

**MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL MEETING OF THE BOARD OF TRUSTEES
March 18, 2008**

- CALL TO ORDER** President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on March 18, 2008, at 6:30 P.M.
- ROLL CALL**
- Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustees Jean Turner and Gaeten Wood and Library Director Elizabeth Minter, Jim Roberts, Vernon Napier, and Wendy Goodson.
- Members Absent:** Betty Escobosa
- Managers Absent:** None
- Others Present:** Placentia Library District Staff Gary Bell, Yesenia Gomez, Alex Hernandez
- ADOPTION OF AGENDA** It was moved by Secretary DeVecchio and seconded Trustee Turner by to adopt the Agenda as printed.
- | | |
|-----------------|----------------------------------|
| AYES: | Shkoler, DeVecchio, Turner, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Escobosa |
- ORAL COMMUNICATIONS** No members of the public addressed the Board.
- PRESIDENT REPORT** President Shkoler reported that he attended the Placentia Library's Author's Luncheon on March 1, 2008, the Placentia City Council Meeting on March 4, 2008, the California Association of Library Trustees and Commissioners (CALTAC) meeting on March 15, 2008, and the Placentia Chamber of Commerce State of the City Breakfast on February 28, 2008.
- TRUSTEES' REPORTS**
- Trustee Turner that she attended the Placentia Library's Author's Luncheon on March 1, 2008, the California Association of Library Trustees and Commissioners on March 15, 2008, and the Placentia Chamber of Commerce State of the City Breakfast on February 28, 2008.
- Secretary DeVecchio reported he attended the Placentia Library's Author's Luncheon on March 1, 2008 and the Placentia Chamber of Commerce State of the City Breakfast on February 28, 2008.
- Trustee Wood Trustee Turner that she attended the Placentia Library's Author's Luncheon on March 1, 2008, the California Association of Library Trustees and Commissioners on March 15, 2008, and the Placentia Chamber of Commerce State of the City Breakfast on February 28, 2008.

**FRIENDS
FOUNDATION (PLFF)
REPORT**

Secretary DeVecchio reported that he attended the PLFF Finance Committee Meeting on March 11, 2008.

**CONSENT
CALENDAR**

It was moved by Trustee Turner and seconded by Secretary DeVecchio approve Agenda Items 9-40 as amended.

MINUTES

Minutes of the February 19, 2008 Library Board of Trustees Regular Meeting.

CLAIMS

Claims 5092 by Minter/Wood, 5093, 5094, 5095, and 5096 by Minter/DeVecchio, for total of Claims forward by the Library Director and Library Trustees for Fiscal Year 2007-2008 of \$40,981.75 for Fund 707.

Current Claims 5097,5098,5099, and 5100 for a total Current Claims of \$71,915.31; and Payrolls #21 (04/09/08) for \$52,472.00 and #22 (04-23/08) for \$52,472.00 for \$104,944.00 for a combined total of \$176,859.31 from Fund 707.

FY2007-2008 Cash Flow Analysis through March 18, 2008 and the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as Provided by the Orange County Auditor and recommendation that no funds be transferred at this time.

**FINANCIAL
REPORTS**

Financial Reports for February 2008

Office General Ledger & Check Registers for February 2008

Acquisitions Report for February 2008

Entrepreneurial Report for February 2008

Collection Agency Report for February 2008

Gifts Report for February 2008

**GENERAL CONSENT
CALENDAR**

Building Maintenance for February 2008

Personnel Report for February 2008

Volunteer Report for February 2008

Circulation Report for February 2008

Legislative Reports from the California Special Districts Association

Review of Shared Maintenance Costs with the City of Placentia
under the Joint Powers Authority
Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Library of California Board Actions, February 28, 2008

Letter from Arlene Schafer, Costa Mesa Sanitary District,
requesting support of her candidacy for an independent special
district representative to the Orange County Local Area Formation
Commission (LAFCO)

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

STAFF REPORTS

Director's Report for February 2008

Program Committee Report for February 2008

Children's Services Report for February 2008

Placentia Library Literacy Services Report for February 2008

Reference and Adult Services Report for February 2008

History Room Report for February 2008

Placentia Library Web Site Report for February 2008

Technology Report for February 2008

Publicity Materials produced for February 2008

Safety Committee Minutes for February 2008

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

LEGISLATIVE ISSUES

Library Director attended the North Orange County Legislative Alliance
meeting on March 13, 2008 featuring speaker Lucy Dunn, Executive
Director of the Orange County Business Council (OCBC). She also
attended the CALTAC meeting on March 15, 2008. State Librarian

Susan Hildreth reported at this meeting that the Public Library Fund may be affected by the Governor's May Revisions to the State Budget.

**WORD OF MOUTH
MARKETING**

Public Services Manager Roberts reported that the topic of the month for April is the Volunteer Program. Badges will be distributed on April 1st, 2008.

POLICY SERIES 2000

It was moved by Trustee Wood and seconded by Secretary DeVecchio to adopt amended Placentia Library District Policies 2300- Job Description – Library Director, 2303- Job Description – Manager of Administrative Services; 2315 – Job Description – Librarian II; 2317 – Job Description – Librarian; 219 – Job Description – Library Assistant; 2320- Job Description – Coordinator of Development and Volunteer Services; 2321 – Job Description – Clerk II; and 2323 – Job Description – Clerk I, that were reviewed at the Library Board Work Session on January 15, 2008 and passed as a first reading on February 19, 2008.

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

POLICY SERIES 6000

It was moved by Secretary DeVecchio and seconded by Trustee Wood to Adopt amended Placentia Library District Policies 6010 -- Materials Selection; 6060 – Patron Behavior and Latchkey Children; 6067 – Client Service and bring 6030 – Circulation, and 6065 – Public Behavior back to the next regular Board meeting.

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

IMPACT FEES

It was moved by Secretary DeVecchio and seconded by Trustee Wood to approve the Engagement Letter with Best, Best & Krieger, LLP for services of Scott C. Smith, JD as Special Counsel for the preparation of the resolutions and other matters related to the establishment of impact fees for Placentia Library District with the City of Placentia and the County of Orange.

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

It was moved by Trustee Wood and seconded by Secretary DeVecchio to authorize the Library Director to sign the Engagement Letter on behalf of Placentia Library District

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

Trustee Escobosa entered the meeting at 7:56P.M.

**BUDGET PREVIEW
FY08-09**

The Board scheduled a Special Meeting for April 1, 2008 at 4:00P.M to preview the Budget for Fiscal Year 2008-2009.

**TRAVEL
AUTHORIZATIONS**

It was moved Secretary DeVecchio and seconded by Trustee Turner to authorize Library Director Minter and Library Assistant David Ferrari to attend the Special District Risk Management Authority Safety Claims Education Seminar in Sacramento, March 24 and 25, 2008 at a cost not to exceed \$900, to be paid from the General Fund.

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

**AGENDA
PREPARATION**


Agenda Preparation for the May Meeting will be held on Monday, May 12, 2008 at 3:30 P.M. as the April Regular Meeting is canceled.


ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for March 18, 2008 adjourned at 8:15 P.M.

NEXT MEETING

The April Library Board Special Meeting will be held on Tuesday, April 1, 2008 at 4:00 P.M. in the Library History Room.


Richard DeVecchio
Secretary
Library Board of Trustees


Al Shkoler
President
Library Board of Trustees