

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
October 20, 2003**

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on October 20, 2003 at 6:31 P.M.

**ROLL CALL**

**Members Present:** President Al Shkoler; Secretary Betty Escobosa; Trustees Richard DeVecchio and Gaeten Wood; and Library Director Elizabeth Minter.

**Members Absent:** Trustee Peggy Dinsmore

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, President of Friends of Placentia Library Eleanore Rankin, and Administrative Assistant Donna Siloti.

**ADOPTION OF  
AGENDA**

It was moved by Secretary Escobosa and seconded by Trustee Wood to adopt the Agenda as printed.

<b>AYES:</b>	Shkoler, Escobosa, DeVecchio, Wood
<b>NOES:</b>	None
<b>ABSTAIN:</b>	None
<b>ABSENT:</b>	Dinsmore

**MINUTES**

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve the Minutes of the September 22, 2003 Regular Meeting.

<b>AYES:</b>	Shkoler, Escobosa, DeVecchio, Wood
<b>NOES:</b>	None
<b>ABSTAIN:</b>	None
<b>ABSENT:</b>	Dinsmore

**ORAL  
COMMUNICATIONS**

No members of the public requested to address the Board.

Trustee Peggy Dinsmore arrived at 6:35PM.

**PRESIDENT'S  
REPORT**

President Shkoler reported that he and Trustee Wood attended the staff farewell breakfast for Ann Margaret Webb and Tyese Wortham. He noted that Tyese's last Families for Literacy program will be on Monday night, October 27.

**TRUSTEE REPORTS**

Secretary Escobosa recommended the trustees send letters of appreciation to outstanding employees. She requested that the Library Director provide the trustees with notice of outstanding employees. Library Director Minter said the process would be discussed at a staff meeting.

Secretary Escobosa reported that she attended the Poet Laureate's Inauguration. She commended the staff for a job well done.

Secretary Escobosa also reported that she and Administrative Assistant Siloti attended CSDA's Board Secretary Training. One of the books recommended at the workshop was *The Guide to Ethics Law* and she recommended the trustees obtain a copy. Other recommendations made at the workshop that Secretary Escobosa would like to be considered by the Board are to have both the President and the Secretary sign the minutes and to have a review of the Record Retention Policy. She is interested in attending the CSDA seminar concerning Chairman Leadership in the spring.

Trustee Dinsmore announced that she attended the Chamber Mixer on October 15 that was held at Craig Olsen's dental offices.

Trustee Wood did not address the Board.

Trustee DeVecchio reported that he would like to attend a workshop on Friday, November 14 that is part of the California Library Association's Conference. He will provide Library Director Minter with the registration information.

#### **CLOSED SESSION**

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 6:45 P.M. to discuss a personnel matter regarding the Library Directory.

The Closed Session ended at 7:10 P.M. No Action was taken.

The Regular Meeting resumed at 7:12 P.M.

#### **LIBRARY DIRECTOR'S REPORT**

Library Director Minter reported that the Poet Laureate inauguration went well.

Library Director Minter reported that the three open positions-FFL/ELLI Coordinator, Part-time Reference Librarian, Development Director/Volunteer Coordinator-will be advertised.

Library Director Minter reported that Literacy will receive \$51,000 from the State Library. Literacy also received a \$1,000 donation from Raytheon and will receive a \$10,000 grant from the Mighty Ducks in December if the necessary financial reports are completed.

#### **FRIENDS OF PLACENTIA LIBRARY REPORT**

Friends of Placentia Library President Eleanore Rankin reported that the Friends have made \$9,000 year-to-date selling donated books. She is continuing to research charities that would be interested in picking up the unsold books following the monthly book sales.

#### **PLACENTIA LIBRARY FOUNDATION REPORT**

Placentia Library Foundation President Gaeten Wood reported that the Foundation met in October. They have another meeting scheduled for November 13. Board Officers will be discussed.

**CLAIMS**

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Agenda Items 11 through 14.

Nonstandard Claims: No Nonstandard Claims in excess of \$300.

Claims 4501, 4502, 4503, 4504, 4505, and 4506 forwarded by Library Director for a total of \$31,183.01.

Claims 4507 and 4508 for a subtotal for Claims of \$20,143.44; and Payrolls 4509 for \$30,603.80, 4510 for \$30,603.80 and 4511 for \$30,603.80 for a subtotal for Payrolls of \$91,811.40; with a combined total of Claims and Payroll of \$111,954.84.

FY2003-2004 Cash Flow Analysis through October 20, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL REPORTS**

It was moved by Trustee Wood and seconded by Trustee Dinsmore to receive and file Agenda Items 15 through 19.

