

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
August 28, 2002**

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on August 28, 2002 at 6:30 P.M.

**ROLL CALL**

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

**Members Absent:** None

**Others Present:** Public Services Manager and Literacy Coordinator Jim Roberts and Interim Administrative Assistant Erin M. Fregeau

**ADOPTION OF  
AGENDA**

It was moved by Trustee Wood, seconded by Secretary Braun to adopt the Agenda as printed.

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

**MINUTES**

No Corrections were requested for the Minutes of August 1, 2002.

It was moved by Trustee Wood, seconded by Secretary Braun to approve the Minutes of the August 1, 2002 Regular Meeting.

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

**ORAL  
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S  
REPORT**

President Shkoler announced that Trustee Stark did not file to be a candidate for the upcoming Trustee election. Since there are only two candidates, Al Shkoler and Betty Escobosa, the Trustee names will not appear on the ballot and the District will not need to pay the budgeted election expense.

**TRUSTEE REPORTS**

Trustee Stark updated the board regarding the merger of the Special District Workers' Compensation and Risk Management Authorities. The current board members are finalizing the bylaws which should be complete by October. Due to Stark's decision to not seek re-election,

another individual must be chosen to represent the District on the Authority's Board of Directors. The restrictions for this position require the individual to be either a Trustee, a member of the District's Administration, or a Consultant.

The combined Authority will consist of a board and sub-committees. These committees will be made up of members and outside authorities. Meeting dates have not yet been decided, but Trustee Stark assumes they will occur bimonthly.

Trustee Wood announced that the Orientation for the Foundation's new members went well.

**LIBRARY  
DIRECTORS  
REPORT**

Library Director Minter deferred her report to the financial issues.

**FRIENDS OF  
PLACENTIA  
LIBRARY**

No one was present to represent the Friends of the Placentia Library.

**HISTORY ROOM  
COMMITTEE  
REPORT**

No one was present to represent the Placentia Library Placentia History Room Committee.

**CLAIMS**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to approve Agenda Items 9 through 12.

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4292, 4296, 4297, 4298, 4299 and 4300 for a total of \$19,840.20.

A total for all claims and payroll is \$19,840.20.

AYES: Braun, Dinsmore, Shkoler, Stark, 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 18.

Financial Reports for July 2002

Acquisitions Report for July 2002

Collection Agency Report for July 2002

Debit Card System Reimbursement Report for July 2002

Gifts Report for July 2002

AYES: Braun, Dinsmore, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 19 through 37

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

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

Volunteer Report for July 2002 (Receive & File)

Circulation Report for August 21, 2002 (Receive & File)

Status Report on the Two Percent Assessment Appeals Case dated August 28, 2002. (Receive & File)

State Budget Update dated August 16, 2002. (Receive and File)

Memo announcing the Quarterly meeting of Independent Special Districts of Orange County Thursday August 29, 2002, 11:30 A.M.

Report on Staff Appreciation Dinner held on Thursday, August 8, 2002, at 6:30 PM at the home of Sandra and Allan Stark (Receive and File)

CCLS Budget Report for FY 2001-2002.

California State Library Report of Families for Literacy covering FY 2001-2002.

California State Library ELLI Program Final Report Part 1: FY 2001 to 2002.

California Public Library Survey Conducted August 2002.

Letter from California State Library dated July 26, 2002, stating ELLI grant of \$85,200 for FY 2002 to 2003.

Final Payroll Information for FY 2001 to 2002.

Nomination letters for the position of Seat C of the California Special Districts Association, Region 6 Board.

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

**LEGISLATIVE  
ISSUES**

Library Director Minter reported that there is still no action taken on the State Budget. Minter stated that it looks as though there will be no Public Library Fund money for the book budget. The Interlibrary Loan reimbursement will not be eliminated but will be reduced. The California Library of California, formed two years ago, is likely to lose all of its funding in next year's budget.

The Literacy programs are at great risk. Families for Literacy is currently fully funded by the State Library. There will be a 2.7% cut across all literacy programs.

Library Director Minter reported that it may be October or November before a budget is finalized and published.

**PUBLIC HEARING  
FOR THE FINES &  
FEES POLICY**

It was moved by Trustee Stark, seconded by Trustee Dinsmore to receive and file the Proof of Publication for the Notice of Public Hearing for the Proposed Fines and Fees Schedule for 2002-2003 Fiscal Year for the Placentia Library District, that was published in the *Placentia News Times* on August 15, 2002.

