

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 16, 2011

CALL TO ORDER President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 16, 2011 at 6:30 P.M.

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

Members Absent: Trustee Jean Turner

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Fernando Maldonado, Marisa Timothy, and Lori Worden; Pat and Jerry Jertberg

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
NOES:	None
ABSTAIN:	None
ABSENT:	Turner

ORAL COMMUNICATION

Pat Jertberg expressed her interest in Agenda Item #36, Videographer Services for the History Room, and did not make further comments. Trustee Shkoler announced that it was recently President Wood's birthday and offered cake for the meeting attendees.

ADJOURNMENT The meeting was adjourned at 6:32pm for time to celebrate and enjoy the cake.

RE-CONVENE The meeting re-convened at 6:38pm.

TRUSTEE REPORTS President Wood reported that she attended the staff celebration gathering at the Library and the Powell Building re-dedication. She also attended the retirement party for Chief James Anderson and the Rotary District Conference. She thanked the staff for her birthday card and the cake. (Item 5)

Secretary DeVecchio reported that he attended the staff celebration gathering at the Library and the Powell Building re-dedication.

Trustee Escobosa reported that she attended the staff celebration gathering at the Library and the Powell Building re-dedication. She also attended the Placentia Community Network Meeting where there was discussion regarding establishing a community calendar.

Trustee Shkoler reported that he attended the staff celebration gathering at the Library and the Powell Building re-dedication. He participated in the Adult Book Discussion at the Library that features Jim Paddock as a special guest. He also attended the Easter Eggcitement event that drew in over 1,000 attendees. (Item 6)

- PLFF REPORT** There was no Placentia Library Friends Foundation Board of Director's Report presented. (Item 7)
- CONSENT CALENDAR** It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to approve Agenda Items 8-26.
AYES: Wood, DeVecchio, Escobosa, Shkoler
NOES: None
ABSTAIN: None
ABSENT: Turner
- 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 April 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 April 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for April 2011 (Item 14)

Acquisitions Report for April 2011 (Item 15)

Entrepreneurial Activities Report for April 2011 (Item 16)
- GENERAL CONSENT** Personnel Report for April 2011 (Item 17)

Circulation Report for April 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 April 2011 (Item 20)

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

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

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

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

Local History Room Report for April 2011 (Item 25)

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

PUBLIC HEARINGS

**FY 2011-2012
PROPOSED BUDGET**

Library Director Contreras presented the Proposed Budget for Fiscal Year 2011-2012 including detailed revenue and expenditures figures. She also confirmed that Notice of Public Hearing was sent to the Orange County Register and posted on May 5, 2011. The item was opened to Public Hearing. No comments were made. There was discussion regarding expenditure allocations. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to read Resolution 12-01 by title only: (Item 27)

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

Resolution 12-01: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to adopt Fiscal Year 2011-2012 Budget for the Placentia Library District of Orange County was read by title only by the Administrative Assistant. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to adopt Resolution 12-01 by a Roll Call vote. The following votes were placed by a Roll Call vote: (Item 27)

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

**FY 2011-2012
PROPOSED SALARY
SCHEDULES**

Library Director Contreras presented the Proposed Fiscal Year 2011-2012 Salary Schedules for Exempt and Non-Exempt employees as were presented to and reviewed by the Library Board of Trustees at the April 18, 2011 Regular Meeting. She also confirmed that Notice of Public Hearing was sent to the Orange County Register and posted on May 5, 2011. The item was opened to Public Hearing. No comments were made. Library Director Contreras specified that the proposed schedules include a two percent cost of living (COLA) increase including Page positions. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to read Resolution 12-02 by tile only: (Item 28)

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

Resolution 12-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal year 2011-2012 was read by title only by the Administrative Assistant. It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to adopt Resolution 12-02 by a Roll Call vote. The following votes were placed by a Roll Call vote: (Item 28)

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

**FY 2011-2012
PROPOSED
FINES & FEES
SCHEDULE**

Library Director Contreras presented the Proposed Fiscal Year 2011-2012 Fines & Fees Schedule as was presented to and reviewed by the Library Board of Trustees at the April 18, 2011 Regular Meeting. She also confirmed that Notice of Public Hearing was sent to the Orange County Register and posted on May 5, 2011. The item was opened to Public Hearing. No comments were made. Library Director Contreras stated that

changes were made, items added, primarily in the Special Services category in order to specify items not previously listed. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to read Resolution 12-04 by title only: (Item 29)

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

Resolution 12-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines & Fees Schedule for Fiscal Year 2011-2012 for Placentia Library District of Orange County was read by title only by the Administrative Assistant. It was moved by Trustee Shkoler and seconded by Trustee Escobosa to adopt Resolution 12-04 by a Roll Call vote. The following votes were placed by a Roll Call vote: (Item 29)

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

**CONTINUING
BUSINESS**

**PLD POLICY #6050
MEETING ROOM
POLICY**

Library Director Contreras explained the necessary change to Placentia Library District (PLD) Policy #6050- Meeting Room Policy to reflect the current department handling meeting room reservations which is now the Circulation Department. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize the change in PLD Policy #6050 – Meeting Room Policy as presented: (Item 30)

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

**CHILDREN'S LIBRARY
DEDICATION**

Library Director Contreras provided updates on the planning and preparation of the Gordon C. and Dixie M. Shaw Children's Library Dedication event to be held on Tuesday, May 31st at 7:00pm. She announced that the Placentia Library Friends Foundation will be hosting the event. Lettering and a photo have been ordered. Invitations have gone out to elected officials, the school district, and leaders of community organizations that Dixie has been involved with. (Item 31)

