

**MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL MEETING OF THE BOARD OF TRUSTEES
May 12, 2008**

CALL TO ORDER President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on May 12, 2008, at 3:30 P.M.

ROLL CALL **Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustees Betty Escobosa, Jean Turner and Gaeten Wood and Library Director Elizabeth Minter, Jim Roberts, Vernon Napier, and Wendy Goodson.

Members Absent: None

Managers Absent: None

Others Present: Placentia Library District Staff Gary Bell, Caroline Gurkweitz, Alex Hernandez, Katie Matas.

ADOPTION OF AGENDA It was moved by Secretary DeVecchio and seconded Trustee Escobosa by to adopt the Agenda excluding Agenda Items 47, 48, & 50.

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

ORAL COMMUNICATIONS Mr. Arnie Pike, Placentia Resident, addressed the Board to inform them that the Library public restrooms are not wheelchair accessible.

PRESIDENT REPORT President Shkoler had nothing to report at this time.

TRUSTEES' REPORTS Secretary DeVecchio reported he attended the Placentia Library Celebrating Author's Event of May 10, 2008.

Trustee Turner that she attended the April Placentia Chamber of Commerce Breakfast, the Placentia Library Friends Foundation April Board Meeting and the Annual Meeting. She also attended the Placentia Library Celebrating Author's Event of May 10, 2008.

Trustee Wood Trustee Turner had nothing to report at this time.

Trustee Escobosa reported that she attended the Placentia Library Friends Foundation Annual Meeting in April.

FRIENDS FOUNDATION (PLFF) REPORT Trustee Turner reported that she attended the PLFF meeting.

**CONSENT
CALENDAR**

It was moved by Trustee Wood and seconded by Trustee Turner to approve Agenda Items 9-43 excluding items 47, 48, & 50.

MINUTES

Minutes of the March 18, 2008 Library Board of Trustees Regular Meeting and the April 1, 2008 Special Meeting.

CLAIMS

Claims 5101,5102 by Minter/Escobosa, Claims 5103,5104,5105,5106, & 5107 by Minter/Shkoler, 5108,5109,5110,5111, and 5112 by Minter/DeVecchio for a total of Claims forwarded by the Library Director and Library Trustees for Fiscal Year 2007-2008 of \$96,364.18 for Fund 707.

Current Claims 5113,5114,5115,5116,5117 & 5118 for a total Current Claims of \$88,858.19; and Payrolls #25 (06/04/08) for \$59,472.00 and #26 (06/18/08) for \$52,472.00 for \$111,944.00 for a combined total of \$200,802.19 from Fund 707.

FY2007-2008 Cash Flow Analysis through May 19, 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 March & April 2008

Office General Ledger & Check Registers for March & April 2008

Acquisitions Report for March & April 2008

Entrepreneurial Report for March & April 2008

Collection Agency Report for March & April 2008

Gifts Report for March & April 2008

**GENERAL CONSENT
CALENDAR**

Building Maintenance for March & April 2008

Personnel Report for March & April 2008

Volunteer Report for March & April 2008

Circulation Report for March & April 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

Placentia Library District Policies (Series 2300) that were reviewed at the Library Board Work Session on January 15, 2008, passed as a first reading on February 19, 2008 And adopted by the Library Board of Trustees on March 18, 2008

Placentia Library District Policies (Series 2300) that were reviewed at the Library Board Work Session on January 15, 2008, passed as a first reading on February 19, 2008 and adopted by the Library Board of Trustees on March 18, 2008:

- 2300 -- Job Description -- Library Director
- 2303 -- Job Description -- Manager of Administrative Services
- 2315 -- Job Description -- Librarian II
- 2317 -- Job Description -- Librarian
- 2319 -- Job Description -- Library Assistant
- 2320 -- Job Description -- Coordinator of Development and/or Volunteer Services
- 2321 -- Job Description -- Clerk II
- 2323 -- Job Description -- Clerk I

Placentia Library District Policies (Series 6000) that were reviewed at the Library Board Work Session on January 15, 2008, passed as a first reading on February 19, 2008 and adopted by the Library Board of Trustees on March 18, 2008:

- 6010 -- Materials Selection Policy
- 6060 -- Patron Behavior and Unattended Children Policy
- 6067 -- Client Service Policy

Council of Independent Special Library Districts Meeting Notes for February 16, 2008.

Public Service Recognition Week, 2008 Awards Nomination Form as submitted to the Greater Los Angeles Federal Executive Board on April 1, 2008, nominating Placentia Library Literacy Services for the Community Service Award Category.

Public Library Staff Education Program Grant Application to the State Library of California for Fiscal Year 2008/2009 for Yesenia Gomez.

Renewal of Placentia Library District Certificate of Deposit at California National Bank that was purchased on January 27, 2003, matured on April 27, 2009 and rolled over for thirteen months at 2.42% until May 27, 2009.

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

STAFF REPORTS

Director's Report for March & April 2008

Program Committee Report for March & April 2008

Children's Services Report for March & April 2008

Placentia Library Literacy Services Report for March & April 2008

Reference and Adult Services Report for March & April 2008

History Room Report for March & April 2008

Placentia Library Web Site Report for March & April 2008

Technology Report for March & April 2008

Publicity Materials produced for March & April 2008

Safety Committee Minutes for March & April 2008

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

**LEGISLATIVE
ISSUES**

Library Director recommended the Board to stay informed on the current legislation and may take a position on the Library Bond Act.

