

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
June 18, 2012

CALL TO ORDER President DeVecchio called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 18, 2012 at 6:33 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, Fernando Maldonado, Marisa Timothy, and Lori Worden; Placentia Library Friends Foundation(PLFF) Board Member Ginny Sanatar

ADJOURNMENT President DeVecchio welcomed new Trustee Gayle Carline to the Library Board of Trustees and adjourned the meeting at 6:34 P.M. for a short reception.

RE-CONVENE President DeVecchio re-convened the meeting at 6:39 P.M.

ADOPTION OF AGENDA It was moved by Trustee Shkoler and seconded by Trustee Turner 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 reported that he participated in the Miss Placentia – Yorba Linda mock interviews. (Item 5)

Secretary Escobosa reported that she participated in a newsletter planning session and attended a farewell dinner for former Trustee Gaeten Wood.

Trustee Carline reported that she is reviewing the documents she received for serving on the Board.

Trustee Shkoler reported that he attended a brief Oversight Committee Meeting, a newsletter planning session, and a dinner for former Trustee Gaeten Wood. He also provided an update on the health condition of his wife.

Trustee Turner reported that she attended the Thank You Breakfast for PLFF and the monthly PLFF Board Meeting. She also provided an update on the health of her husband.
(Item 6)

PLFF REPORT

PLFF Board Member Ginny Sanatar reported that the PLFF Board was pleased with the proposed projects to fund presented by Library Director Contreras that include upgrading the Meeting Room, purchasing a

generator, and improving the Staff Lounge. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Secretary Escobosa 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 May 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 May 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for May 2012 (Item 14)

Acquisitions Report for May 2012 (Item 15)

Entrepreneurial Activities Report for May 2012 (Item 16)

GENERAL CONSENT

Personnel Report for May 2012 (Item 17)

Circulation Report for May 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 May 2012 (Item 20)

Information Technology Report for May 2012 (Item 21)

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

Adult Services Report for May 2012 (Item 23)

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

**PUBLIC HEARING
PUBLIC HEARING
FOR FINES & FEES
SCHEDULE FOR FY 12-
13, RESOLUTION 13-
05**

Library Director Contreras presented the Proposed Resolution 13-05 to adopt the Fines & Fees Schedule for Fiscal Year 2012-2013. She stated that the only change is to be the staff recommended charge of \$2 for missing mylar book covers. A Public Hearing was conducted. No comments were made. Resolution 13-05: A Resolution of the Board of Trustees of Placentia Library District of Orange County to Adopt the Fines and Fees Schedule for

Fiscal Year 2012-2013 for the Placentia Library District of Orange County was read by title only. It was moved by Trustee Carline and seconded by Trustee Shkoler to adopt Resolution 13-05 by a roll call vote: (Item 25)

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

**CONTINUING
BUSINESS**

Library Director Contreras presented the three possible projects that may be funded with PLFF funds. She explained the need to secure bids for the projects in order to obtain true costs. It was moved by Trustee Shkoler and seconded by Trustee Carline to authorize staff to seek bids for the three recommended projects of meeting room improvement, a backup generator, and staff lounge improvement: (Item 26)

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

NEW BUSINESS

**TRAVEL
AUTHORIZATION FOR
CSDA CONFERENCE**

Library Director Contreras presented information on the upcoming California Special District Association (CSDA) Annual Conference to be held in San Diego, California from September 24th to 27th, 2012. There was discussion regarding who was interested in attending. Secretary Escobosa, Trustee Carline, and Trustee Shkoler and Library Director Contreras committed to attend. It was moved by Trustee Turner and seconded by Secretary DeVecchio to authorize staff to proceed with reservations for three Trustees and the Library Director to attend the CSDA Annual Conference: (Item 27)

