

MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
February 17, 2009

**CALL TO ORDER** President Shkoler called the Work Session of the Placentia Library District Board of Trustees to order on February 17, 2009 at 5:00 P.M.

**ROLL CALL** **Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustee Betty Escobosa, Jean Turner and Gaeten Wood, and Library Director Jeanette Contreras.

**Members Absent:** None

**Others Present:** Nancy Lone-Tollefson, Library Staff, Alexander Hernandez, Roger Hiles, Joanne Hardy, Joanne Hardy, Yesenia Gomez, Katie Matas, Kathy Staymates, and Esther Guzman.

**ADOPTION OF AGENDA** It was moved by Trustee Gae Wood and seconded by Trustee Betty Escobosa to adopt the Agenda as amended.

<b>AYES:</b>	Shkoler, DeVecchio, Escobosa, Turner, Wood
<b>NOES:</b>	None
<b>ABSTAIN:</b>	None
<b>ABSENT:</b>	None

**WORK SESSION** To discuss the Placentia Library District Policies in the 2000 series: 2015 – Employee Status, 2020 – Vacations, 2030 – Holidays, 2040 – Sick Leave, 2050 – Bereavement, 2060 – Jury Duty, 2110 – Health and Welfare Benefits, 2140 – Advancement of Wages.

**ADJOURNMENT** The Work Session of the Placentia Library District for February 17, 2009 adjourned at 5:37 P.M.

**CALL TO ORDER** President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on February 17, 2009 at 6:30 P.M.

**ROLL CALL** **Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustee Betty Escobosa, Jean Turner and Gaeten Wood, and Library Director Jeanette Contreras.

**Members Absent:** None

**Others Present:** Nancy Lone-Tollefson, Library Staff, Alexander Hernandez, Roger Hiles, Joanne Hardy, Joanne Hardy, Yesenia Gomez, Katie Matas, Kathy Staymates, David Ferrari, and Beatrice Quintanar.

**EMPLOYEE OF THE  
QUARTER**

President Shkoler presented Brenda Ramirez as the employee of the quarter.

**ORAL  
COMMUNICATION**

No members of the public addressed the board.

**TRUSTEE REPORTS**

President Shkoler attended the Placentia Library Friends Foundation along with Trustee Turner and Secretary DeVecchio. Dottie Rogers is the new PLFF treasurer. President Shkoler attended the Miss Placentia competition with Library Director Jeanette Contreras. He also attended the Jewel Reception on January 23, 2009.

Trustee Wood participated in the Little Sisters part of the Miss Placentia competition. She attended the Jewel Reception on January 23, 2009.

Trustee Turner attended the Jewel Reception on January 23, 2009. She also attended the Legislative Alliance program at the Richard Nixon Library.

Trustee Escobosa has nothing to report at this time.

Secretary DeVecchio attended the PLFF meeting. He participated at the Lunar New Year Celebration the library held on January 24, 2009. He attended the ISDOC meeting along with Library Director Jeanette Contreras.

**FRIENDS  
FOUNDATION  
REPORT**

The Placentia Library Friends Foundation annual meeting will be on April 17, 2009 7:00P.M. The Author's Luncheon will be on Saturday May 16, 2009.

**CONSENT CALENDAR**

It was moved by Trustee Escobosa and seconded by Trustee Wood to approve Agenda Items 13-33 as amended:

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

Minutes of the January 20, 2009 Library Board of Trustees Regular Meeting and the January 13, 2009 Special Meeting.

**CLAIMS**

Nonstandard Claims in excess of \$300.

Claims forwarded by the Library Director and Library Trustees.

Current Claims and Payroll.

FY2008-2009 Cash Flow Analysis through February 2009; the Schedule of Anticipated Property Tax Revenues for FY2008-2009 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time.

**TREASURER'S  
REPORT**

Financial Reports for February 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer.

Balance Sheet for February 2009

Acquisitions Report for February 2009.

Entrepreneurial Activities Report for February 2009.

**GENERAL CONSENT**

Personnel Report for February 2009.

Circulation Report for February 2009.

Review of Shared Maintenance Costs with the City of Placentia under the JPA.