Financial Reports for September 2003

Official General Ledger & Check Registers for September 2003

Acquisitions Report for September 2003

Collection Agency Report for September 2003

Gifts Report for September 2003

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

**GENERAL CONSENT CALENDAR**

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to receive and file Agenda Items 20 through 30.

Building Maintenance Report for September 2003.

Personnel Report for September 2003

Volunteer Report for September 2003

Circulation Report for September 2003

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

Legislative Alerts from the California Special Districts Association.

Status Report on the Two Percent Assessment Appeals Case.

Status Report on Partnerships with Community Organizations.

Status Report on Active Grant Applications.

Poet Laureate Report.

Certification from Placentia Library District to the State Library of California for the Public Library Fund for Fiscal Year 2003-2004, as submitted on October 15, 2003.

Fiscal Year 2003-2004 Assessed Values and Estimated 2003-2004 Basic Levy Property Tax Revenue as reported to the District by the Orange County Auditor Controller.

Fiscal Year 2002-2003 Report on Audit of Financial Statements for Placentia Library District as prepared by Munson, Cronick & Associates

Library of California Board Meeting Agenda, October 15-16, 2003 in Sacramento.

Notification from the State Library of California of cancellation of Placentia Library District from the Live Homework Help Program for 2003-2004 because of lack of participation.

Final Report to the State Library of California for the Public Library Staff Education Grant for Fiscal Year 2002-2003 for Jillian Rakos.

Meeting notice for the Independent Special Districts of Orange County for Thursday, October 30, 2003 at 11:30 A.M. at the Municipal Water District of Orange County, Fountain Valley.

Approval of the Post-EGTRRA Amendment to the National Retirement Services, Inc. Defined Contribution Prototype Plan & Trust dated September 24, 2003 (Placentia Library District's Money Purchase Pension Plan).

Letter of Application to Wells Fargo Bank for a \$1,000 Grant for Placentia Library Literacy Services and the Placentia Rotary Reading Enrichment Program (PRREP).

Meeting Notice and Agenda for the September 25, 2003 Orange County Council of Governments and the minutes of the June 26, 2003 Meeting.

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

**LEGISLATIVE  
ISSUES**

Library Director Minter reported that there is no new information regarding the State Budget.

**POLICY MANUAL  
SECTION 2000  
(PERSONNEL)**

President Shkoler requested that the review of the Placentia Library Policy Manual Section 2000 (Personnel) be postponed. He will notify Library Director Minter if it should be placed on the Agenda for the November Board Meeting.

**CONTRACT WITH  
CITY OF  
PLACENTIA FOR  
FINANCING CIVIC  
CENTER  
RENOVATION  
PROJECT**

Trustee Wood suggested that the Board try to find a lower interest rate for the debt owed to the City of Placentia for the Civic Center Renovation Project. The Promissory Note has an interest rate of 6.5%. Library Director Minter suggested that perhaps that loan and the loan for Energy Rehab Project could be rolled together into one new loan at a lower interest rate. She will research possible alternatives to refinancing the Library's debt.

**HIRING AN  
ATTORNEY FOR  
THE DISTRICT**

Following a report by President Shkoler, it was moved by Trustee Wood and seconded by Trustee DeVecchio to continue the District's relationship with the law firm of Declues & Burkett, using attorney Jeff Thompson on an as needed basis at \$150 per hour.

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

**TRAVEL/TRAINING  
AUTHORIZATIONS**

It was moved by Secretary Escobosa and seconded by Trustee Wood to authorize Mary Strazdas and Jillian Rakos to attend the Public Library Association Conference in Seattle at a cost not to exceed \$2,750 to be paid from the staff training account at Santiago Library System.

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

**STAFF REPORTS**

It was moved by Secretary Escobosa and seconded by Trustee Wood to approve Agenda Items 45-50.

Program Committee Report for September 2003.

Children's Services Report for September 2003.

Placentia Library Literacy Services Report for September 2003.

Placentia Library Web Site Report for September 2003.

Publicity Materials produced for September 2003.

Safety Committee Minutes for September 2003.

AYES: Shkoler, Escobosa, DeVecchio, Dinmore,  
Wood

NOES: None

ABSTAIN: None

ABSENT: None

**NOVEMBER  
MEETING**

The November Regular Library Board Meeting will be held on Monday, November 24, 2003 at 6:30 P.M. in the Library Conference Room.

**AGENDA  
PREPARATION**

President Shkoler requested that the Agenda for the November meeting include a closed session and a discussion of the contents of the Board Meeting Books. Secretary Escobosa requested that adding the Board President's signature to the Minutes be discussed. Library Director Minter requested that the Review of the Financing of the Civic Center Renovation be included.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for October 20, 2003 adjourned at 7:50 P.M.



Betty Escobosa  
Secretary  
Library Board of Trustees