

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 28, 2011

CALL TO ORDER

President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 28, 2011 at 6:32 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: Acting Library Director Joanne Hardy, Marisa Timothy; Placentia Library Friends Foundation (PLFF) Recording Secretary Carol Fizzard

ADOPTION OF AGENDA

It was moved by Trustee Escobosa and seconded by Secretary DeVecchio 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.

TRUSTEE REPORTS

President Wood reported that she attended the Miss Placentia - Yorba Linda Scholarship Pageant where she enjoyed the performance by the Little Sisters. She also attended two California Special District Association (CSDA) Governance Foundations Workshops where a great deal was learned from presenter David Aranda. She expects that the Board will be more involved with the new information gained. She stated that she also intends to attend the upcoming All Staff Meeting in order to thank the staff for their exemplary efforts during the re-flooring project. She also acknowledged Interim Library Director Joanne Hardy's outstanding efforts as her tasks were much more than anticipated. (Item 5)

Secretary DeVecchio reported that he also attended the CSDA workshops that were very good. He participated in the second set of Miss Placentia - Yorba Linda Scholarship Program interviews. Also, he represented PLD at the recent Community Network Meeting.

Trustee Escobosa reported that she attended the CSDA workshops that were well done. She stated that many of the other Boards were much larger than PLD's.

Trustee Shkoler reported that he attended the CSDA workshops where it was good to see how other, larger Districts functioned. He participated in Miss Placentia - Yorba Linda Scholarship Program mock interviews and helped at the pageant by assisting with tickets and programs. He also acknowledged the Rotary Club of Placentia's donation of \$1,000 for library books.

Trustee Turner reported her attendance at the Book Discussion and Play

Reading at the Library. She also was at the Lunar New year event in the Children's Department. She was at the St. Joseph Catholic School community recognition event with Children's Librarian Lori Worden where she received a book from the students. She attended the PLFF February Board meeting and the State of the City Luncheon. She attended the North Orange County Alliance meeting that was hosted jointly by the Placentia and Yorba Linda chambers of commerce. She attended the Independent Special Districts of Orange County meeting in order to cast the LAFCO vote for Cheryl Brothers. She announced that Cheryl Brothers was not chosen. She also learned of a newly formed organization at the meeting named the California Cities Coalition. She viewed the Placentia Yorba Linda Art Association High School Student Art Show at the Library that had impressive works on display. (Item 6)

PLFF REPORT

PLFF Recording Secretary Carol Fizzard thanked the Board for their support of the upcoming Author's Luncheon. Plans are being made for the upcoming Annual PLFF Meeting in April with the vision of having a 'scaled -- down' event this year. She reported that over 200 letters were sent out for Corporate Sponsors for the Author's Luncheon, yet only 6 responses were received. A discussion was held regarding engaging and outreaching to local businesses in the area. Interim Library Director Joanne Hardy provided ideas that have been used by other Libraries that included planned library visits and presentations to business organizations. (Item 7)

CONSENT CALENDAR

Consent items #11, 14, 17, 23, and 24 were discussed. Trustee Shkoler questioned Item #14, specifically the account balances for account #1400 - Maintenance, Buildings & Improvements and account #4200-Structures/Improvements. Trustee Escobosa questioned the statistics provided for the Adult Literacy services in Item #24 and requested that the number of active students be provided in future reports. Administrative Assistant Timothy recommended corrections to the January 31, 2011 Emergency Meeting Minutes to designate 'the meeting was adjourned at 3:15pm to view the flooring project. The meeting re-adjourned at 3:30pm.' It was moved by Trustee Turner and seconded by Trustee Shkoler to approve Agenda Items 8-26 with the changes to the January 31, 2011 Emergency Meeting Minutes as suggested and with a hold for approval on Agenda Item #14: Balance Sheet for January 2011 due to pending unanswered questions:

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)

FY2010-2011 Cash Flow Analysis through January 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 January 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for January 2011 (Item 14)

Acquisitions Report for January 2011 (Item 15)

Entrepreneurial Activities Report for January 2011 (Item 16)

GENERAL CONSENT

Personnel Report for January 2011 (Item 17)

Circulation Report for January 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 January 2011 (Item 20)

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

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

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

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

Local History Room Report for January 2011 (Item 25)

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

**CONTINUING
BUSINESS**

**UPDATE ON RE-
FLOORING PROJECT**

Interim Library Director Joanne Hardy presented a dated list of completed items for the re-flooring project and related repairs. She stated that her focus has been on the project while the library departments maintained regular library operations. (Item 27)

**UPDATE ON
COMPUTER
UPGRADES**

Trustee Shkoler summarized the items of his report to state that things are going well and most of the staff computers have been replaced. He is amazed by the poor quality and age of the information technology equipment in the library, especially the server computer. Thanked his fellow members for approval of the upgrade. President Wood acknowledged that this is an item to be considered in the strategic plan with a focus on the Library's infrastructure. (Item 28)

**NEW
BUSINESS**

**FISCAL YEAR 2009-
2010 AUDIT**

President Wood announced that the presentation of Fiscal Year 2009-2010 Financial Audit was postponed to the March meeting due to pending items. (Item 29)

**TRAVEL
AUTHORIZATION**

Interim Library Director Joanne Hardy presented information on the upcoming 2011 CALTAC Workshop in Library Leadership to be held in Monrovia on March 12, 2011. It was determined that President Wood and Trustee Turner would attend the workshop. It was moved by Trustee

Shkoler and seconded by Trustee Escobosa to authorize President Wood and Trustee Turner to attend the workshop at a cost not to exceed \$20 per attendee, plus mileage: (Item 31)

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

**POST-CONSTRUCTION
CLEANING OF LIBRARY**

Interim Library Director Joanne Hardy presented extensive information on the condition of the Library after the re-flooring project, specifically the presence of fine concrete dust that spread throughout areas of the Library not protected by Visqueen barriers. She stated that it has been two months since the start of the project and yet the dust is still present in the many areas; the information and bids for professional post-construction cleaning estimates are being provided in order that the Board considers deep cleaning for health and safety reasons. She reviewed two local bids with a detailed breakout provided of the work and cost variations from both. She clarified that her intent is to get the process going. After a lengthy discussion of the cleaning bids, specific areas affected by the construction, designating funds to be used, and the process of contractor agreements and responsibilities, President Wood directed staff to proceed with the process and: 1. Pursue the liability insurance coverage, 2. Review the budget and identify funds for the post-construction cleaning, and 3. Draw a contract format for the District by the next Board Meeting.

**AGENDA
PREPARATION**


Agenda Preparation for the March Board of Trustees Meeting which will be held on Wednesday, March 23, 2011 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

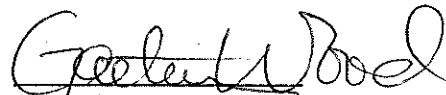
The Regular Meeting of the Board of Trustees of the Placentia Library District on February 28, 2011 adjourned at 8:30 P.M.

NEXT MEETING

The next meeting will be on March 23rd, 2011 at 6:30 P.M.



Richard DeVecchio
Secretary
Library Board of Trustees



Gaeten Wood
President
Library Board of Trustees