

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
November 16, 2009

CALL TO ORDER President Shkoler called the Unusual Date Meeting of the Placentia Library District Board of Trustees to order on November 16, 2009 at 6:34 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Roger Hiles, Yesenia Baltierra, Marisa Timothy, Gary Bell, Nadia Dallstream, Jesus Diaz, and Katherine Matas; Placentia Library Friends Foundation Acting Secretary Carol Fizzard.

ORAL COMMUNICATION President Shkoler presented a five year pin to library clerk Jesus Diaz and thanked him for his multiple years of service. Nadia Dallstream was announced Employee of the Quarter and was presented a Proclamation of her outstanding service as well as a \$200 check from the Placentia Library Friends Foundation.

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

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

TRUSTEE REPORTS President Shkoler attended the library's Staff Appreciation Dinner. He was also at the Super STAR Storytime that included a visit from ABCB News at the library. (Item 5)

Secretary DeVecchio attended the library's Staff Appreciation Dinner. He also visited the new Tustin library at their opening event. He commented on the beautiful, open design of the building.

Trustee Escobosa attended the library's Staff Appreciation Dinner. She commented on the Super STAR Storytime for autistic children, she is pleased with the growth of the program.

Trustee Turner attended the library's Staff Appreciation Dinner; she enjoyed the magician. She thanked the Placentia Library Friends Foundation (PLFF) for funding the event and thanked the staff also. She also participated in the monthly Adult Book Discussion that went well and included a long discussion. She represented the Board at the monthly PLFF meeting and said that their main goal was to get a good response to their upcoming Doll Boutique Fundraiser. In addition, she attended a Chamber of Commerce Ribbon Cutting for the new Marisco Chapala Restaurant. Trustee Wood attended the Placentia Community Network meeting that

included a well done presentation by Pat Irot on the history of Placentia. She attended the Chamber of Commerce Ribbon Cutting for the new Marisco Chapala Restaurant and was also at the library's Staff Appreciation Dinner. She thanked PLFF for their generous contribution of funds to make a great evening that will be 'tough to top next year.' (Item 6)

**FRIENDS
FOUNDATION
REPORT**

Placentia Library Friends Foundation's Acting Secretary, Carol Fizzard reported on the activities of the foundation including their recent nomination of Nancy Lone-Tollefson for Placentia Citizen of the Year and receiving a new Board member, Leonard Rich. The Doll Boutique Fundraiser was revised and revenue covered the expenses, net profit is yet to be confirmed. They have secured John Corcoran for their Author's Luncheon to be held on March 6th, 2010. They continue to work on updating their insurance and coordinating the vending machine operations. Many members attended the library's Staff Appreciation Dinner; Carol suggested that next year more interaction with staff be planned. (Item 7)

DIRECTOR'S UPDATES

Library Director Jeanette Contreras reported on multiple recent activities. A recent news article featured PLFF member Nancy Lone-Tollefson. The Super STAR Storytime for autistic children program was featured in the Yorba Linda Star. Facility Maintenance Technician, Edgar Morales, is working on a storage area at the back of the library. The library recently received impact fees totaling over twenty thousand dollars. The Klein Foundation Grant approved that remaining funds can be allocated to the Computer Lab. Camp Library was held on Friday & Saturday, November 13th and 14th. The event was a success and was visited by an OC Register photographer.

CONSENT CALENDAR

It was moved by Trustee Turner and seconded by Secretary DeVecchio to approve Agenda Items 8-26.

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood
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)

FY2009-2010 Cash Flow Analysis through October 2009; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor (Item 12)

**TREASURER'S
REPORT**

Financial Reports for October 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)
Balance Sheet for October 2009

(Item 14)

Acquisitions Report for October 2009 (Item 15)

Entrepreneurial Activities Report for October 2009 (Item 16)

GENERAL CONSENT

Personnel Report for October 2009 (Item 17)

Circulation Report for October 2009 (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 2009 (Item 20)

Library Services Manager's Report for October 2009 (Item 21)

Children's Services Report for October 2009 (Item 22)

Literacy / Volunteer Services Report for October 2009 (Item 23)

Reference and Adult Services Report for October 2009 (Item 24)

Local History Room Report for October 2009 (Item 25)

Placentia Library Web Site & Technology Report for October 2009 (26)

**CONTINUING
BUSINESS**

POLICY #2040

Library Director Jeanette Contreras presented the proposed changes to Placentia Library District Policy #2040:

2040.1 This policy will apply to regular employees in all classifications.

2040.11 The District provides an incentive program for all employees for the accumulation of sick leave hours. Retroactive to July 2008.

Discussion was held regarding the pros and cons of the incentive program. It was moved by Trustee Wood and seconded by Secretary DeVecchio to approve the proposed revision for number 2040.1 to exclude probationary employees and postpone the second proposed revision regarding an incentive program for further review and discussion: (Item 27)

AYES: Shkoler, DeVecchio, Escobosa, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

POLICY #6030

Library Director Jeanette Contreras presented the proposed changes to Placentia Library District Policy #6030:

6030.11 Current employees will be exempt from hold fees and overdue fines, as it is essential for them to access library materials for library business matters.

It was moved by Secretary DeVecchio and seconded by Trustee Turner to approve the proposed revision with a revision to simplify the sentence to read: Current employees will be exempt from hold fees and overdue fines: (Item 28)

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

POLICY #6065

Library Director Jeanette Contreras presented the proposed changes to Placentia Library District Policy #6065:

6065.9 Using restrooms for bathing and/or personal hygiene activities. Unisex restrooms are key accessed and require an ID for usage. Keys are available at the Circulation Desk.

It was moved by Trustee Wood and seconded by Secretary DeVecchio to approve the proposed revision with a revision to add an item number 6065.19 to designate unisex restrooms are key accessed and require an ID for usage. Keys are available at the Circulation Desk: (Item 29)

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

STAFF APPRECIATION DINNER

Trustee Wood reported that the Staff Appreciation Dinner was a great success. President Shkoler agreed that the food was very good and the event was well done. (Item 30)

NEW BUSINESS

HEADPHONES FOR PUBLIC USE

Library Director Jeanette Contreras presented current issues regarding headphones provided by the library for public use with information on various policies of surrounding libraries. It was moved by Secretary DeVecchio and seconded by Trustee Wood to cease to provide free headphones and implement selling headphones for a nominal charge to patrons, available from Playaway, starting January 2nd, 2010. (Item 31)

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

AGENDA PREPERATION

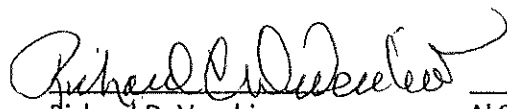
Agenda Preparation for the December Board of Trustees Meeting which will be held on Monday, December 21, 2009 unless re-scheduled by the Library Board of Trustees. (Item 34)

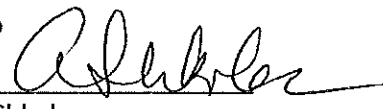
ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on November 16, 2009 adjourned at 7:45 P.M. (Item 36)

NEXT MEETING

The next meeting will be on Monday, December 21, 2009 at 6:30 P.M.


Richard DeVecchio
Secretary
Library Board of Trustees


Al Shkoler
President
Library Board of Trustees