

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
December 19, 2011

**CALL TO ORDER** President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 19, 2011 at 6:31 P.M.

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

**Members Absent:** None

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Fernando Maldonado, Marisa Timothy, and Lori Worden; Placentia Library Friends Foundation (PLFF) Treasurer Dottie Rogers; Gerardo Paras, CPA from Macias Gini & O'Connell (exited at 7:00pm)

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

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

**ORAL COMMUNICATION**

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

**TRUSTEE REPORTS**

President Wood reported that she attended a holiday Chamber Mixer event that included contestants for the Miss Placentia Yorba Linda Scholarship program, the Celtic Christmas program at the Library, and Miss Placentia Yorba Linda Little Sisters Tea Party event. (Item 5)

Secretary DeVecchio reported that he attended the Celtic Christmas program at the Library as well an event held at the Bradford House where he plans to be more involved.

Trustee Escobosa reported that she also attended the Celtic Christmas program and the Chamber Mixer event where she was able to promote the Library.

Trustee Shkoler reported that he attended both the Chamber Mixer event and the Celtic Christmas program. In addition, he was at the Valencia/El Dorado High Schools' Interact Club Winter Wonderland event that was held in the Civic Center courtyard.

Trustee Turner reported that she participated in the November Play Reading and Book Discussion at the Library. She also attended the Tamale Festival in old town Placentia. She enjoyed the Celtic Christmas program, at the Library as well as the PLFF Board Meeting that was held at PLFF President Brenda Benner's home. (Item 6)

**PLFF REPORT**

PLFF Treasurer Dottie Rogers reported that all efforts are going to the upcoming PLFF Author's Luncheon which is expected to be one of the best due to the outstanding efforts of the event chairperson. (Item 7)

**CONSENT CALENDAR**

Secretary DeVecchio commented on Report #14, specifically the expended funds that are over budget for account #2700/Meetings. Trustee Shkoler asked about account 2400/Library Materials, why purchasing was only at 10%. Library Director Contreras explained that more books have been ordered that what is represented on the report and the materials funds serve as a cushion to the budget. In addition, staffing changes have caused a delay in purchasing. Trustee Shkoler stated that the funds should not be a cushion. Secretary DeVecchio added that he would like to see a smoother purchasing pattern and no cuts to the materials budget. Trustee Escobosa acknowledged the high attendance of 245 children reported in the Children's Report for the Homework Club. It was moved by Trustee Shkoler and seconded by Trustee Escobosa to approve Agenda Items 8-26: (Item 8)

AYES: Wood, DeVecchio, Escobosa, 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 November 2011; 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 November 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for November 2011 (Item 14)

Acquisitions Report for November 2011 (Item 15)

Entrepreneurial Activities Report for November 2011 (Item 16)

**GENERAL CONSENT**

Personnel Report for November 2011 (Item 17)

Circulation Report for November 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 November 2011 (Item 20)

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

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

Volunteer Report for November 2011 (Item 23)

Adult Services Report for November 2011 (Item 24)

Local History Room Report for November 2011 (Item 25)

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

**NEW BUSINESS**

**PRESENTATION OF FY  
2010-2011 FINANCIAL  
AUDIT**

Mr. Gerardo Paras, Managing Partner of Macias Gini & O' Connell, presented the findings for the Fiscal Year 2010-2011 Audit of Financial Transactions for the Placentia Library District and also distributed a draft report to the Board. He stated that they do not expect to find significant materials. The issues that were discovered were: an amount of \$39 thousand of non-reported funds, an accounts payable amount of \$10 thousand, a \$1,500 amount of un-recorded interest income, un-recorded outstanding capital amounts, and the recommendation that the computer lab expenses be transferred to capital assets. He also stated that there were no issues or disagreements with management. There was discussion regarding the unrecorded amounts and two accounting systems still in place. Business Manager Baltierra explained that the delay in consolidation is due to issues and concerns with the current information technology system. Mr. Paras confirmed that the biggest issue to be addressed is the consolidation of the District's accounting systems. It was moved by Trustee Shkoler and seconded by Trustee Turner to receive and file the Fiscal Year 2010-2011 as presented: (Item 27)

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

**REVISED AMENDED  
RESOLUTION 12-01**

Business Manger Baltierra explained the need for a revision in the amended 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 per the Orange County Auditor-Controller's office request in order that the figures represent the same provided on the County reports dated July 31, 2011 rather than June 30, 2011 figures. It was moved by Trustee Escobosa and seconded by Trustee Shkoler to read Revised Amended Resolution 12-01 by title only: (Item 28)

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

The recorder read the resolution by title only. It was moved by Trustee Shkoler and seconded by Trustee Turner to adopt read Resolution 12-01: A Revised Amendment of 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: (Item 28)

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

**RESOLUTION 12-09**

Library Director Contreras presented a calendar for Regular Board

ESTABLISH REGULAR  
BOARD MEETING  
DATES FOR 2012

Meetings for 2012 which are to be held the third Monday of each month at 6:30pm with the exception of the month of February as the third Monday is an observed holiday. She recommended the Library Board meet on Tuesday, February 21<sup>st</sup>. There was discussion regarding board member availability for the May date. It was moved by Trustee Shkoler and seconded by Trustee Turner to read Resolution 12-09: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Regular Meeting Dates for Calendar Year 2012 by title only and adopt by a role call vote: (Item 29)

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

ELECTION OF BOARD  
OFFICERS

It was moved by Trustee Shkoler and seconded by Trustee Turner to nominate Secretary DeVecchio as President and Trustee Escobosa as Secretary of the Board of Trustees: (Item 30)

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

APPOINTMENT OF  
LIBRARY BOARD  
REPRESENTATIVES  
FOR 2012

Board representative positions for various organizations were discussed and reviewed. It was concluded and confirmed that: Trustee Turner would serve as the representative to Special District Local Area Formation Commission (LAFCO), with Trustee Wood serving as Alternate; Secretary Escobosa would serve as the representative to the Orange County Council of Governments; Trustee Turner would serve as the representative to the Placentia Library Friends Foundation (PLFF), with Trustee Wood serving as alternate; and Trustee Wood would serve as the representative to the Placentia Community Network, with Secretary Escobosa serving as alternate.

AGENDA  
PREPARATION

Agenda Preparation for the January Board of Trustees Meeting which will be held on Monday, January 16, 2012 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on December 19, 2011 adjourned at 7:15 P.M.

NEXT MEETING

The next meeting will be on January 16, 2012 at 6:30 P.M.

  
Betty Escobosa  
Secretary  
Library Board of Trustees

  
Richard DeVecchio  
President  
Library Board of Trustees