

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
February 20, 2007**

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on February 20, 2007, at 6:30 P.M.

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

**Members Absent:** None

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Technology Manager Vernon Napier, and Friends Treasurer Camille Himes.

**ADOPTION OF AGENDA** It was moved by Trustee Escobosa, and seconded by Secretary Turner to adopt the Agenda as printed.

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

**Trustee Escobosa left the meeting at 6:36P.M.**

**ORAL COMMUNICATIONS** No members of the public addressed the Board.

**PRESIDENT REPORT** President Shkoler reported his attendance to several programs and events.

**TRUSTEE REPORTS** The Trustees reported their attendance to several programs and events.

**FOUNDATION** Trustee DeVecchio reported that the newly named Placentia Library Friends Foundation is in the process of finalizing the merger.

**FRIENDS** Treasurer Camille Himes reminded the Board about the Author's Luncheon featuring author Sherry Halperin on March 3, 2007 at the Alta Vista Country Club and the Friends Annual Meeting is Friday, April 20, 2007 in the Placentia Library. The Friends Foundation merger is being executed.

**CONSENT CALENDAR** It was moved by Trustee DeVecchio and seconded by Trustee Escobosa to approve items 9-44 as printed and exclude Agenda Item #31, Policies 1040 and 1060;

**MINUTES** Minutes of the January 15, 2007 Library Board of Trustees Regular Meeting, the January 15, 2007 Library Board of Trustee Work Session and the February 1, 2007 Work Session.

**CLAIMS**

Claims 4952 by Minter/Turner, 4953 and 4954 by Minter/DeVecchio, 4955 by Minter/Shkoler, 4956, 4957 and 4958 by Minter/Wood, 4959 by Minter/pending for a total of \$53,617.65 from Fund 707.

Current Claims 4960,4961,4962,4963, and 4964 for a total of \$46,351.88 for the Fiscal Year 2006-2007 and Payrolls #20 (3/14/07) for \$47,072.00 and #21 (2/28/07), for \$94,144.00 for a combined total of \$140,495.88.

FY2006-2007 Cash Flow Analysis through January 15, 2007 and the Schedule of Anticipated Property Tax Revenues for FY2006-2007 as Provided by the Orange County Auditor and recommendation that no funds be transferred at this time.

**FINANCIAL REPORTS**

Financial Reports for February 2007

Office General Ledger & Check Registers for February 2007

Acquisitions Report for February 2007

Entrepreneurial Report for February 2007

Collection Agency Report for February 2007

Gifts Report for February 2007

**GENERAL CONSENT CALENDAR**

Building Maintenance for February 2007

Personnel Report for February 2007

Volunteer Report for February 2007

Circulation Report for February 2007

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 Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Memo from the State Library of California dated January 18, 2007 reporting the Public Library Fund Allocations from 2006-07. Placentia Library District will receive \$31,740.00

Submission of application to the Institute for Museum and Library Services for a National Award.

Placentia Library District Policy Manual, Policies, Series 1000, as Reviewed at the Library Board of Trustees Work Session on February 8, 2007. This includes Policies 1000, 1010, 1015, 1020, 1030, and 1050.

Announcement of the Re-Opening of the Orange Public Library and History Center at 10:00A.M. on Saturday, April 21, 2007.

Notice from the City of Placentia of the Preparation of a Draft Environmental Impact Report for the proposed Westgate Specific Plan project.

Certificates of Appointment in Lieu of Election for Betty Escobosa and Al Shkoler certified by Neal Kelley, Registrar of Voters, Orange County dated November 29, 2006.

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

## **STAFF REPORTS**

Director's Report for February 2007

Program Committee Report for February 2007

Children's Services Report for February 2007

Placentia Library Literacy Services Report for February 2007

Reference and Adult Services Report for February 2007

History Room Report for February 2007

Placentia Library Web Site Report for February 2007

Technology Report for February 2007

Publicity Materials produced for February 2007

Safety Committee Minutes for February 2007

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

**LEGISLATIVE  
ISSUES**

Library Director had nothing to report at this time.

**LIBRARY  
DIRECTOR GOALS  
& OBJECTIVES**

Library Director Minter and Valerie Poole scheduled an appointment for Thursday, February 22, 2007 at 4:30P.M to discuss the reports prepared by Valerie Poole. The Board of Trustees scheduled a Special Meeting for Wednesday, February 28, 2007 at 6:30P.M.

