

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 20, 2004

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on December 20, 2004 at 6:30 P.M.

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

Members Absent: None

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook and Administrative Assistant Wendy Goodson.

ADOPTION OF AGENDA It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt the Agenda as amended.

AYES: Shkoler Escobosa, DeVecchio, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

MINUTES It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve the Minutes of the November 22, 2004 Regular Meeting.

AYES: Shkoler, Escobosa, DeVecchio, Wood

NOES: None

ABSTAIN: Turner

ABSENT: None

ORAL COMMUNICATIONS No members of the public requested to address the Board.

TRUSTEE REPORTS President Shkoler welcomed Trustee Turner's to her first Board Meeting.

President Shkoler welcomed Jackie Filbeck, Representative for Chris Norby, Orange County Supervisor, 4th District. Ms. Filbeck presented President Shkoler with a Certificate of Appreciation for his Board Service on behalf of the Orange County Board of Supervisors.

President Shkoler acknowledged Jim Robert's selection as the "Citizen of the Year" for 2004 and the Library's selection as "Business of the Month" by the Placentia Chamber of Commerce.

President Shkoler commented on the success of the Donor Reception and thanked those who helped in the preparation of the event.

Trustee Wood, Secretary Escobosa, Trustee Turner, and Trustee DeVecchio commented on the effectiveness of the "Staying in

Compliance" Workshop in San Diego, CA on Dec 15, 2004.

FRIENDS

None at this time.

CLAIMS

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Agenda Items 8 through 11.

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

Claims 4679,4680,468, 4682, 4683,4684,4685, and 4686 forwarded by Library Director for a total of \$43,096.85.

Current Claims 4687,4688,4689,4690, and 4691 for a total of Current Claims of \$22,966.81; Payrolls #14 (1/5/05) for \$33,632.62 and #15 (1/19/05) for \$33,247.27 for a subtotal for Payroll of \$66,879.89; for a total of Current Claims and Payroll of \$89,846.70.

FY2004-2005 Cash Flow Analysis through December 20, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

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

FINANCIAL REPORTS

It was moved by Secretary Escobosa, and seconded by Trustee Wood to receive and file Agenda Items 12 through 16.

Financial Reports for November 2004

Office General Ledger & Check Registers for November 2004

Acquisitions Report for November 2004

Collection Agency Report for November 2004

Gifts Report for November 2004

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

GENERAL CONSENT CALENDAR

It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive and file Agenda Items 17-28, with the exception of Item 26.

Building Maintenance Report for November 2004

Personnel Report for November 2004

Volunteer Report for November 2004

Circulation Report for November 2004

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

Legislative Alerts from the California Special Districts Association

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Revised Budget for Fiscal Year 2004-2005 to include the Matching grant funds for California Library Literacy Services, State Library of California, as submitted on November 29, 2004.

Fiscal Year 2003-2004 Annual Report of Financial Transactions Of Special Districts for Placentia library District is prepared By Munson, Cronick & Associates and submitted to the State Controller on December 1, 2004.

Mandated Cost Claims Receipt of Fiscal Year 2003-2004 as Prepared by Shields Consulting Group and submitted to the State Controller's Office on December 13, 2004.

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

AGENDA ITEM 26

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve Agenda Item 26 and recommend that only a summary page of lengthy public agency reports be included in the Board Book. The public agency reports in their entirety will be kept in the Administrative Office, which will be available for review by the Board of Trustees at any time.

LEGISLATIVE ISSUES

Library Director reported that Literacy Grant was received in the amount of \$29,191.00. The possibility remains that the Library may not receive any funds next year.

NOTARY PUBLIC SERVICES

It was moved by Trustee Wood and seconded by Trustee Turner to provide Notary Services to the public with no additional compensation provided to staff other than the training and certification processes.

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

ABSTAIN: None

ABSENT: None

RESOLUTION 04-10
SIGNATURE
AUTHORITY

It was moved by Secretary Wood and seconded by Trustee Escobosa to adopt Resolution 04-10, a Resolution of the Board of Trustees of the Placentia Library District of Orange County to grant signature authority to Library Trustees, the Library Director and Designates Staff with the Orange County Auditor, Bank of the West, Wells Fargo Bank and Citibank.

AYES: Shkoler, Wood, Escobosa, DeVecchio, Turner

NOES: None

ABSTAIN: None

ABSENT: None

FEBRUAR 2005
MEETING DATE

It was moved by Trustee Turner and seconded by Secretary Wood to approve February 22nd, 2005 as the meeting date for the February Regular Board of Trustees Meeting due to the holiday.

AYES: Shkoler, Wood, Escobosa, DeVecchio, Turner

NOES: None

ABSTAIN: None

ABSENT: None

SAFETY
COMMITTEE
INCENTIVE
PROGRAM

It was moved by Secretary Wood and seconded by Trustee Turner to approve the Safety Committee Incentive Program and authorize the Library Director to revise program as necessary. Once approved, the Program will brought to the January 17, 2005 Board of Trustees Regular Meeting for adoption into Library policy.

AYES: Shkoler, Wood, Escobosa, DeVecchio, Turner

NOES: None

ABSTAIN: None

ABSENT: None

PERSONNEL
CONTRACT –
LIBRARY
DIRECTOR

It was moved by Trustee DeVecchio and seconded by Secretary Wood to approve the first draft of the Library Director Personnel Contract. Further action to be determined by the Board.

STAFF REPORTS

Library Director's Report

Program Committee Report for November 2004.

Children's Services Report for November 2004.

Placentia Library Literacy Services Report for November 2004.

Reference and Adult Services Report for November 2004

History Room Report for November 2004

Placentia Library Web Site Report for November 2004.

Technology Report for November 2004.

Publicity Materials produced for November 2004.

Safety Committee Minutes for November 2004.

AYES: Shkoler, Wood, Escobosa, DeVecchio, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**AGENDA
PREPARATION**

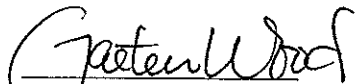
Agenda Preparation for the December Regular Meeting will be held on Monday, January 17, 2005 at 6:30 P.M.


ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for December 20, 2004 adjourned at 8:15 P.M.

**JANUARY
MEETING**

The December Regular Library Board Meeting will be held on Monday, January 17, 2005 at 6:30 P.M. in the Library Conference Room.


Gaeten Wood
Secretary
Library Board of Trustees


Al Shkoler
President
Library Board of Trustees

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