

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 27, 2002**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on October 16, 2002 at 6:35 P.M.

ROLL CALL

Members Present: President Al Shkoler; Trustees Peggy Dinsmore and Sandra Stark; and Library Director Elizabeth Minter.

Members Absent: Secretary Geoff Braun, Trustee Gaeten Wood

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts; Technology Manager Julie Shook; and Friends of Placentia Library President Eleanore Rankin.

**ADOPTION OF
AGENDA**

It was moved by Trustee Stark, seconded by Secretary Dinsmore to adopt the Agenda as printed

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

MINUTES

No Corrections were requested for the Minutes of October 16, 2002.

It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve the Minutes of the October 16, 2002 Regular Meeting.

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

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S
REPORT**

President Shkoler introduced Trustee-Elect Betty Escobosa and welcomed her to the Board. President Shkoler reported that the Foundation Donor Reception was very well done.

Secretary Braun arrived at 6:41 pm.

Trustee Sandra Stark gave her departure comments. President Shkoler thanked Trustee Stark for 13 years on the Placentia Library District Board of Trustees and presented her with a set of New York Public Library Lions Book Ends. Trustee Stark requested that the Placentia Library District purchase material for a Jewish Children's Collection. Trustee Stark will match the money spent on this collection.

TRUSTEE REPORTS

Trustee Stark reported that she will be attending the Special Districts Workers' Compensation and Risk Management Authority Meeting before the next Board Meeting. Trustee Stark requested a letter be written appointing her as a Consultant for the Placentia Library District at these meetings.

Trustee Dinsmore did not address the Board.

Secretary Braun did not address the Board.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter announced she put an advertisement in the Orange County Register for the Administrative Assistant job on Sunday December 1, 2002. The recruitment will end on December 12, 2002.

**FRIENDS OF
PLACENTIA
LIBRARY**

Friends of Placentia Library President, Eleanore Rankin, reported to the Board that the Friends' renewal invitations were mailed in November. It was also reported that the Author's Luncheon will be featuring Author Lisa See. The Friends Annual Meeting will be held in April.

**HISTORY ROOM
REPORT**

Library Director Minter reported that a grant writing consultant will be interviewed on December 9, 2002.

CLAIMS

It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve Agenda Items 10 through 13

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director and Library Trustees: Claims 4331, 4332, 4333, 4334, 4335, 4336, 4337, 4338, 4339, 4340, 4341 for a total of \$24,850.03.

Current Claims and Payroll: Claims 4342, 4343, 4344, 4345, 4346, 4347, 4348, and 4349 for a subtotal for Claims of \$30,234.53; and Payrolls 4350 for \$36,866.40 and 4351 for \$28,648.14 for a subtotal for Payrolls of \$65,514.54; with a combined total of Claims and Payroll of \$95,749.07.

FY 2002-2003 Cash Flow Analysis through October 16, 2002 and recommendation that no funds be transferred at this time. (Receive & File)

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

**FINANCIAL
REPORTS**

It was moved by Trustee Dinsmore, seconded by Trustee Stark to receive and file Agenda Items 14 through 18

Financial Reports for October 2002

Official General Ledger & Check Registers for October 2002

Acquisitions Report for October 2002

Collection Agency Report for October 2002

Gifts Report for October 2002

AYES: Braun, Dinsmore, Shkoler, Stark

NOES: None

ABSTAIN: None

ABSENT: Wood

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary Braun, seconded by Trustee Stark to receive and file Agenda Items 19 through 29

Building Maintenance Report for October 2002. (Receive & File)

Personnel Report for October 2002 (Receive, File & Ratify Appointments)

Volunteer Report for October 2002 (Receive & File)

Circulation Report for October 2002 (Receive & File)

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

Legislative Alerts from the California Special Districts Association and the California Library Association (Receive and File)

Status Report on the Two Percent Assessment Appeals Case (Receive & File)

