPROVEMENT
PROJECT DESIGNER**

The Board of Trustees discussed what to present to the PLFF at their next meeting regarding the facility improvement project and designer fees. Trustee Minter suggested drafting a short request for proposal (RFP) for the designer so a conceptual drawing, budget quote, and timeline will be available by the next PLFF meeting. President Shkoler motioned to direct staff to present a RFP to a designer for the staff and meeting room and was seconded by Secretary Carline. (Item 26)

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

**EMERGENCY BACKUP
GENERATOR**

Library Director Contreras presented cost estimates of an emergency backup generator installation. Due to budget constraints, she recommended to postpone the RFP for the purchase and installation of a backup generator until FY 14-15. It was moved by Trustee DeVecchio and seconded by Trustee Martin. (Item 27)

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

**CEILING AND
LIGHTING SEISMIC
ASSESSMENT**

The City has recommended an assessment of existing ceiling and lighting to determine what work needs to be performed to ensure lighting security due to small earthquakes. Library staff requested that the ceiling and lighting seismic assessment RFP be postponed until FY 13-14. It was moved by Trustee DeVecchio and seconded by Secretary Carline. (Item 28)

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

**POLICY SERIES 2300
JOB DESCRIPTIONS**

Library Director Contreras presented the amendments to the PLD Policy Series 2300 reviewed by a Human Resources consultant. There was a discussion on whether the Administrative Assistant position should be exempt or non-exempt. Trustee Minter moved to approve the amendments and was seconded by President Shkoler. (Item 29)

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

**FY 13-15 BUDGET FOR
PUBLIC HEARING**

Trustee Martin motioned to adopt the Fiscal Year 2013-2015 budget and set it for public reading at the May 20th regular meeting. She was seconded by Trustee DeVecchio. (Item 30)

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

NEW BUSINESS

**ADULT EDUCATION
PROGRAMS**

The Board of Trustees, Library Director Contreras, and Adult Services Librarian Nadia Dallstream discussed the impact of shifting adult education programs from K-12 schools to community colleges on public libraries. Adult Services Librarian Dallstream mentioned that although there are adult programs at community colleges, the library still provides necessary services and are meeting needs of patrons such as book discussions and computer workshops. (Item 31)

**RECENT FACILITY
ISSUES AND
SOLUTIONS**

Business Manager Baltierra discussed recent facility issues such as carpet cleaning and plumbing. There is a bandage to the broken pipeline and the cost to repair is \$3,300. The Board of Trustees suggested getting quotes from various vendors and comparing the charges. (Item 32)

**SDRMA INCENTIVE
PROGRAM**

Business Manager Baltierra discussed the Worker's Compensation and Property/Liability Incentive program credits and stated that we have 14 out of 18 credit points as of FY 12-13. (Item 33)

POLICY 6030

Anaheim Public Library is seeking to increase unpaid fines/fee limit to \$10.00 and as a consortium partner, Placentia Library District is suggesting to also increase the limit. Secretary Carline motioned to approve the amendment to Policy 6030 and was seconded by Trustee Minter. (Item 34)

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

POLICY 6035

Library recommends an amendment to Policy 6035 from "clean-up- fee" to "Breakdown fee." Trustee Martin motioned to adopt the amendment as presented and was seconded by Trustee DeVecchio. (Item 35)

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

PROCUREMENT OF A HUMAN RESOURCES CONSULTING FIRM

Trustee Minter requested that a classification and compensation study be conducted as a continuation of Policy Series 2300 at last month's March 18th, 2013 meeting. Trustee DeVecchio motioned to authorize a draft RFP for procurement to be presented January 2014-2015 and was seconded by Trustee Martin. (Item 36)

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

PROCUREMENT OF A STRATEGIC PLANNING CONSULTANT

Library staff is seeking to procure a strategic planning consultant to facilitate, design, develop, assist in the implementation, and assess a new strategic plan for the Placentia Library District. There was a discussion on the budget and what fiscal year should be impacted by this procurement. As a result, the Board of Trustees' decision is to draft a RFP to be sent out FY 12-13 in which the budget will rollover to next FY 13-14 budget. It was motioned by Trustee Martin and seconded by Secretary Carline. (Item 37)

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

ADJOURNMENT

The Unusual Date Meeting of the Board of Trustees of the Placentia Library District on April 22, 2013 adjourned at 8:25 P.M.

NEXT MEETING

The next meeting will be on May 20, 2013 at 6:30 P.M for the Regular Board Meeting.



Al Shkoler
President
Library Board of Trustees



Gayle Carline
Secretary
Library Board of Trustees