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

President Shkoler opened the public hearing for the Fines and Fees Schedule. No one addressed the Board. President Shkoler closed the Public Hearing.

It was moved by Trustee Stark, seconded by Secretary Braun to read Resolution 02-6 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to adopt the Fines and Fees Schedule for FY 2002-2003 of Placentia Library District of Orange

County.

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

It was moved by Trustee Dinsmore, seconded by Trustee Stark to adopt Resolution 02-6 by roll call vote.

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

**PUBLIC HEARING  
FOR THE FISCAL  
YEAR 2002-2003  
BUDGETS**

It was moved by Trustee Stark, seconded by Trustee Wood to receive and file the Proof of Publication for the Notice of Public Hearing for the Proposed Budgets for 2002-2003 Fiscal Year for the Placentia Library District, that was published in the *Placentia News Times* on August 15, 2002.

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

President Shkoler opened the public hearing for the Budgets. No one addressed the Board. President Shkoler closed the Public Hearing.

It was moved by Trustee Stark, seconded by Trustee Wood to read Resolution 02-7 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to adopt Fiscal Year 2002-2003 Budgets for the Placentia Library District of Orange County.

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

It was moved by Trustee Stark, seconded by Trustee Dinsmore to adopt Resolution 02-7 by roll call vote.

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

**CSDA ELECTION**

It was moved by Trustee Dinsmore, seconded by Trustee Wood that the District's vote for the position of Seat C of the California Special Districts Association Board of Directors, representing Region 6 be cast by the Library Director for James "Ski" Wolniewicz.

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

**PERSONNEL  
RECLASSIFICATION**

It was moved by Trustee Stark, seconded by Trustee Wood to reclassify the Circulation Supervisor position from Library Assistant to Librarian I effective July 23, 2002 and continuing for as long as Amnah Darwish is in this position.

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

**PAYROLL  
ACCOUNT**

It was moved by Trustee Stark and seconded by Trustee Wood to establish a payroll checking account at wells Fargo Bank and to close the payroll checking account at Bank of America.

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

It was moved by Trustee Wood and seconded by Secretary Braun to withdraw the Payroll Savings Account funds at Bank of America and deposit them in the Payroll CD Savings Account at Cal Fed Bank.

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

**SINGLE SIGNATURE  
AUTHORIZATION**

It was moved by Trustee Wood and seconded by Trustee Dinsmore change the single signature authorization for all bank accounts from \$150 to \$500 effective immediately.

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

**TRAVEL  
AUTHORIZATIONS**

It was moved by Trustee Wood and seconded by Secretary Braun to approve travel to the Cal-Card Program and Accounting Overview in Sacramento for Elizabeth Minter on September 12, 2002, at a cost not to exceed \$292 to be paid from the General Fund.

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

It was moved by Trustee Stark and seconded by Trustee Wood to approve travel to the Annual Conference of the California Special Districts Association in San Diego from September 24 to 26, 2002 for Elizabeth Minter at a cost not to exceed \$885 to be paid from the General Fund.

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

It was moved by Secretary Braun and seconded by Trustee Wood to approve travel to the Guadalajara International Book Fair in Mexico from November 30 through December 6, 2002 for Cyrist Smith at a cost not to exceed \$880 to be paid from the General Fund, and Ann Margaret Webb at a cost not to exceed \$880 to be paid from the ELLI Grant.

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

**STAFF REPORTS**

It was moved by Secretary Braun, seconded Trustee Dinsmore by to approve Agenda Items 46-51.

Program Committee Report for July 2002.

Children's Services Report for August 21, 2002.

Placentia Library Literacy Services Report for August 7, 2002.

Placentia Library Web Site Report for August 28, 2002.  
Publicity Materials produced for July 2002.

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

**AGENDA  
PREPARATION**

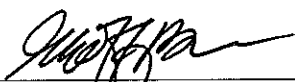
The date of the October Library Board meeting will be included on the September Agenda.

**SEPTEMBER  
MEETING**

The September Regular Library Board Meeting will be held on Wednesday, September 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 August 28, 2002 adjourned at 7:47 P.M.

  
\_\_\_\_\_  
Geoff Braun  
Secretary  
Library Board of Trustees