Status Report on Partnerships with Community Organizations.  
Status Report on Active Grant Applications.

**STAFF REPORTS**

Library Director's Report.

Children's Services Report for February 2009.

Literacy / Volunteer Services Report for February 2009.

Reference and Adult Services Report for February 2009.

Local History Room Report for February 2009.

Placentia Library Web Site & Technology Report for January 2009.

**DISTRICT POLICIES**

A work session was scheduled on Tuesday, March 24, 2009 at 5:00 p.m. to review the Placentia Library District Policy 2000 series.

**LEGISLATIVE ISSUES**

Update on the new lead testing law that will go in affect on February 10, 2009.

**INNOVATION GRANT**

Update on the Public Library Innovation Grant presented to the Board of Trustees at the December 15, 2009 Meeting.

**AUTHOR'S  
LUNCHEON**

Update on the Placentia Library Friends Foundation Author's Luncheon.

**WEBSITE REDESIGN**

It was moved by Trustee Turner and seconded by Trustee Escobosa to proceed with the redesign of the Library's website as presented and the migration of the Library's website to a professional dedicated web hosting service.

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

**MEETING ROOM  
POLICY**

It was moved by Trustee Turner and seconded by Trustee Wood to revise Policy 6050 to reflect collection of rental fee at the time of application submission, at least two weeks prior to use of the meeting room. In case of cancelation the rental fee for applications submitted less than two weeks will be non-refundable. An administrative fee of \$25 for cancellation notices less than two weeks. An increase in the rental fee to \$20 per hour for non-profit organizations and \$35 per hour and a minimum of a 3 hour rental for other groups. To implement an equipment rental fee of \$15 per for the television and projector and \$25 per use for the piano and Santa Chair. To require a \$50 refundable deposit/cleaning fee. To reflect a set up fee of \$15 per hour. To reflect a change in 6050.22 to "Meeting room must be vacated when the library closes, a \$25 fee will be incurred every hour after the library is closed. Exceptions will require approval from the Library Director." To eliminate policy 6050.24.

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

It was moved by Trustee Turner and seconded by Secretary DeVecchio to charge the Bridge Club \$50 for 4 hours and \$25 every hour after the library is closed for use of the meeting room.

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

**FINES AND FEES  
SCHEDULE**

It was moved by Trustee Turner and seconded by Trustee Wood to revise District Policy 6035 - fines and fees schedule to reflect a DVD rental fee of \$1 for 2 days for new releases, \$1 for one week for older and mini series releases and a \$1 per day fee if overdue. Children's and educational DVD's will remain free of charge.

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

It was moved by Trustee Wood and seconded by Secretary DeVecchio to revise District Policy 6035 to reflect \$50 per exam for test monitoring.

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

**STUDY ROOM**

It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize the use of the teen room as a group study room.

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

**READER OF THE  
QUARTER**

Recommendation will be presented at the March 24, 2009 Board Meeting.

**ANNIVERSARY  
CELEBRATION**

It was moved by Secretary DeVecchio and seconded by Trustee Turner to authorize all celebration activities except the purchase of limited addition library cards.

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

**CAL TAC WORKSHOP**

President Shkoler, Trustee Turner, and Library Director Jeanette Contreras will be attending the CAL TAC Workshop.

**BOARD  
REPRESENTATIVE**

Trustee Wood will represent the Board at the Placentia community Network meeting with Trustee Escobosa and Secretary DeVecchio as alternates.

**AGENDA  
PREPERATION**

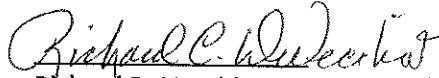
Agenda Preparation for the February Unusual Date Meeting which will be held on Tuesday, March 24, 2009 unless re-scheduled by the Library Board of Trustees.

**ADJOURNMENT**

The unusual meeting of the Board of Trustees of the Placentia Library District for February 24, 2009 adjourned at 8:18 P.M.

**NEXT MEETING**

March Unusual Meeting will be held on Tuesday, March 24, 2009 at 6:30 P.M.



Richard DeVecchio  
Secretary  
Library Board of Trustees



Al Shkoler  
President  
Library Board of Trustees