

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
October 16, 2002**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on October 16, 2002 at 6:31 P.M.

ROLL CALL

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

Members Absent: None

Others Present: Friends of Placentia Library Board of Directors Representative Virginia Sanatar; Public Services Manager/Literacy Coordinator Jim Roberts, Interim Administrative Assistant Erin Fregeau.

**ADOPTION OF
AGENDA**

It was moved by Trustee Dinsmore, 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 September 18, 2002.

It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve the Minutes of the September 18, 2002 Regular Meeting.

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

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S
REPORT**

President Shkoler reported that he attended the Friends of Placentia Library Board of Directors' meeting on October 7, 2002. He noted that Friends President Ellie Rankin runs a good meeting.

President Shkoler met with Betty Escabosa before the Friends Meeting, and discussed her availability for the Placentia Library District Board Meetings. She said that she is in the process of rearranging her schedule and plans to attend Board Meetings soon.

TRUSTEE REPORTS

Trustee Stark reported that she attended the City of Placentia Heritage Day Parade held on October 12, 2002. She was impressed with the Parade, and enjoyed seeing her granddaughter march with the Girl Scouts.

Trustee Stark also reported that there are two more meetings for the Special District Workers Compensation Authority Board of Directors. Both will be held in November.

Trustee Dinsmore reported that she attended the Heritage Parade on October 12, 2002. She was very impressed with Placentia Library District's entry.

Trustee Wood did not address the Board.

Secretary Braun did not address the Board.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter announced that on October 6, 2002, a new Families for Literacy / Reference Librarian was hired, Tyese Wortham. Tyese is already working hard and reaching out to local schools to expand the Families for Literacy Program.

**FRIENDS OF
PLACENTIA
LIBRARY**

Ginny Sanatar, Friends of Placentia Library Board member, reported that November is the Friends membership campaign month. She also reported that the Author's Brunch which will be held at Alta Vista Country Club on Saturday, March 1st, 2003.. Lisa See will be the feature author. Ms. Sanatar also announced that the Friends of Placentia Library nominated Jim Roberts for the Placentia Chamber of Commerce Citizen of the Year Award.

**FOUNDATION
REPORT**

Trustee Wood reported that the Foundation Donor Reception will be held Friday, November 8, 2002. The Donor Reception will have a Mardi Gras theme. The Reception will not affect the History Room meeting that morning.

CLAIMS

It was moved by Trustee Dinsmore, seconded by Trustee Wood to approve Agenda Items 12 through 15.

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director and Library Trustees: Claims 4319, and 4324 for a total of \$7,006.85. Claim 4316, 4321, 4322, and 4323 forwarded by the Trustees for \$34,042.99.00; with a combined total \$41,049.85 for this report period.

Current Claims and Payroll: Claims 4325, 4326, 4327 and 4328 for a total of \$8,262.93; and Payrolls 4329 for \$27,735.00 and 4330 for \$27,735.00 for a subtotal of \$55,470.00; with a combined total of Claims and Payroll of \$63,732.93.

FY 2002-2003 Cash Flow Analysis through October 16, 2002 and recommendation to authorize transfer of \$50,000 from fund 706 (Bond Redemption) to Fund 707, to be reversed in May 2002. (Receive a& File and Approve Fund Transfer)

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

**FINANCIAL
REPORTS**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to receive and file Agenda Items 16 through 20.

Financial Reports for September 2002

Official General Ledger & Check Registers for September 2002

Acquisitions Report for September 2002

Collection Agency Report for September 2002

Gifts Report for September 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 21 through 30.

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

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

Volunteer Report for September 2002 (Receive & File)

Circulation Report for September 2002 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive and File)

Legislative Alerts from the California Special Districts Association and the California Library Association (Receive and File)

Status Report on the Two Percent Assessment Appeals Case (Receive & File)

Letter from the State Library of California reporting the Placentia Library's estimated share of the Fiscal Year 2002-2003 Public Library Fund is \$46,376. (Receive and File)

Letter from the State Library of California reporting the Families for Literacy Grant (FFL) for Fiscal Year 2002-2003 is \$12,061. (Receive & File)

Workers Compensation Claim Settled. (Receive & File)
Biennial Review of the Placentia Library District Conflict of

**STATE BUDGET
STATUS**

Library Director Minter reported that the Placentia Library District's Public Library Fund allocation will be \$46,000.

**CALIFORNIA PUBLIC
NOTICE
REIMBURSEMENT**

Authorize Placentia Library District to file reimbursement claims for the eligible State mandated programs; and Authorize Library Board President Shkoler to sign the Agreement for Mandated Cost Claiming Services with Shields Consulting Group.

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

**AUTHORIZATION
TO APPLY FOR CAL
CARD**

It was moved by Trustee Wood and seconded by Trustee Stark to approve the Addendum to State of California Purchase Card Program Master Service Agreement.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to read Resolution 03-1 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to authorize Library Director Elizabeth D. Minter to apply for a CalCard on behalf of the District.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to adopt Resolution 03-1 by roll call vote.

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

STAFF REPORTS

It was moved by Secretary Braun, seconded Trustee Dinsmore to approve Agenda Items 35-40.

Program Committee Report for September 2002.

Children's Services Report for September 2002.

Placentia Library Literacy Services Report for September 2002.

Placentia Library Web Site Report for September 2002.

Placentia Library Publicity Materials produced for September 2002.

Safety Committee Minutes for September 2002.


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

**NOVEMBER
MEETING**

The November Regular Library Board Meeting will be held on Wednesday, November 20, 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 October 16, 2002 adjourned at 7:43 P.M.



Geoff Braun
Secretary
Library Board of Trustees