

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 16, 2006**

- CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on January 16, 2006, 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, Administrative Services Manager Wendy Goodson. Technology Manager Vernon Napier is on vacation.
- ADOPTION OF AGENDA** It was moved by Trustee Wood, and seconded by Trustee Escobosa to adopt the Agenda as printed.
- AYES:** Shkoler, Turner, DeVecchio, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None
- MINUTES** It was moved by Secretary Turner and seconded by Trustee Wood to approve the Minutes of the November 28, 2005 and December 19, 2005 Regular Meeting that was continued to January 4, 2006 as amended.
- AYES:** Shkoler, Turner, DeVecchio, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None
- ORAL COMMUNICATIONS** No members of the public addressed the Board.
- TRUSTEE REPORTS** President Shkoler and Trustee Escobosa reported they attended the Chamber Mixer on January 12, 2006 at Physical Therapy Specialists.
- FRIENDS** Carol Fizzard reported that the next Friend's Meeting will include Jeffrey Wilcox to discuss Strategic Planning. The Author's Luncheon is March 4, 2006 at Alta Vista Country Club.
- FOUNDATION** Trustee DeVecchio reported that the Foundation President, Jean Lasley will be present at the next Board of Trustees Meeting to give the Foundation's Annual Report. He reported that the Foundation Strategic Planning Work Session was conducted on January 7, 2006. The Foundation also had a regular meeting on January 12, 2006.

CLAIMS

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

Claims 4825,4826, 4827,4828, and 4829 for a total of \$51,954.61
Current Claims 4830, 4831, 4832, 4833, 4834, and 4835 for a total of Current Claims for the Fiscal Year 2005-2006 of \$18,327.76 and Payroll #16 (2/8/06) for \$42,749.93 and #17 (2/22/06) for \$38,789.65 for a total of \$137,657.53.

FY2005-2006 Cash Flow Analysis through January 16, 2006 and recommendation that no funds be transferred at this time.

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

FINANCIAL REPORTS

It was moved by Trustee Wood, and seconded by Secretary Turner to receive and file Agenda Items 13 through 18.

Financial Reports for December 2005

Office General Ledger & Check Registers for December 2005

Acquisitions Report for December 2005

Entrepreneurial Report for December 2005

Collection Agency Report for December 2005

Gifts Report for December 2005

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

GENERAL CONSENT CALENDAR

It was moved by Trustee Escobosa and seconded by Trustee Wood to receive and file Agenda Items 20-29.

Personnel Report for December 2005

Volunteer Report for December 2005

Circulation Report for December 2005

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

Mandated Cost Claims Summary for Placentia Library District for Fiscal Year 2004-2005 in the amount of \$15,398 as submitted to the State Controller's Office by Shields Consulting Group

Delighting the Customer: A Proposal to Develop a Kano Model for "Library Services", a grant submitted to the Institute of Museum and Library Services for a National Leadership Grants for Library Program, Research and Demonstration Grant, sponsored by the Cerritos Library and facilitated by Library Consultant Joe Matthews. The additional libraries include Placentia, Carlsbad, Torrance and Beverly Hills.

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

AGENDA ITEM 19

It was moved by Trustee DeVecchio and seconded by Trustee Wood receive and file Agenda Items 19

Building Maintenance Report for December 2005

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

LEGISLATIVE ISSUES

Library Director reported that there will no significant decreases in funding. Minter will be making appointments with Senator Margett and Daucher's offices to introduce ourselves on January 27, 2006. Director Minter will confirm the dates/times when available.

ADOPTION OF LIBRARY DIRECTOR AND ADMINISTRATIVE SERVICES MANAGER POSITION DESCRIPTIONS

It was moved by Trustee Wood and seconded by Trustee DeVecchio to Adopt the job description for Administrative Services Manager, Placentia Library District Policy 2303, as adopted January 4, 2006.

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

It was moved by Trustee Wood and seconded by Secretary Turner to adopt the job description for Library Director, Placentia Library District Policy 2300, as adopted January 4, 2006.

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

WEBSITE PROJECT

Library Director reported for Technology Manager (vacation) that the Board has a Website Work Session on January 25, 2006 at 9:00a.m. to discuss and review other library sites as examples.

**STRATEGIC
PLANNING
PROCESS**

Library Director handed out the preliminary Strategic Planning draft that contains goals and priorities. A Strategic Planning Work Session for all Strategic Planning participants was scheduled for Saturday, February 4, 2006 @ 9:00A.M. in the Library Meeting Room.

STAFF REPORTS

It was moved by Secretary Wood and seconded by Trustee Escobosa to approve agenda items 34-43:

Library Director's Report for December 2005

Program Committee Report for December 2005.

Children's Services Report for December 2005.

Placentia Library Literacy Services Report for December 2005.

Reference and Adult Services Report for December 2005.

History Room Report for December 2005.

Placentia Library Web Site Report for December 2005.

Technology Report for December 2005.

Publicity Materials produced for December 2005.

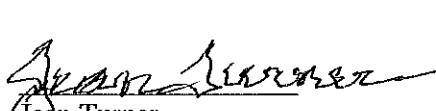

Safety Committee Minutes for December 2005.

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

PREPARATION Agenda Preparation for the December Regular Meeting will be held on Monday, February 21, 2006 at 6:30 P.M.

ADJOURNMENT The Regular Meeting of the Board of Trustees of the Placentia Library District for January 16, 2006 adjourned at 7:05 P.M.

FEBRUARY MEETING The February Library Board Meeting will be held on Tuesday, Feb 21, 2006 at 6:30 P.M. in the Library History Room.

	
Jean Turner	Al Shkoler
Secretary	President
Library Board of Trustees	Library Board of Trustees