**WORD OF MOUTH
MARKETING**

Children's Department Caroline Gurkweitz reported that the theme for May is Summer Reading Program.

POLICY SERIES 6030

It was moved by Trustee DeVecchio to adopt Placentia Library District Policies 6060 – Circulation Policy and 6065 – Public Behavior Policy as revised.

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

ABSTAIN: None
ABSENT: None

PENSION PLAN

It was moved by Trustee Wood and seconded by Trustee Turner to Change Placentia Library District's Pension Plan with PARS (Public Agency Retirement Services) with a contribution for Fiscal Year 2008-2009 of 8% for full time and part time employees; authorize the Library Director to notify National Retirement Services of Placentia Library District's decision to change pension plans and service providers; Appoint a Trustee to work with the Library Director, the Manager of Administrative Services and the representative from PARS, to finalize The specific elements of the Government Profit Sharing Plan for Presentation to the Library Board at its Regular Meeting; and authorize The Library Director and Manager of Administrative Services to Coordinate the execution of the Pension Fund changes by roll call vote.

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

Valerie Poole, Human Resources Consultant entered the meeting at 4:15P.M.

SELF-CHECK UNITS

It was moved by Trustee DeVecchio and seconded by Trustee Wood to authorize the Library Director to prepare and release a Request for Quotes for two (2) self-check circulation units.

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

It was moved by Trustee Turner and seconded by Trustee Wood to authorize the Library Director to prepare and present a request to the Placentia Library Friends Foundation Board of Directors for purchasing one of the self-check circulation units for the Library.

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

Jeff Ferre, Best, Best & Krieger Representative entered the meeting at 4:35P.M.

JUNE BOARD MEETING

The Board established June 26, 2008 as the next Board of Trustees Meeting.

IMPACT FEES

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio to file the report provided by Best, Best & Krieger.

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

It was moved by Trustee Turner and seconded by Trustee DeVecchio to Conduct the Public Hearing for the proposed adoption of Resolution 08-10 to Establish a Library Facilities Impact Fee to take place on Thursday, June 26th, 2008 at 6:30P.M. in the Placentia Library Meeting Room of the Placentia Library District; authorize the staff to provide legal notice to the Placentia News Times and to take any and all applicable action to provide notice and publication of the public hearing.

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

STAFF MEETING WITH VALERIE POOLE

It was moved by Trustee DeVecchio and seconded by Trustee Turner to receive and file the quarterly report from Valerie J. Poole, Human Resources Consultant for May 8, 2008.

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

MEDICAL REIMBURSEMENT POLICY

It was moved by Trustee Wood and seconded by Trustee Escobosa to approve renewal of the Deductible/Co-Pay Reimbursement Program for staff who receive District medical benefits, at a rate of \$500 per calendar year/pro-rated based on their employment status.

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

AMERICAN LIBRARY ASSOCIATION

It was moved by Trustee Wood and seconded by Trustee Escobosa to authorize the purchase of tickets @ \$50 per person for the American Library Trustee Association (ALTA) Luncheon on Monday, June 30,

CONFERENCE 2008.

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

SYSTEM ADVISORY BOARD

The Board appointed Glennis Clancy to the System Advisory Board (SAB) Representative for Placentia Library District to the Santiago Library System and its successor organization, for a term from July 1, 2008 to June 30, 2010.

SLS/MCLS

It was moved by Trustee DeVecchio and seconded by Trustee Wood to endorse the merger of the Santiago Library System with the Metropolitan Cooperative Library System effective July 1, 2009.

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

ISDOC SELECTION COMMITTEE

President Shkoler will attend the ISDOC meeting on May 29, 2008 and will cast the vote on behalf of the library district for candidate, Arlene Schafer.

BOARD MEETING AGENDA

It was moved by Trustee Wood and seconded by Trustee Turner to Adopt Placentia Library District Policy 5020 – Board Meeting Agenda as amended.

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

FACILITY ACTIVITIES CALENDAR

The Board established the date of June 26, 2008 at 5:00P.M. as Special Meeting for Facility Activities discussion items.

CLOSED SESSION

The Board went into Closed Session at 6:05P.M.
The Board concluded the Closed Session at 6:45P.M.
No items reported.

The Board went back into Open Session at 6:45P.M.

AGENDA PREPARATION

Agenda Preparation for the June Special Meeting will be held on Thursday, June 26, 2008 at 5:00P.M.

Agenda Preparation for the June Unusual Meeting will be held on Thursday, June 26, 2008 at 6:30 P.M.

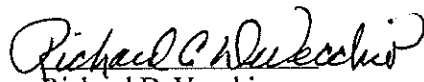
ADJOURNMENT

The Unusual Meeting of the Board of Trustees of the Placentia Library District for May 12, 2008 adjourned at 6:45 P.M.

NEXT MEETING

The Library Board Special Meeting will be held on Thursday, June 26, 2008 at 5:00 P.M. in the Library Meeting Room.

The June Unusual Library Board Special Meeting will be held on Thursday, June 26, 2008 at 6:30 P.M. in the Library Meeting Room.



Richard DeVecchio
Secretary
Library Board of Trustees



Al Shkoler
President
Library Board of Trustees