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

**CONFLICT OF
INTEREST CODE
RESOLUTION 13-06**

Library Director Contreras presented the proposed updated Conflict of Interest Code for the Placentia Library District of Orange County. She explained that the title of Business Manager from Human Resources/Finance Analyst needed to be reflected in the Code. Resolution 13-06: A Resolution of the Board of Trustees of Placentia Library District of Orange County Adopting a Conflict of Interest Code which supersedes all prior Conflict of Interest Codes and Amendments Previously Adopted was read by title only. It was moved by Trustee Shkoler and seconded by Trustee Turner to adopt Resolution 13-06 by a roll call vote: (Item 28)

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

**PERSONNEL
COMMITTEE**

Library Director Contreras provided a review of the duties of the Personnel Committee for the Trustees to determine which two Trustees will serve on the Personnel Committee. It was determined that Secretary Escobosa and Trustee Shkoler would serve on the Personnel Committee. It was moved by Trustee Carline and seconded by Trustee Turner to approve the appointment of Secretary Escobosa and Trustee Shkoler to the Personnel

Committee: (Item 29)

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

HERITAGE PARADE
AND FESTIVAL

Library Director Contreras informed the Board of the upcoming Heritage Parade and Festival that is to be held on October 13, 2012 at Tri-City Park. It was determined that President DeVecchio, Secretary Escobosa, Trustee Carline, and Trustee Shkoler would participate in the Heritage Parade. It was moved by Trustee Shkoler and seconded by Trustee Turner to authorize Placentia Library District to have a booth with PLFF at the Heritage Festival on October 13, 2011.: (Item 30)

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

WEEKLY CLAIMS
RESOLUTION 13-07

Library Director Contreras presented the proposed Weekly Claims Resolution 13-07. She explained the need to expedite payments to some vendors in order to avoid late fees. Presided Shkoler questioned the specification of "effectuate payment by the County of Orange" in regards to in-house payments. Business Manager Baltierra clarified that the proposed Resolution was for County Claims for Payment only, as it is required by the County. It was moved by Trustee Carline and seconded by Trustee Shkoler to approve Resolution 13-07 for Fiscal Year 2012-2013 as presented.: (Item 31)

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

Resolution 13-07: A Resolution of the Board of Trustees of Placentia Library District of Orange County to Authorize the Library Director with the Signatures of Two Trustees to approve Weekly Claims as Designated was read by title only. It was moved by Trustee Shkoler and seconded by Trustee Turner to adopt Resolution 13-07 by a roll call vote: (Item 31)

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

BOARD OF TRUSTEES
AUGUST MEETING

Library Director Contreras explained that staff did not foresee any agenda items for the Library Board of Trustees to consider which would require immediate attention. She also reminded the Board that the Summer Reading Celebration event is to be held on August 18th. It was moved by Secretary Escobosa and seconded by Trustee Turner to cancel the August 20, 2012 Library Board of Trustees Regular Meeting: (Item 32)

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

TRAVEL
AUTHORIZATION FOR

Library Director Contreras provided information on the upcoming CSDA

LIBRARY DIRECTOR

General Manager Leadership Summit to be held July 15th to 17th, 2012 in Napa, California. President DeVecchio expressed his support of the Director's participation. It was moved by Secretary Escobosa and seconded by Trustee Shkoler to authorize the Library Director to attend the General Manager Leadership Summit in Napa, California from July 15-17.: (Item 33)

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

AGENDA

PREPARATION

Agenda Preparation for the July Board of Trustees Meeting was discussed in light of the recent approval for the Library to attend the General Manager Leadership Summit on the same Regular Meeting date. It was determined that the next Regular Board Meeting would be held on Tuesday, July 24th at 6:30 P.M.

ADJOURNMENT

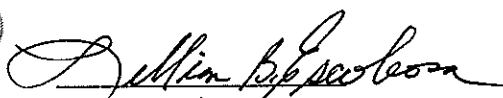
The Regular Meeting of the Board of Trustees of the Placentia Library District on June 18, 2012 adjourned at 7:19 P.M.

NEXT MEETING

The next meeting will be on July 24, 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