

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
July 24, 2012

CALL TO ORDER President DeVecchio called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 24, 2012 at 6:31 P.M.

ROLL CALL Members Present: President Richard DeVecchio, Secretary Betty Escobosa, Trustee Gayle Carline, Trustee Al Shkoler, Trustee Jean Turner

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream (exited at 8:10pm), Sally Federman (exited at 7:12pm), Fernando Maldonado (exited at 7:55pm), Marisa Timothy, Wendy Townsend (exited at 6:36pm) ,and Lori Worden; Placentia Library Friends Foundation(PLFF) Board Member Leonard Rich

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

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

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

TRUSTEE REPORTS President DeVecchio announced Wendy Townsend as the Employee of the Quarter and recognized her work on the DVD project, updating and organizing the History Room materials, and revamping the Library volunteer program. He presented both a proclamation and a check provided by PLFF to her. He also presented to Trustee Turner a memorandum from the City of Placentia that recorded the closing of their last council meeting that was done in honor of her late husband, Bob Turner for his many contributions to the community. He then reported that he attended the Open House for the Homeless Intervention Shelter – H.I.S. House that celebrated their recent major renovation. At the Library he attended the Adult Summer Reading Program Sinatra event and the PLFF Annual Meeting where he again presented the “Placentia: A Pleasant Place” DVD that was well received. He stated that he attended the Rotary Club meeting and made a presentation. (Item 5 and Item 25)

Secretary Escobosa reported that she participated in a newsletter planning session and attended the PLFF Annual meeting. She also attended the Chamber of Commerce Board installation event.

Trustee Carline reported that she attended the PLFF Annual meeting and enjoyed seeing the DVD. She also attended a Rotary Club meeting and the city’s Concert in the Park.

Trustee Shkoler reported that he attended newsletter planning sessions, he judged the Teen Photo Contest, and attended the Adult Summer Reading Program Sinatra event, the PLFF Annual meeting and viewed the Children’s Summer Reading Program event. He also attended a Rotary

Club meeting.

Trustee Turner reported that she attended the Adult Summer Reading Program Elvis and Sinatra impersonator events. She also attended the PLFF Annual meeting. (Item 6)

PLFF REPORT

PLFF Board Member Leonard Rich reported that the PLFF made a recent By-Law change that delegated Secretary duties to two positions. He announced that the Board member positions will remain filled by the same members. Current membership for the new fiscal year is at 125, with an estimated total count at about 250. He also reported that at their last meeting it was determined that PLFF would participate with the district's new newsletter and that their Annual meeting was well attended while the DVD presentation was well received. (Item 7)

Library Director Contreras reported of her participation in the California Special District's General Manager Leadership Summit held in Napa, CA. She stated that the program was quite intensive and very structured. Workshops included topics of the Brown Act, Pension Reform, Technology, and Legal Issues.

Librarian Nadia Dallstream introduced new substitute Library Assistant Sally Federman to the Board.

Librarian Nadia Dallstream, Librarian Lori Worden, and Circulation Supervisor Fernando Maldonado and Business Manager Yesenia Blatierra reported on their participation at the recent American Library Association conference, sharing their most informative workshops and new ideas.

CONSENT CALENDAR

Trustee Shkoler asked that Agenda Items 13 and 14 be held for discussion. He then asked Business Manager Baltierra to explain how the \$268,606 of surplus funds from last fiscal year are applied to the current fiscal year's budget. She explained that the funds are available to use at the board's discretion. There was discussion regarding them possibly being used for reserves or capital improvements. It was moved by Trustee Shkoler and seconded by Trustee Turner to approve Agenda Items 8-24: (Item 8)

AYES:	DeVecchio, Escobosa, Carline, 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 June 2012; 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 June 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for June 2012 (Item 14)

Acquisitions Report for June 2012 (Item 15)

Entrepreneurial Activities Report for June 2012 (Item 16)

GENERAL CONSENT

Personnel Report for June 2012 (Item 17)

Circulation Report for June 2012 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)

STAFF REPORTS

Library Director's Report for June 2012 (Item 20)

Information Technology Report for June 2012 (Item 21)

Children's Services Report for June 2012 (Item 22)

Adult Services Report for June 2012 (Item 23)

Web Site & Technology Report for June 2012 (Item 24)

**CONTINUING
BUSINESS**

NEWSLETTER

Library Director Contreras updated the Board on the status of the new district newsletter that is to be delivered in early August and presented a final draft copy. She thanked staff for their work and acknowledged staff Venessa Faber for her significant contribution. (Item 26)

NEW BUSINESS

**CONTRACT FOR
FINANCIAL AUDIT**

Library Director Contreras presented the letter of proposal from Macias Gini & O'Connell to provide the fiscal year 2011-2012 Financial Audit and the Annual Controller's Report. She explained that they have provided the services for the last few years. It was moved by Trustee Carline and seconded by Secretary Escobosa to award the financial audit and annual Controller's Report preparation contract for Fiscal Year 2011-2012 to Macias Gini & O'Connell for an amount not to exceed \$14, 000 and authorize the Library Director to sign the engagement letter: (Item 27)

