

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 24, 2003**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on February 24, 2003 at 6:35 P.M.

ROLL CALL

Members Present: President Al Shkoler; Secretary Geoff Braun; Trustees Peggy Dinsmore, Betty Escobosa and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: None.

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts; and Administrative Assistant Donna Siloti.

**ADOPTION OF
AGENDA**

It was moved by Trustee Escobosa, seconded by Trustee Wood to declare the authorization of a grant writing agreement for the Literacy program to be an item of urgent business.

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

It was moved by Trustee Dinsmore, seconded by Trustee Escobosa to amend the Agenda to include the authorization of a grant writing agreement for the Literacy program as Agenda Item 43A and to adopt the Agenda as amended.

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

MINUTES

It was moved by Trustee Wood, seconded by Trustee Escobosa to approve the Minutes of the January 21, 2003 Regular Meeting.

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

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S
REPORT**

President Shkoler reported on the Independent Special Districts of Orange County meeting he attended January 30. Supervisor Norby spoke. He also attended a meeting of the Orange County Supervisors at which Supervisor Wilson spoke on the County's financial status. He also reported meeting with the Library's computer consultants.

TRUSTEE REPORTS

Trustee Dinsmore commented on the growth of the Literacy Program and commended Jim Roberts for his accomplishments.

Secretary Braun reported on attending the Friends of Placentia Library's Sweetheart's Day Workshop.

Trustee Escobosa expressed her appreciation for the Legislative Updates included in the Board Books and for the article about her that was included in the Newsletter.

Trustee Wood did not address the Board.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter did not address the Board.

**FRIENDS OF
PLACENTIA
LIBRARY**

No one from the Friends of Placentia Library was present to address the Board.

CLAIMS

It was moved by Trustee Dinsmore, seconded by Secretary Braun to approve Agenda Items 9 through 12

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

Forwarded by the Library Director: Claims 4383, 4384, 4385, 4386, 4387, 4388, 4389, and 4390 for a total of \$25,121.75.

Current Claims and Payroll: Claims 4391, 4392, 4393, 4394, 4395, 4396, 4397, 4398 and 4399 for a subtotal for Claims of \$18,973.95; and Payrolls 4400 for \$28,648.14 and 4401 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$76,270.23.

FY 2002-2003 Cash Flow Analysis through February 24, 2003 and report that \$7,000 was transferred from the Payroll Checking Account (Wells Fargo Bank) to the Emergency Payroll Savings Account (California National Bank) to replace the funds withdrawn on October 7, 2002.

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

**FINANCIAL
REPORTS**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to receive and file Agenda Items 13 through 17

Financial Reports for January 2003

Official General Ledger & Check Registers for January 2003

Acquisitions Report for January 2003

Collection Agency Report for January 2003

Gifts Report for January 2003

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to receive and file Agenda Items 18 through 33

Building Maintenance Report for January 2003. (Receive & File)

Personnel Report for January 2003 (Receive, File & Ratify Appointments)

Volunteer Report for January 2003 (Receive & File)

Circulation Report for January 2003 (Receive & File)

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

Legislative Alerts from Senator Bob Margett, the California Special Districts Association and the California Library Association. (Receive & File)

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

Status Report on Partnerships with Community Organizations. (Receive & File)

Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on (Receive & File)

Quarterly report for the Staff Education Grant. (Receive & File)

California Library Literacy Services Mid-Year Report for Fiscal Year 2002-2003, as submitted to the State Library of California. (Receive & File)

Families for Literacy Grant Mid-Year Report for Fiscal Year 2002-2003, as submitted to the State Library of California. (Receive & File)

Semi-annual report for English Language Literacy Intensive Grant (Receive & File)

Public Library Claim for State Library Statewide Date Base Subsidy for Fiscal Year 2002-2003 (Receive & File)

Letter from State Librarian Kevin Starr awarding \$24,725 for the California Literacy Campaign Grant for Fiscal Year 2002-2003 (Receive & File)

Claim for Second/Final Payment for the State Library Families for Literacy Campaign Grant for Fiscal Year 2002-2003 (Receive & File)

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

LEGISLATIVE ISSUES

Library Director Minter reported that she has received a couple of notes from Assemblywoman Lynn Daucher. Daucher is hosting a local event on February 28 that Minter will attend. She invited the Trustees to join her. Minter passed out the CSDA Weekly Legislative Update for February 21, 2003, and reported that the State Budget has not been finalized. A bipartisan group of legislators, including Daucher, has been formed to address the budget issues.