Plan of Service Budget Request for Fiscal Year 2002-2003 for the California Library Literacy Service Programs (CLLS) which serves the adult literacy program, as submitted November 8, 2002 (Receive & File)

Submission of California State Mandated Costs Claim (Receive & File)

Certification from Placentia Library District to the State Library of California for the Public Library Fund for Fiscal Year 2002-2003, as submitted on November 19, 2002 (Receive & File)

Notification of Grant Award by the State Library of California for the Public Library Staff Education Program in the amount of \$5,676, and Grant documents and Financial Claim that were sent to the State Library on November 18, 2002. (Receive & File)

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

LEGISLATIVE ISSUES

President Shkoler discussed the importance of the Trustee involvement in the legislative process.

ELECTION OF OFFICER FOR ISDOC

It was moved by Trustee Stark and seconded by Secretary Braun to Authorize Library Director Minter to prepare and mail the ballot on behalf of the Board of Trustees

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

DISTRICT'S INTERNET POLICY REPLACEMENT OF STORY ROOM WALL

Presentation on recommended changes to the District's Internet Access Policy presented by Technology Manager, Julie Shook.

STORY HOUR ROOM WAL REPLACEMENT

It was moved by Trustee Stark and seconded by Trustee Dinsmore to authorize the replacement of the folding wall/door to Story Hour Room with Option B from the Proposal by RMC Facilities Services dated September 18, 2002, at a cost of \$4,184.70, with \$3,000, to be paid by the Placentia Library Foundation

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

It was moved by Trustee Dinsmore and seconded by Trustee Stark to authorize the Library Director to request that the Friends of the Placentia Library participate in this project with a grant of \$1,184.70, or, if the Friends do not fund the project, to authorize the payment of the balance from the District General Fund.

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

**PUBLIC RESTROOM
PARTITIONS**

It was moved by Trustee Stark and seconded by Trustee Dinsmore to authorize replacement of Public Restroom partitions as presented in the Proposal by RMC Facilities Services dated November 4, 2002, at the cost of \$3,190.00 to be paid by the General Fund.

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

**RETIREMENT
COMMEMORATION
FOR TRUSTEE
STARK**

It was moved by Trustee Dinsmore and seconded by Secretary Braun to authorize as allocation of \$300 fro the County Exempt Fund to purchase Jewish children's Books in commemoration of Trustee Stark's thirteen years of service to the Library Board of Trustees.

Trustee Stark agreed to match the contribution of \$300 to start a Jewish Children's collection.

**TRAVEL/TRAINING
AUTHORIZATIONS**

It was moved by Trustee Dinsmore and seconded by Trustee Stark that there will be 12 seats for the Board of Trustees at the Placentia Citizen of the Year Breakfast on Friday, December 6, 2002

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

It was moved by Trustee Dinsmore and seconded by Trustee Stark to approve travel to the Special District Risk Management Authority (SDRMA) Annual Meeting in Sacramento by Library Assistant, Katie Matas on Wednesday December 11, 2002, at a cost of approximately, \$300.00 to be paid by the General Fund.

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

STAFF REPORTS

It was moved by Secretary Braun, seconded Trustee Dinsmore to approve Agenda Items 35-40

Program Committee Report for October 2002.

Children's Services Report for October 2002.

Placentia Library Literacy Services Report for October 2002.

Placentia Library Web Site Report for October 2002.

Placentia Library Publicity Materials produced for October 2002.

Safety Committee Minutes for October 2002.

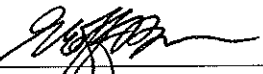
AYES:	Braun, Dinsmore, Shkoler, Stark
NOES:	None
ABSTAIN:	None
ABSENT:	Wood

DECEMBER MEETING

The December Regular Library Board Meeting will be held on Wednesday, December 18, 2002 at 6:30 P.M. in the Library Conference Room.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for November 28, 2002 adjourned at 7:30 P.M.



Geoff Braun
Secretary
Library Board of Trustees