

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
September 18, 2006**

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 18, 2006, at 6:30 P.M.

**ROLL CALL** **Members Present:** President Al Shkoler, Secretary Jean Turner, Trustees Betty Escobosa, and Richard DeVecchio; and Library Director Elizabeth Minter.

**Members Absent:** Trustee Wood

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Administrative Services Manager Wendy Goodson, and Technology Manager Vernon Napier, Friends President Eleanore Rankin.

**ADOPTION OF AGENDA** It was moved by Secretary Turner, and seconded by Trustee DeVecchio to adopt the Agenda as amended.

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

**ORAL COMMUNICATIONS** No members of the public addressed the Board.

**VOLUNTEER OF THE YEAR AWARDS** Public Service Manager Jim Roberts and President Shkoler presented Allie Smith and Al Lee with the Volunteer of the Year Awards.

Coordinator of Volunteer & Development Services Lois Monroe and President Shkoler presented Certificates of Appreciation to Kyrin Saed and Bethany Zoley for their volunteer hours with the Summer Reading Program.

**TRUSTEE REPORTS** President Shkoler reported that he attended the Chamber Mixer on September 14, 2006.

Secretary Turner attended the Friends Meeting of September 4, 2006.

**FRIENDS** Friends President Eleanore Rankin reported that the Friends have added two new Directors, Christine Mayfield and Beverly Webster.

**FOUNDATION** Trustee DeVecchio reported the Foundation did not meet in September.

**CONSENT CALENDAR** It was moved by Secretary Turner and seconded by Trustee Wood to approve items 9-46 as printed;

**MINUTES** Minutes of the August 21, 2006 Library Board of Trustees Regular Meeting

**CLAIMS** Claims 4905,4906,4907 and 4908 by Minter/Turner, 4909 by Minter/pending for a total of \$30,139.15.

Current Claims 4910 for a total of \$12,142.63 for the Fiscal Year 2006-2007 of \$47,072.00 and Payroll #8 (10/11/06) for \$47,0742.00 and #9 (10/25/06) for \$94,144.00 for a combined total of \$131,648.24.

FY2005-2006 Cash Flow Analysis through September 18, 2006 and recommendation that no funds be transferred at this time.

**FINANCIAL  
REPORTS**

Financial Reports for September 2006

Office General Ledger & Check Registers for September 2006

Acquisitions Report for September 2006

Entrepreneurial Report for September 2006

Collection Agency Report for September 2006

Gifts Report for September 2006

**GENERAL CONSENT  
CALENDAR**

Building Maintenance for September 2006

Personnel Report for September 2006

Volunteer Report for September 2006

Circulation Report for September 2006

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

Legislative Alerts from the California Special Districts Association and the California library Association

**Trustee Wood present  
@ 6:50pm**

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

California Library Literacy Services Final Report for Fiscal Year 2005-2006 submitted to the State Library of California on August 21, 2006

Estimated Fiscal Year 2006-2007 Basic Levy Property Tax Revenue as provided by the Office of the Orange County Auditor, August 30, 2006

Placentia Library District Sphere of Influence Report prepared by Orange County Local Area Formation Commission (LAFCO) last revised and adopted on October 12, 2005. This completes the Sphere of Influence study required by the State of California every five years

Placentia Library District Policy 2320, Job Description -- Coordinator of Development & Volunteer Services, as adopted by the Library Board of Trustees on August 21, 2006

Library District Policy 2110 -- Health and Welfare Benefits, as adopted by the Library Board of Trustees on August 21, 2006

Notification from the Orange County Board of Supervisors about the Orange County State Model Conflict of Interest Code restructuring for County Boards, Commissions and Committees and other miscellaneous authorities, districts and committees under the jurisdiction of the Board as adopted by the Orange County Board of Supervisors on June 27, 2006

Fiscal Year 2006-2007 Assessed Values as provided by the Office of the Auditor-Controller County of Orange on August 3, 2006 and the Library Director's analysis of the report

Agenda for the August 24, 2006 meeting of the Orange County Council of Governments and the Minutes from the May 26, 2006 and June 22, 2006 meetings

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

## **STAFF REPORTS**

Director's Report for September 2006

Program Committee Report for September 2006.

Children's Services Report for September 2006.

Placentia Library Literacy Services Report for September 2006.

Reference and Adult Services Report for September 2006.

History Room Report for September 2006.

Placentia Library Web Site Report for September 2006.

Technology Report for September 2006.

Publicity Materials produced for September 2006.

Safety Committee Minutes for September 2006.

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

**LEGISLATIVE  
ISSUES**

Library Director Minter reported that there was no activity during this Period.

**DEVELOPER FEE  
PROJECT**

The Board of Trustees have deferred selection of the Developer Fee consultant at this time.

**FACILITY MASTER  
PLAN**

It was moved by Trustee Wood and seconded by Trustee Escobosa to select and sign the contract with Linda Demmers, Library Consultant for development of the Facility Master Plan.

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

**LIBRARY REMODEL  
PROJECT**

Allen Hibbs of Alexander & Hibbs, AIA, presented a draft blueprint of proposed library renovations. The Board decided to defer selecting architectural services until after meeting with Linda Demmers, Library Consultant for Facility Master Plan Project.

**POLICY 2012 –  
DRESS CODE FOR  
EMPLOYEES AND  
VOLUNTEERS**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to adopt Placentia Library District Policy 2012, Dress Code for Employees and Volunteers as a second reading and request staff review and comment.

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

**SIGNAGE PROJECT**

It was moved by Trustee Escobosa and seconded by Secretary Turner to request bids for a new electronic sign for Library's exterior.

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

**TRAVEL  
AUTHORIZATIONS**

It was moved by Trustee Wood and seconded by Secretary Turner to authorize Manager of Administrative Services, Librarian II Strazdas and Library Assistant Gomez to attend the Eureka! Leadership Program at the Ventura County Library on Tuesday, October 3, 2006 with an overnight stay in Ventura at a cost not to exceed \$600 to be paid from the General Fund.

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

It was moved by Trustee DeVecchio and seconded by Secretary Turner to authorize Library Director Minter to attend the American Library Association Midwinter Meeting in Seattle, WA, January 19-23, 2007 at a cost not to exceed \$1,916 to be paid from the General Fund

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

**LIBRARY  
DIRECTOR  
CONTRACT**

The Board of Trustees met in closed session to discuss the Library Director's performance evaluation, contract and salary. No other information was given other than a request by the Board President to schedule another closed session for the October 16, 2006 Meeting. The Closed Session adjourned at 9:24 P.M.

**AGENDA  
PREPARATION**

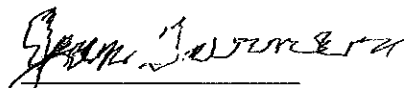
Agenda Preparation for the September Regular Meeting will include an Open Session and Closed Session to be held on Monday, September 18, 2006 at 6:30 P.M. The Board requested that Budget/Salary Discussion with staff committee, and Salary Scale for Exempt Employees be added to the agenda.

**ADJOURMENT**

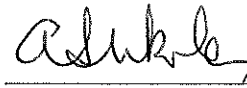
The Regular Meeting of the Board of Trustees of the Placentia Library District for September 18, 2006 adjourned at 8:15 P.M.

**NEXT MEETING**

The September Library Board Meeting will be held on Monday, October 16, 2006 at 6:30 P.M. in the Library History Room.



Jean Turner  
Secretary  
Library Board of Trustees



Al Shkoler  
President  
Library Board of Trustees