

**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 13, 2003**

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on May 13, 2003 at 12:03 P.M.

**ROLL CALL**

**Members Present:** President Al Shkoler; Trustees Betty Escobosa and Gaeten Wood; and Library Director Elizabeth Minter.

**Member Absent:** Trustee Peggy Dinsmore.

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Friends of Placentia Library President Eleanore Rankin, and Administrative Assistant Donna Siloti.

**ADOPTION OF AGENDA**

It was moved by Trustee Wood and seconded by Trustee Escobosa to adopt the Agenda as printed.

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

**MINUTES**

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

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

**ORAL COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S REPORT**

President Shkoler reported that Sandra Stark has offered to have the Staff Appreciation Dinner at her house. This item will be on the June Agenda.

President Shkoler suggested the Library present the outgoing Chamber of Commerce President, Glenn Miller, with a plaque. Trustee Wood will coordinate with Development Director Jillian Rakos the preparation of a book plaque.

President Shkoler inquired into the status of the book collection that is being done in honor of Sandra Stark. Library Director Minter reported that the collection is in the process of being purchased.

President Shkoler reported that Assemblywoman Daucher will be having a fundraiser on June 5 and he invited the trustees to attend.

President Shkoler reported that he attended the graduation for the Library's Spanish Literacy program on April 22.

**TRUSTEE REPORTS**

Trustee Wood thanked the Board for changing the time of the Board Meeting to accommodate her schedule.

Trustee Escobosa reported that she attended the most recent Friends of Placentia Library meeting and was impressed with the work they do.

**LIBRARY  
DIRECTOR'S  
REPORT**

Library Director Minter reported that former employee Jerry Choice is now in hospice care in Fallbrook. The Library has sent her a card and gift.

Library Director Minter reported that the Library a bid on five items of equipment and furniture being auctioned by the Arroyo Seco Library Network. The Library won the bids for a Minolta copier, projector, conference table, and color laser printer for a total purchase price of \$5,254.00.

Library Director Minter announced the resignations of two staff members: Children's Librarian Cyrise Smith and Circulation Supervisor Amnah Darwish.

Library Director reminded the trustees that three trustee signatures will be needed on all claims while she is on vacation.

**FRIENDS OF  
PLACENTIA  
LIBRARY**

Friends of Placentia Library President Eleanore Rankin reported that the Friends had approved the funds for completing the remodeling of the Children's storyhour room and will approve the funds for the Staff Appreciation Dinner at their June meeting.

**CLAIMS**

It was moved by Trustee Escobosa and seconded by Trustee Wood to approve Agenda Items 9 through 12.

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

Claims forwarded by the Library Director: Claims 4431, 4432, 4433 and 4434 forwarded by Library Director for a total of \$10,015.23.

Claims 4435, 4436, 4437, 4438, 4439 and 4440 for a subtotal for Claims of \$16,462.06; and Payrolls 4441 for \$28,648.14 and 4442 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$73,758.34.

FY2002-2003 Cash Flow Analysis through May 30, 2003 and recommendation that transfer of \$50,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption) be authorized.

AYES: Shkoler, Escobosa, Wood  
NOES: None  
ABSTAIN: None

ABSENT: Dinsmore

**FINANCIAL  
REPORTS**

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

Financial Reports for April 2003

Official General Ledger & Check Registers for April 2003

Acquisitions Report for April 2003

Collection Agency Report for April 2003

Gifts Report for April 2003

AYES: Shkoler, Escobosa, Wood

NOES: None

ABSTAIN: None

ABSENT: Dinsmore

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Escobosa and seconded by Trustee Wood to receive and file Agenda Items 18 through 27.

Building Maintenance Report for April 2003.

Personnel Report for April 2003

Volunteer Report for April 2003

Circulation Report for April 2003

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.

Status Report on the Two Percent Assessment Appeals Case.

Status Report on Partnerships with Community Organizations.

Placentia Civic Center Authority Audits for Fiscal Year ending June 30, 2001 and June 30, 2002.

Report on transition to Blue Cross, the new medical insurance carrier, effective April 1, 2002.

AYES: Shkoler, Escobosa, Wood

NOES: None

ABSTAIN: None

ABSENT: Dinsmore

**LEGISLATIVE  
ISSUES**

Library Director Minter reported that Governor Davis will be issuing his budget revisions on May 14. She said that the Governor's current recommendation does not include property tax shifts.

**APPOINTMENT OF  
BOARD SECRETARY**

It was moved by Trustee Wood and seconded by Trustee Escobosa to appoint Trustee Escobosa as Board Secretary for term expiring December 2003.

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

**INTERVIEW  
PROCESS FOR NEW  
TRUSTEE**

The Board members will interview applicants for the vacant trustee position between 5:00PM and 6:30PM on June 30 prior to the Regular Board Meeting. The trustees will prepare the questions to be asked the applicants at a Special Meeting to be held after President Shkoler returns from vacation.

**STAFF SURVEY**

The Board will edit the Employee Opinion Survey at the June 30<sup>th</sup> board meeting. President Shkoler requested that Library Director Minter ask the managers for their input.

**FISCAL YEAR 2003-  
2004 BUDGET  
PREVIEW**

Library Director Minter presented preliminary information on the 2003-2004 Budget. She explained that it looks like the BLLI grant is not going to be funded by the State Library. Four grant requests totaling approximately \$150,000 have been written to fund the program. She used a conservative 5% figure for property tax revenue and reduced the passport revenue. Actual individual medical costs have not been received yet from Blue Cross.

**APPROPRIATIONS  
LIMITATION**

It was moved by Secretary Escobosa and seconded by Trustee Wood to read Resolution 03-05 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the Fiscal Year 2003-2004.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Resolution 03-05 by roll call vote.

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

**FINES AND FEES  
SCHEDULE**

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve the Fines and Fees Schedule for Fiscal Year 2003-2004 by roll call vote.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to authorize the publication of the Notice of Public Hearing for the August 18, 2003 Library Board Meeting at 6:30PM.

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

**HOLIDAY AND  
LIBRARY PUBLIC  
SERVICES  
SCHEDULE**

It was moved by Secretary Escobosa and seconded by Trustee Wood to read Resolution 03-06 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure Schedule for Calendar Year 2003-2004.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Resolution 03-06 by roll call vote.

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

**PERSONNEL  
ALLOCATION  
SCHEDULE AND  
ORGANIZATION  
CHART**

It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2003-2004, effective July 1, 2003.

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

**SALARY  
SCHEDULES**

It was moved by Trustee Wood and seconded by Secretary Escobosa to read Resolution 03-07 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the Placentia Library District of Orange County.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Resolution 03-07 by roll call vote.

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

**STAFF REPORTS**

It was moved by Secretary Escobosa and seconded by Trustee Wood to approve Agenda Items 38-43.

Program Committee Report for April 2003.

Children's Services Report for April 2003.

Placentia Library Literacy Services Report for April 2003.

Placentia Library Web Site Report for April 2003.

Publicity Materials produced for April 2003.

Safety Committee Minutes for April 2003.

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

**JUNE  
MEETING**

The June Regular Library Board Meeting will be held on Monday, June 30, 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 April 21, 2003 adjourned at 1:10 P.M.

**CLOSED SESSION**

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 1:10 P.M. to discuss a personnel matter.

The Closed Session ended at 1:30 P.M.

President Shkoler reported that there was no report from the Closed Session.

  
Betty Escobosa  
Secretary