

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
November 21, 2011

**CALL TO ORDER** President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 21, 2011 at 6:30 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, Nadia Dallstream, Fernando Maldonado, Marisa Timothy, Wendy Townsend (exited at 6:46pm) Lori Worden; Placentia Library Friends Foundation (PLFF) President Brenda Benner (exited at 6:43pm)

**ADOPTION OF AGENDA** It was moved by Trustee Escobosa and seconded by Trustee Shkoler 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 staff member Nadia Dallstream's Baby Shower, a Miss Placentia Scholarship program, the PLD Staff Appreciation Dinner, and the Community Prayer Breakfast where Police Chief Rick Hicks did a wonderful job as the speaker. (Item 5)

Secretary DeVecchio reported that he attended the PLD Staff Appreciation Dinner where he enjoyed the great new format.

Trustee Escobosa reported that she also attended the PLD Staff Appreciation Dinner that was fun with staff talent. She also attended the Community Prayer Breakfast and was impressed by Chief Hicks and his contribution to the event.

Trustee Shkoler reported that he attended many of the already mentioned events which were all nice.

Trustee Turner reported that she attended the PLD Staff Appreciation Dinner where she had a great time seeing the staff entertainment. She also attended the Baby Shower for Librarian Nadia Dallstream. She was at the Community Prayer Breakfast before acting as the "Principal for A Day" at Sierra Vista Elementary School. She also participated in the City's and County's Veteran's Day events. (Item 6)

**PLFF REPORT** PLFF President Brenda Benner stated that plans for the upcoming Author's Luncheon are going very well and ahead of schedule with great direction from member Gayle Carline. And author Dean Koontz has been secured for the 2013 event. (Item 7)

**LIBRARY DIRECTOR  
COMMENTS**

Library Director Contreras introduced new employee Adult Librarian Wendy Townsend. She also shared some comments from an article titled "Librarian's Binding Words" which argued that books are community treasures with libraries to be compared to farmers markets rather than vending machines.

**CONSENT CALENDAR**

Trustee Shkoler suggested that the terms and figures provided on Agenda Item 18 Circulation Report be modified to represent new library materials and usage. It was moved by Trustee Turner and seconded by Secretary DeVecchio to approve Agenda Items 8-26:

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 October 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 October 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for October 2011 (Item 14)

Acquisitions Report for October 2011 (Item 15)

Entrepreneurial Activities Report for October 2011 (Item 16)

**GENERAL CONSENT**

Personnel Report for October 2011 (Item 17)

Circulation Report for October 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 October 2011 (Item 20)

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

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

Volunteer Report for October 2011 (Item 23)

Adult Services Report for October 2011 (Item 24)

Local History Room Report for October 2011 (Item 25)

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

**PRESENTATION**

President Wood acknowledged Fernando Maldonado, Circulation Supervisor, as the Employee of the Quarter and presented a proclamation and check to him. (Item 27)

**CONTINUING**

**BUSINESS**

**BIDS FOR KEYLESS  
RESTROOM SYSTEM**

Library Director Contreras presented two bids received for keyless restroom systems that use existing library cards. She explained that management is waiting for references on both companies and recommends that additional proposals be procured. There was discussion regarding the difference in cost of the bids provided and the materials to be used for such systems. It was moved by Trustee Shkoler and seconded by Trustee Turner to re-open the Request for Proposals for a keyless restroom system to a date no later than March 2012 to include alternate methods of access other than library cards: (Item 28)

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

**BIDS FOR SECURITY  
CAMERA SYSTEM**

Library Director Contreras presented two proposals to replace and install a new security camera system. She explained that management is waiting for references on both companies, the same that provided keyless system quotes, and that it is recommended that additional proposals be procured. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to authorize staff to procure additional proposals and continue to obtain references from Stanley Security and Com-Sec Incorporated: (Item 29)

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

**BIDS FOR PLUMBING  
SYSTEM ASSESSMENT**

Library Director Contreras reported that only one bid was received for providing an assessment of the Placentia Library District's current plumbing system. The bid was received from Hanna Construction, the same contractor that built the Computer Lab and is wonderful to work with. Discussion was held regarding the significant cost of the single proposal received and possible other methods of receiving additional quotes. The issue of the risk of the current condition of the system was also discussed. Business Manager Baltierra added that some plumbers were contacted and they decided not to bid. Library Director Contreras stated that if additional bids were sought, final ones will not be available until January. Trustee Shkoler and Trustee Turner insisted that additional bids were needed regardless of the risk. It was moved by Trustee Shkoler and seconded by Trustee Turner to direct staff to seek additional bids for the Plumbing System Assessment: (Item 30)

**PLD POLICY #2275 –  
SOCIAL MEDIA**

Library Director Contreras explained that PLD Policy #2275 – Social Media Policy was implemented On October 18, 2010. At the same time staff was directed to present the policy one year later for review. She recommended that no changes be made, thus no action was taken.

