

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 15, 2002**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on January 15, 2002 at 6:40 P.M..

ROLL CALL

Members Present: President Al Shkoler; Secretary Geoff Braun; Trustee Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: Trustees Peggy Dinsmore and Sandra Stark.

Others Present: Administrative Assistant Elisa Herrera-Thomas; and Public Services Manager and Literacy Coordinator Jim Roberts.

**ADOPTION OF
AGENDA**

It was moved by Trustee Wood, seconded by Secretary Braun to adopt the Agenda as printed.

AYES: Braun, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Dinsmore, Stark

MINUTES

It was moved by Secretary Braun, seconded by Trustee Wood to approve the Minutes of the January 15, 2002 Regular Meeting as printed.

AYES: Braun, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Dinsmore, Stark

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S
REPORT**

President Shkoler presented a Certificate of Appreciation to Amy Lebedev, President of the MOMS Club of South Placentia in recognition of the mural that she painted in the Children's Story Hour Room.

President Shkoler also reported that Trustee Wood's Independent Special District's of Orange County (ISDOC) Luncheon Meeting had been moved to January 30, 2002.

**TRUSTEE'S
REPORT**

Nothing to report at this time.

**LIBRARY
DIRECTOR
REPORT**

Library Director Minter reported that at the Civic Center Authority Meeting held on January 2, 2002, it was reported by the City Public Works Director that there were difficulties with the water main. Estimated costs for these repairs have been estimated at approximately \$10,000. Roto Rooter was able to estimate a repair cost of approximately \$2,600. Library Director authorized Roto Rooter to proceed with the repairs.

Library Director Minter also reported that the Staff workroom repairs have been completed. Construction will begin in the Literacy Area as soon as a contractor is chosen.

Library Director Minter also reported that a collection of pictures and paintings were discovered while emptying the workroom for the recent repairs. These pictures and paintings will be hung back up on the walls.

As a result of the completion of the Civic Center Authority Renovation, Library patrons now have access to the main Library entrance.

Library Minter also reported that the invitations for the Celebrity Waiters for the Friends of Placentia Library Author's Luncheon to be held on Saturday, March 2, 2002, have been mailed.

She also reported that the Spring Newsletter is currently at the mailing house and will be ready to go out into the mail this week.

Library Director Minter also suggested that the Trustees attend one of the literacy tutor training sessions that are held at the Library on the first Sunday afternoon of each month in order to get more information and experience about the program.

CLAIMS

It was moved by Trustee Wood, seconded by Secretary Braun to approve Agenda Items 9 through 12.

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4193 and 4194 for a total of \$5,511.28.

Current Claims and Payroll: Claims 4195, 4196, 4197, 4198, 4199 and 4200 for \$33,230.52. Payroll Claims 4201 for \$26,961.00 and 4202 for \$26,961.00 for a subtotal of \$80,883.00. The combined total for all Claims and Payroll claims was in the amount of \$87,152.52.

FY2001-2002 Cash Flow Analysis through January 16, 2002 with recommendation that no funds be transferred at this time.

AYES:	Braun, Shkoler, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	Dinsmore, Stark

**FINANCIAL
REPORTS**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 13 through 18:

Financial Reports for January 2002

Office General Ledger & Check Registers for January 2002

Acquisitions Report for January 2002

Collection Agency Report for January 2002

Debit Card System Reimbursement Report for January 2002

Gifts Report for January 2002

AYES: Braun, Shkoler, Wood

NOES: None

ABSTAIN: None

ABSENT: Dinsmore, Stark

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 19-26:

Building Maintenance Report for January 2002. (Receive & File)

Personnel Report for January 2002 (Receive, File & Ratify Appointments)

Volunteer Report for January 2002 (Receive & File)

Circulation Report for January 2002 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

Minutes of the Placentia Civic Center Authority for its meeting on December 11, 2001 (Receive & File)

Legislative Alerts from the California Special Districts Association and the California Library Association (Receive & File)

Annual Return/Report of Employee Benefit Plan for the Placentia Library District Money Purchase Pension Fund, IRS Forms 5500 with Schedules I, R, T, 5588 and Schedule P, as Prepared by National Retirement Services, Inc. and mailed to the filing office on November 22, 2001 (Receive & File)

AYES: Braun, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Dinsmore, Stark

**REINVESTMENT OF
CERTIFICATES OF
DEPOSIT**

Administrative Assistant Elisa Herrera-Thomas received the analysis of current rates and recommended that the Board move Certificates of Deposit to Cal Fed Bank.

It was moved by Trustee Wood, seconded by Secretary Braun to approve the transfer of the Certificates of Deposit from Wells Fargo Bank to Cal Fed Bank for a period of one year.

AYES: Braun, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Dinsmore, Stark

**CIVIC CENTER
AUTHORITY**

Library Director Minter reported that the Civic Center Authority was receptive to the Library's suggestion that the Library pay only for signage for only two of the reserved parking spaces. Also, in general, the signage costs have been covered and there was a general consensus that the Trustees approve the latest signage cost proposal with the inclusion of the lighted hours sign.

It was moved by Secretary Braun, seconded by Trustee Wood to approve the latest signage cost proposal with the inclusion of the lighted hours sign.

AYES: Braun, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Dinsmore, Stark

**LITERACY
RENOVATION
PROJECT**

At this time there has only been one bid for the cost of the construction that will take place in the Literacy area as part of a Literacy grant.

It was moved by Trustee Wood, seconded by Secretary Braun to wait for another bid and then chose the lowest cost as long as it doesn't exceed an amount of \$9,800.

AYES: Braun, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Dinsmore, Stark

STAFF REPORTS

It was moved by Trustee Wood, seconded by Secretary Braun to approve Agenda Items 30-35.

Program Committee Report for January 2002.

Children's Services Report for January 2002.

Placentia Library Literacy Services Report for January 2002.

Placentia Library Web Site Report for January 2002.

Publicity Materials produced for January 2002.

Safety Committee Minutes for January 2002.

AYES: Braun, Shkoler, Wood

NOES: None

ABSTAIN: None


ABSENT: Dinsmore, Stark

MARCH MEETING

The March Regular Library Board Meeting will be held on Wednesday, March 20, 2002 at 6:30 P.M. in the Library Conference Room.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for January 15, 2002 adjourned at 7:25 P.M.



Geoff Braun, Secretary