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

**CSDA BOARD
ELECTIONS**

Library Director Contreras presented ballot information and candidate statements for the CSDA Board of Directors Regions 6 seats. There was discussion regarding the qualifications of the candidates including knowledge of PLD's area. It was moved by Secretary Escobosa and seconded by Trustee Shkoler to select Jo MacKenzie: (Item 28)

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

It was moved by Trustee Shkoler and seconded by Trustee Carline to select Cheryl Brothers: (Item 28)

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

TRAVEL
AUTHORIZATION:
ANNUAL CLA
CONFERENCE

Library Director Contreras provided information on the upcoming California Library Association (CLA) Conference that will be held in San Jose, California this fall. She recommended that two staff be allowed to attend, one from the Children's department and one from the Adult Services department. It was moved by Secretary Escobosa and seconded by Trustee Carline to authorize two library staff to attend the 2012 CLA Conference on San Jose, CA from November 2 to 4, 2012: (Item 29)

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

ORAL HISTORY
PROGRAM

Library Director Contreras explained the history and purpose of the History Room's oral history collection and recommended that an oral history be conducted on Mayor Jeremy Yamaguchi of Placentia. There was discussion regarding age and history of individuals for the oral history program with comments that there are many community elders with important histories to document. President DeVecchio proposed that the agenda item be deferred to a later date with recommendations to be sent to the Library Director. It was moved by Trustee Carline and seconded by Trustee Shkoler to table the agenda item.: (Item 30)

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

ADJOURNMENT &
RE-CONVEYNE

President DeVecchio adjourned the meeting for a short break at 7:40pm. The meeting re-convened at 7:44pm.

RESPONSE TO OC
GRAND JURY REPORT

Library Director Contreras issued draft copies of the Placentia Library District's response to the April 27, 2012 Orange County Grand Jury report, *"Let There Be Light" Dragging Special Districts from the Shadows* to the Board members. There was an extensive review of the document with suggested edits and revisions. Trustee Shkoler questioned who the author was. Library Director Contreras confirmed that she produced the document. Trustee Shkoler stated that the document was to be written by an attorney. There was discussion regarding legal review and the due date of the report. It was moved by Secretary Escobosa and seconded by Trustee Turner to authorize the Library Director to submit the response with discussed changes. Trustee Shkoler expressed that a final review was needed before the report was sent. It was moved by Secretary Escobosa and seconded by Trustee Turner to authorize the Library Director to submit the response with discussed changes after review by President DeVecchio and Trustee Shkoler.: (Item 31)

AYES: DeVecchio, Escobosa, Carline, Shkoler, Turner
NOES: None

ABSTAIN: None
ABSENT: None

**STAFF APPRECIATION
AND RECOGNITION
DINNER**

Library Director Contreras provided information on the upcoming Staff Appreciation and Recognition Dinner. She explained that \$3,000 of funds was to come from PLFF yet additional funds of \$700 is needed for the event that is to cost about \$41.53 per person. Trustee Shkoler questioned if the proposed Elvis impersonator performer was worth the cost. It was moved by Trustee Turner and seconded by Secretary DeVecchio to authorize the Staff Appreciation and Recognition Dinner to be held Friday, October 26, 2012 at the Marriott Hotel in Fullerton, authorize approximately \$700 to be used for the event and be drawn from the Entrepreneurial Fund. : (Item 32)

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

**DISCUSSION ITEMS
NEWSLETTER
ADVERTISEMENT
RATES AND
CONTRACT**

Library Director presented the proposed Advertisement Rates and proposed Advertisement contract to be used for the new PLD Newsletter *eXPLORE* that is due to be distributed in August. There was discussion regarding rates and the ad locations. It was moved by Trustee Shkoler and seconded by Trustee Turner to approve the rates and contract for advertising with the Placentia Library District's *eXPLORE* Newsletter as presented.: (Item 33)

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

**AGENDA
PREPARATION**

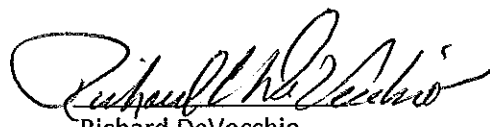
Agenda Preparation for the September Board of Trustees Meeting to be held on September 17th at 6:30 P.M.

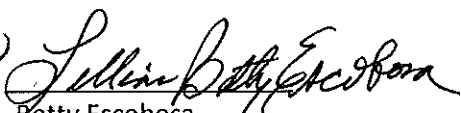
ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on July 24, 2012 adjourned at 8:45 P.M.

NEXT MEETING

The next meeting will be on September 17th, 2012 at 6:30 P.M. for the Regular Board Meeting.


Richard DeVecchio
President
Library Board of Trustees


Betty Escobosa
Secretary
Library Board of Trustees