**PLD POLICY #6025 –  
PUBLIC INTERNET  
POLICY**

Library Director Contreras explained that while PLD's current Public Internet Policy, #6025, states that "the Placentia Library District does not monitor nor control information accessed by patrons", staff has recently been approached by patrons questioning the appropriateness of materials accessed by others. Discussion was held regarding current computer software and screen filter systems in place in both the Children's and Adults departments. Secretary DeVecchio added that this issue had come up in the past. Library Director Contreras expressed that it would be beneficial to seek legal counsel to be clear if there is any legal liability with the matter. Only one other area Library has a policy that addresses this issue. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to authorize staff to procure legal advice for interpretation and recommendation with regards to the issues of pornography and violence related to PLD Policy #6025 – Public Internet Use Policy: (Item 33)

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

**NEW BUSINESS**

**OC REGISTER  
REQUEST FOR PUBLIC  
RECORDS**

Library Director Contreras announced that by email, the Orange County Register requested cost information regarding travel expenses and sole contracts, contracts in place that did not go through a RFP process. Trustee Shkoler questioned if there may be some current bids in place that need to go through the RFP process. Library Contreras agreed that there may be some; management will recommend which are to be reviewed.

**PLD'S CREDIT CARD  
LIMIT**

Business Manager Baltierra explained that the current credit limit for the PLD Credit Card is \$5,000. The credit card is used for multiple purchases including online orders, travel expenses, program and event supplies, and other items. On some occasions, purchases are delayed when the limit is reached. Staff recommends increasing the credit limit to \$10,000. It was moved by Secretary DeVecchio and seconded by Trustee Turner to approve the Placentia Library District credit card credit limit increase from \$5,000 to \$10,000: (Item 34)

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

**TRAVEL  
AUTHORATION:  
LIBRARY DIRECTOR TO  
PLA CONFERENCE**

Library Director Contreras presented information on the upcoming Public Library Association Biennial Conference. She also provided data on the estimated costs to attend that are not to exceed \$2,000. It was moved by Trustee Escobosa and seconded by Trustee Turner to authorize the Library Director or a designee to attend the Public Library Association Conference in Philadelphia, Pennsylvania on March 13-17, 2012: (Item 35)

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

**DISCUSSION ITEMS**  
**SEX OFFENDERS IN**  
**THE LIBRARY**

Library Director Contreras presented background and recent agency actions regarding banning sex offenders in public libraries. Discussion was held regarding the legality of the ban and how it would be implemented if instituted. Questions were also raised regarding if there was a current specific concern for the matter and if not why pursue the issue further. Library Director Contreras explained that there have been specific situations that have concerned the staff and it would be prudent to educate staff on the matter of particular items such as mandated reporting for public servants. It was agreed that staff education would be beneficial. President Wood confirmed that the Library Director is to seek council from the California Special Districts Association regarding the legality of banning sex offenders and to pursue training and education for staff through the Placentia Police Department. (Item 36)

**BUDGET CYCLE**  
**CHANGE**

Library Director Contreras introduced the idea of the two-year or biennial budget and its advantages that include: the ability to identify long-term trends and issues, the ability to develop long-term financial goals and saving staff and Board time. She added that a two-year cycle also provides protection from political and leadership changes. Secretary DeVecchio asked about possible restrictions. Trustee Shkoler expressed that he believed a one year cycle provides better controls and allows for verifying current revenues. There was further discussion regarding the limitations and potential benefits to changing to a two year format versus staying with a one year cycle yet adding projections for the following year. It was moved by Trustee Turner and seconded by Trustee Escobosa to authorize library staff to present a resolution at the December Library Board of Trustees Regular Meeting to change the annual budget cycle to a two-year budget cycle beginning with fiscal years 2013-2015: (Item 37)

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

**CUTEST BABY**  
**READING CONTEST**

Library Director Contreras presented the idea of promoting "reading and lifelong learning" through a Cutest Baby Reading Contest. The contest would involve images of babies reading to promote early literacy and feature winners in the Placentia Library District newsletter. Some board members expressed concern for the title, using the term "cutest" rather than focusing on education. Library Director Contreras committed to providing alternate titles with that focus. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize the Placentia Library to have a Baby Reading Contest to promote reading to and with babies and winner(s) to be featured in the Placentia Library District newsletter: (Item 38)

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

**RECOGNITION**  
**RECEPTION FOR**  
**HISTORY ROOM**  
**VOLUNTEERS**

Library Director Contreras provided an update to the plans to recognize recently retired Placentia Library History Room Volunteers with a reception to be held on Monday, January 16<sup>th</sup>, 2012 at 5:30pm. The cost for the event was discussed and recognition gifts were determined. It was moved

by Trustee Shkoler and seconded by Secretary DeVecchio to authorize library staff to use funds of approximately \$1,000 from the General Fund for expenses related to the reception: (Item 39)

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

AGENDA  
PREPARATION

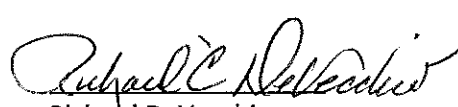
Agenda Preparation for the December Board of Trustees Meeting which will be held on Monday, December 19, 2011 unless re-scheduled by the Library Board of Trustees.

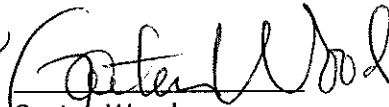
ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on November 21, 2011 adjourned at 8:33 P.M.

NEXT MEETING

The next meeting will be on December 19, 2011 at 6:30 P.M.

  
Richard DeVecchio  
Secretary  
Library Board of Trustees

  
Gaeten Wood  
President  
Library Board of Trustees