REPLACEMENT OF LOCAL AREA NETWORK (LAN)

It was moved by Trustee Escobosa and seconded by Trustee Wood to authorize replacement of the Library's Local Area Network (LAN) by Performance Technology Group at an equipment cost not to exceed \$9,850 and installer's cost not to exceed \$3,750 to be paid from the General Fund.

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

**STAFF TRAINING
SESSION**

It was moved by Trustee Wood and seconded by Trustee Dinsmore to authorize a joint Trustee and Staff training session on interpersonal communications issues with Susan Berk on Thursday, March 20, 2003 followed by a planning session with Trustees and Managers, at a cost of \$3,500.

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

POET LAUREATE

Meredith Laskow was present to answer Trustees' questions about her request to be appointed Poet Laureate for the Placentia Library District. Laskow reported that she has also presented her proposal to the Placentia City Council but does not know when they will address the issue.

It was moved by Trustee Wood and seconded by Trustee Escobosa to defer this matter to the March Board Meeting.

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

**AMENDMENT OF 457
PLAN**

It was moved by Trustee Escobosa and seconded by Trustee Wood to approve amendment to Placentia Library District's United States Conference of Mayors 457 Plan with Nationwide Retirement Solutions to allow participant loans from the Plan.

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

It was moved by Trustee Escobosa and seconded by Trustee Wood to authorize the Library Board President to sign the Loans to Participants Amendment to Plan Document and the Participant Loan Administrative Procedures.

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

**REVIEW OF STAFF
INSURANCE AND
SELECTION OF
MEDICAL GROUP**

District's Personnel Insurance Broker Stormy Waldeck reviewed the current medical, dental, vision and life insurance coverage for staff. He then compared the benefits and costs of three medical group plans.

It was moved by Secretary Braun and seconded by Trustee Dinsmore to select Blue Cross as the new medical insurance carrier for staff.

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

Stormy Waldeck said he would come to the Library on Thursday, March 6, 2003 to explain the change in medical insurance to the staff and to enroll staff in the new plan.

DISTRICT POLICY MANUAL

Library Director Minter passed out the Draft Placentia Library District Policy Manual. She said two additional job descriptions would be added next month. It was decided that Sections 1000, 4000, and 5000 would be reviewed and discussed at the March 24, 2003 Board Meeting.

ORANGE COUNTY COUNCIL OF GOVERNMENTS

It was discussed whether the District should request membership in the Orange County Council of Governments. Trustee Wood said she would attend the meetings.

It was moved by Trustee Wood and seconded by Secretary Braun that the Placentia Library District request membership in the Orange County Council of Governments.

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

EMERGENCY PLANS FOR "RED-SEVERE" THREAT LEVEL

Library Director Minter explained that the Library is a member of the Orange County Emergency Management Organization (OCEMO). OCEMO is requesting the District's protocol that will be implemented if the National Threat Level goes to "Red-Severe."

It was moved by Trustee Escobosa and seconded by Trustee Dinsmore to authorize the Library Director or, in the absence of the Library Director, the Librarian in Charge, to determine whether to close the Library and how to deploy the staff whenever the National Threat Level goes to "Red-Severe."

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

**RESOLUTION
SUPPORTING
PLACENTIA POLICE
DEPARTMENT**

Trustee Dinsmore expressed support for maintaining the City of Placentia Police Department rather than contracting with an outside Agency. The consensus was that support would be on an individual basis. Trustee Dinsmore invited the Trustees to attend the March 4, 2003 Placentia City Council Meeting.

**GRANT WRITING
AGREEMENT FOR
ELLI PROGRAM**

It was moved by Trustee Wood and seconded by Secretary Braun to authorize the Grant Writing Agreement with Drew & Associates for the English Language and Literacy Intensive (ELLI) Program in the amount of \$4,200 to be paid from the ELLI Grant.

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

STAFF REPORTS

It was moved by Trustee Wood and seconded by Trustee Escobosa to approve Agenda Items 44-49.

Program Committee Report for January 2003.

Children's Services Report for January 2003.

Placentia Library Literacy Services Report for January 2003.

Placentia Library Web Site Report for January 2003.

Publicity Materials produced for January 2003.

Safety Committee Minutes for January 2003.

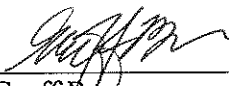
AYES: Shkoler, Braun, Dinsmore, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**MARCH
MEETING**

The March Regular Library Board Meeting will be held on Monday, March 24, 2003 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 February 24, 2003 adjourned at 8:30 P.M.



Geoff Braun
Secretary
Library Board of Trustees