

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
August 15, 2001**

- CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on August 15, 2001 at 7:40 P.M..
- ROLL CALL**
- Members Present:** President Al Shkoler; Secretary Geoff Braun; Trustees Peggy Dinsmore and Gaeten Wood; and Library Director Elizabeth Minter.
- Members Absent:** Trustee Sandra Stark.
- Others Present:** Administrative Assistant Elisa Herrera-Thomas; and Public Services Manager/Literacy Coordinator Jim Roberts.
- ADOPTION OF AGENDA** It was moved by Secretary Braun, seconded by Trustee Wood to adopt the Agenda as printed.
- AYES:** Braun, Dinsmore, Shkoler, Wood  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Stark
- MINUTES** It was moved by Secretary Braun, seconded by Trustee Dinsmore to approve the Minutes of the July 18, 2001 Regular Meeting as printed.
- AYES:** Braun, Dinsmore, Shkoler, Wood  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Stark
- ORAL COMMUNICATIONS** No members of the public requested to address the Board.
- PRESIDENT'S REPORT** President Shkoler reported that the Civic Center Authority met on the morning of August 15, 2001 to award the project contract. This item will be discussed at the September Library Board Meeting.
- TRUSTEE'S REPORT** None of the Trustees had anything to report at this time.
- LIBRARY DIRECTOR REPORT** Library Director Minter reported that the History Room Dedication Ceremony will be held on December 4, 2001.

**CLAIMS**

It was moved by Trustee Dinsmore, seconded by Secretary Braun to approve Agenda Items 8 through 11.

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4125, 4126 and 4127 for a total of \$9,591.80.

Current Claims and Payroll: Claims 4128, 4129, 4130, 4131 and 4132 for 9,939.44. Payroll Claims 4133 for \$28,058.00 and 4134 for \$26,961.00 for a subtotal of \$55,019.00. The combined total for all Claims and Payroll claims was in the amount of \$64,857.49.

FY2001-2002 Cash Flow Analysis through August 15, 2001 with recommendation that no funds be transferred at this time.

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

**FINANCIAL  
REPORTS**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to receive and file Agenda Items 12 through 17:

The Financial Report for July 2001 was not available and will be included with the August report.

Office General Ledger & Check Registers for July 2001

Acquisitions Report for July 2001

Collection Agency Report for July 2001

Debit Card System Reimbursement Report for July 2001

Gifts Report for July 2001

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Dinsmore, seconded by Secretary Braun to receive and file Agenda Items 18-27:

Building Maintenance Report for July 2001. (Receive & File)

Personnel Report for July 2001 (Receive, File & Ratify Appointments)

Volunteer Report for July 2001 (Receive & File)

Circulation Report for July 2001 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)

Status report on the Placentia History Room project with the City of Placentia (Receive & File)

Annual report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 2000-2001 (Receive & File)

Annual Report to the State Library of California for the Families For Literacy Grant for Fiscal Year 2000-2001 (Receive & File)

Letter of Authorization for Munson, Cronick & Associates, CPA to conduct the Fiscal Year 2000-2001 Financial Audit for Placentia Library District (Receive & File)

Library of California Board Actions, June 27-28, 2001 (Receive & File)

**LEGISLATIVE  
ISSUES**

Library Director Minter reviewed the Revised Program Budget Request for the Families for Literacy Grant as submitted to the State Library of California in July 2001.

**PUBLIC HEARING -  
FINES & FEES  
SCHEDULE FY 2001 -  
2002**

Library Director Minter reviewed the Proposed Fines & Fees Schedule for Fiscal Year 2001-2002.

Library Director Minter reported that the Proof of Publication had not been received from the *Placentia News Times* and will be presented to the Board at the September meeting.

The Public Hearing for the Fines & Fees Schedule for FY 2001-2002 was opened by President Shkoler at 7:55P.M.

No one spoke.

The Public Hearing for the Proposed Fines & Fees Schedule for FY 2001-2002 was closed at 7:56P.M.

It was moved by Secretary Braun, seconded by Trustee Wood to adopt the motion to read Resolution 02-1 by title only, Adopt the Fines and Fees Schedule for 2001-2002 of the Placentia Library District.

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

It was moved by Trustee Wood, seconded by Trustee Dinsmore to adopt Resolution 02-1.

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

**PUBLIC HEARING  
FOR THE BUDGET  
FY 2001-2002**

Library Director Minter reviewed the Proposed Budget for Fiscal Year 2001-2002.

Library Director Minter reported that the Proof of Publication had not been received from the *Placentia News Times* and will be presented to the Board at the September meeting.

The Public Hearing on the Budget for Fiscal Year 2001-2002 was opened by President Shkoler at 8:00 P.M.

No one spoke.

The Public Hearing on the Budget for Fiscal Year 2001-2002 was closed at 8:01 P.M.

It was moved by Secretary Braun, seconded by Trustee Dinsmore to read Resolution 00-2 by title only, to Adopt Fiscal Year 2001-2002 Budgets for the Placentia Library District.

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

It was moved by Trustee Dinsmore, seconded by Secretary Braun to adopt Resolution 00-2.

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

**FIRE  
EXTINGUISHER DAY**

Public Services Manager Roberts presented plans for a Fire Extinguisher Day that had been proposed by the Library Board. The date is set for Saturday, October 20, 2001.

**TRAVEL  
AUTHORIZATIONS**

It was determined that the Trustees present will attend the CALTAC Technology Survival Skills Workshop to be held in Cerritos on Saturday, September 29, 2001.

It was moved by Secretary Braun, seconded by Trustee Wood to authorize the payment of registration fees and mileage on the CALTAC technical Survival Skills Workshop.

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

It was determined that all Board members, with the exception of President Shkoler, would attend the CSDA Annual Conference in Sacramento from Wednesday, September 19, through Friday, September 21, 2001. Library Director Minter and Trustee Wood will attend the three day full conference. Secretary Braun, Trustee Dinsmore and Public Service Manager Roberts will only be attending the awards banquet on Thursday, September 20, 2001.

**STAFF REPORTS**

It was moved by Trustee Dinsmore, seconded by Secretary Braun to approve Agenda Items 33-38.

Program Committee Report for August 2001.

Children's Services Report for August 2001.

Placentia Library Literacy Services Report for August 2001.

Placentia Library Web Site Report for August 2001.

Publicity Materials produced for August 2001.

Safety Committee Minutes for August 2001.

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

**CLOSED SESSION**

The closed session to review the employment status of a Placentia Library District employee began at 8:20 P.M.

*Pursuant to California Government Code Section 54957 a closed session will be held to review and discuss the employment status of an employee, a personal matter.*

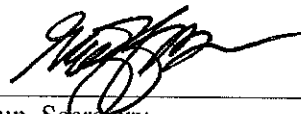
**SEPTEMBER  
MEETING**

The closed session was adjourned and the open session reconvened at 8:35 P.M.

**ADJOURNMENT**

The September Regular Library Board Meeting will be held on Monday, September 17, 2001 at 7:30 P.M. in the Library Conference Room.

The Regular Meeting of the Board of Trustees of the Placentia Library District for August 15, 2001 adjourned at 8:40 P.M.



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Geoff Braun, Secretary