**NEW
BUSINESS**

**FY 2011-2012
GANN LIMIT**

Business Manager Baltierra presented information regarding the requirement for local jurisdictions to establish an Appropriations Limitation (Gann Limit) each fiscal year. She explained further that this is a yearly process and the determined amount is based on population and cost-of-living figures. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to read Resolution 12-03 by title only: (Item 32)

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

Resolution 12-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for Fiscal Year 2011-2012 was read by title only by the Administrative Assistant. It was moved by Secretary DeVecchio and seconded by Trustee

Shkoler to adopt Resolution 12-03 by a Roll Call vote. The following votes were placed by a Roll Call vote: (Item 32)

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

FY 2011-2012
HOLIDAY SCHEDULE

Library Director Contreras presented the proposed Holiday and Library Closure Schedule for fiscal year 2011-2012 with the established paid holidays per PLD Policy #2030 and the one non-paid holiday of Easter Sunday. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to read Resolution 12-05 by title only: (Item 33)

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

Resolution 12-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish Fiscal Year 2011-2012 Holiday and Library Closure Schedule was read by title only by the Administrative Assistant. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to adopt Resolution 12-05 by a Roll Call vote. The following votes were placed by a Roll Call vote: (Item 33)

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

AMMENDMENT TO
PLD PUBLIC AGENCY
RETIREMENT SYSTEM
POLICY

Business Manager Baltierra presented the recommended amendment to the Placentia Library District of Orange County PARS Defined Contribution Plan. She explained that the changes reflect new IRS legislation changes, wording requirements, not contribution changes. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to authorize the Library Director to sign the PARS Amendment as presented: (Item 34)

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

AMMENDMENT TO
PLD VOLUNTARY
NATIONWIDE
RETIREMENT
SOLUTIONS 457 (b)
PLAN

Business Manager Baltierra presented the recommended amendment to the Placentia Library District's Nationwide Retirement Solutions Plan. She explained that the changes to the voluntary plan reflect new IRS legislation changes, wording requirements only. It was moved by Trustee Shkoler and seconded by Trustee Escobosa to authorize the Library Director to sign the amendment as presented: (Item 35)

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

VIDEOGRAPHER
SERVICES CONTRACT

Library Director Contreras presented the proposed Independent Consultant Contract for the History room Historical Homes DVD project. Discussion was held regarding the qualifications of the videographer as well as the length and necessity of the proposed contract. It was moved by

Trustee Escobosa and seconded by Secretary DeVecchio to approve the Independent Consultant Contract for Mr. Jitesh M. Bhakta to provide videographer services for the History Room Historical Homes DVD project: (Item 36)

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

DISCUSSION ITEMS

**POST-CONSTRUCTION
CLEANING**

Library Director Contreras presented two estimates from licensed professional post-construction cleaning and restoration companies as was directed at the April 7, 2011 meeting. The bid from Emercon had been revised to include all areas of the Library. She also explained that funds are available for the additional cost of approximately \$11,000 for the cleaning of the air ducts and vents in the building. Trustee Shkoler stated that a top-down cleaning definitely needs to be done. There was discussion regarding the estimated cost for the cleaning of the air ducts and vents. It was moved by Trustee Shkoler and seconded by Trustee Escobosa to award the contract for post construction cleaning to Disaster Kleenup/Better Floors and Restorations: (Item 37)

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

It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to have Library staff present bids for air ducts and vent cleaning at the July 18, 2011 meeting: (Item 37)

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

**NAMING/SPONSOR-
SHIPS OF LIBRARY
BUILDINGS AND
DEPARTMENTS**

In response to requests from two Trustees to establish a policy for naming and sponsorships of departments, Library Director Contreras presented a proposed policy for such use. Discussion was held regarding criteria needed to establish a 'naming', the idea of sponsorships, and the term 'solicitation'. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize Library Staff to conduct a work session to incorporate input from the Library Board of Trustees and present at the July 18, 2011 meeting: (Item 38)

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

**POLICY OF USE OF
DIGITAL SIGNAGE**

Library Director Contreras presented a proposed policy for the Use of the Placentia Library District's digital signage, specifically the digital monitor located at the Check Out Desk. Discussion was held regarding the format and timing information should be submitted. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize Library Staff to present an updated version incorporating input from the Library Board of Trustees and present at the July 18, 2011 meeting: (Item 39)

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

AGENDA
PREPARATION

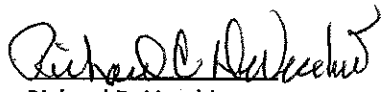
Agenda Preparation for the June Board of Trustees Meeting which will be held on Monday, June 20, 2011 unless re-scheduled by the Library Board of Trustees. Trustee Escobosa requested that an Emergency Preparedness Plan be presented by staff. Trustee Shkoler requested that a designation of items to be presented to the Board be established, including all items that affect the appearance of the Library. Secretary DeVecchio added that all public image items should be included.

ADJOURNMENT

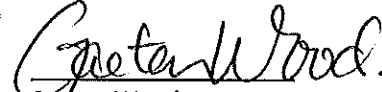
The Regular Meeting of the Board of Trustees of the Placentia Library District on May 16, 2011 adjourned at 8:06 P.M.

NEXT MEETING

The next meeting will be on June 20, 2011 at 6:30 P.M.



Richard DeVecchio
Secretary
Library Board of Trustees



Gaetan Wood
President
Library Board of Trustees