**TRUSTEES  
PARTICIPATION IN  
THE FRIENDS  
FOUNDATION  
MERGER**

Trustee DeVecchio reported that he met with Trustee Escobosa and Library Director Minter to discuss the Library's role with the Friends Foundation Merger and the creation of a Memorandum of Understanding/Agreement.

The Board reviewed the Memorandum of Understanding for context and content and bring back the draft for another review.

**FACILITY MASTER  
PLAN**

It was moved by Trustee Wood and seconded by Secretary Turner to Approve the addition of the survey to the Facility Master Plan Process, authorize the extension of the final report from the March Library Board Meeting to the April Library Board Meeting, and set The next Master Plan Work Session for Monday, March 19, 2007 at 4:30P.M.

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

**CERTIFICATES OF  
DEPOSIT**

It was moved by President Shkoler and seconded by Trustee Wood to renew one (1) Certificate of Deposit in the amount of \$23,624.58 with California National Bank for a period of 9 months at the offered interest rate of 5.2% and transfer (1) Certificate of Deposit of \$23,624.58 into the Placentia Library District Equipment Fund 702.

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

**POLICY 3040 –  
EXPENSE  
AUTHORIZATION &  
PETTY CASH**

It was moved by Trustee DeVecchio and Secretary Turner to adopt Placentia Library District Policy 3040- Expense Authorization & Petty Cash, as amended February 20, 2007, as a first reading.

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

**POLICY 2110 –  
HEALTH &  
WELFARE  
BENEFITS  
RENEWAL**

It was moved by Trustee DeVecchio and seconded by Trustee Wood approve renewal of Placentia Library Policy Manual Policy 2110 -- Health and Welfare Benefits, Policy Deductible/Co-Pay Reimbursement for Calendar Year 2007 for employees' expense up to \$500 per year per employee to be paid for the County Exempt Fund.

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

**CALIFORNIA  
MINIMUM WAGE  
EFF. JAN 1, 2007,  
RESOLUTION 07-06**

It was moved by Secretary Turner and seconded by Trustee DeVecchio to adopt the Placentia Library District Salary Schedule for Exempt Employees for Fiscal Year 2006-2007 effective January 1, 2007.

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

It was moved by Secretary Turner and seconded by Trustee DeVecchio to read Resolution 07-06 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish The Salaries of the Exempt Employees of the District of Fiscal Year 2006-2007 effective January 1, 2007.

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

It was moved by Trustee Wood and seconded by Secretary Turner to Adopt Resolution 07-06 by roll call vote.

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

**TRAVEL  
AUTHORIZATIONS**

It was moved by Trustee DeVecchio and seconded by Secretary Turner to authorize not to exceed 4 Trustee registrations for the California Association of Library Trustees and Commissioners' Southern California Workshop in Library Leadership on March 24, 2007 at a cost of \$15 per person plus mileage to be paid from the General Fund

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

It was moved by Secretary Turner and seconded by Trustee Wood to authorize Trustee registrations for the Future of Libraries Workshop Series on March 13 and 27, 2007 at a cost of \$60 per person plus mileage to be paid from the General Fund not to exceed three (3) Trustees.

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to authorize Wendy Goodson to attend the Special District Risk Management Authority Safety Claims Education Day in Sacramento on March 26-27, 2007 at a cost not to exceed \$400 to be paid from the General Fund.

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

It was moved by Secretary Turner and seconded by Trustee Wood to authorize Library Director Minter to attend the American Library Association Annual Conference in Washington, DC, June 22-26, 2007 at a cost not to exceed \$2,210 to be paid from the General Fund.

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

**AGENDA  
PREPARATION**

The Board scheduled a Special Meeting scheduled for Wednesday, February 28, 2007 at 6:30P.M. to review the Library Director's Goals & Objectives.

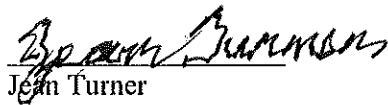
Agenda Preparation for the March Regular Meeting will be held on Monday, March 19, 2007 at 6:30 P.M.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for February 20, 2007 adjourned at 8:13 P.M.

**NEXT MEETING**

The March Library Board Meeting will be held on Monday, March 19, 2007 at 6:30 P.M. in the Library History Room.



Jean Turner  
Secretary  
Library Board of Trustees



Al Shkoler  
President  
Library Board of Trustees