

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 22, 2002**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on May 22, 2002 at 6:05 P.M..

ROLL CALL **Members Present:** President Al Shkoler; Secretary Geoff Braun; Trustee Sandra Stark; and Library Director Elizabeth Minter.

Members Absent: Trustees Peggy Dinsmore and Gaeten Wood.

Others Present: Administrative Assistant Elisa Herrera-Thomas; and Public Services Manager and Literacy Coordinator Jim Roberts; Marge Horrocks of the Friends of Placentia Library.

ADOPTION OF AGENDA It was moved by Trustee Stark, seconded by Secretary Braun to adopt the Agenda as printed.

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

Trustee Wood arrived at 6:10 P.M.

MINUTES It was moved by Trustee Stark, seconded by Secretary Braun to approve the Minutes of the April 17, 2002 Regular Meeting.

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

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

PRESIDENT'S REPORT President Shkoler reported that he received a letter from two representatives of Local Agency Formation Commission Orange County (LAFCO) requesting support.

President Shkoler also reported on the rededication ceremony for the Placentia Civic Center on May 11, 2002. He felt that by working at the Library, it was a great opportunity for the Trustees to interact with the Library patrons. He also suggested that the Trustees participate on desk during regular Library hours.

TRUSTEE'S REPORT Secretary Braun reported that he attended the Friends Meeting on

FRIENDS REPORT

Friends of the Placentia Library representative Marge Horrocks reported on the success of the Sunday Book Sales. She also reported that, after ten years, there is a new President, Elanore Rankin.

FOUNDATION REPORT

Library Director Minter, Secretary Braun, Development Director and Volunteer Coordinator Jillian Rakos and Graphics Design Consultant Dave Moyle have been working together to accelerate the Annual Giving Campaign in order to have it in the mail on schedule.

Foundation President Wood reported that currently the Foundation is attempting to fill the vacant positions left by Bob Tunstall (as a result of the grant that was received from Cynthia Coade's Office) and Jane DeJovine.

Also, it was reported that the open house for the History Room is to be held on June 9, 2002 from 1:00 P.M. until 3:30 P.M. Library Director Minter encouraged all Trustees to attend. Trustee Stark reported she would be unable to attend because she will be out of town the entire month of June.

Trustee Dinsmore arrived at 6:25 P.M.

CLAIMS

It was moved by Secretary Braun, seconded by Trustee Wood to approve Agenda Items 11 through 14.

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4248, 4249, 4250, and 4251 for a total of \$14,615.92.

Current Claims and Payroll: Claims 4252, 4253, 4254, 4255, 4256, and 4257 for \$24,155.56. Payroll Claims 4258 for \$22,662.00, 4259 for \$26,961.00 and 4247 for \$26,961.00 for a subtotal of \$49,623.00. The combined total for all Claims and Payroll claims was in the amount of \$73,778.56.

FY2001-2002 Cash Flow Analysis through May 22, 2002 with recommendation that \$75,000 be transferred from Fund 707 (General Fund) to Fund 706 (Bond Redemption) to reverse the transfer made in November 2001.

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

**FINANCIAL
REPORTS**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 15 through 20:

Financial Reports for May 2002

Office General Ledger & Check Registers for May 2002

Acquisitions Report for May 2002

Collection Agency Report for May 2002

Debit Card System Reimbursement Report for May 2002

Gifts Report for May 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 21-32:

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

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

Volunteer Report for May 2002 (Receive & File)

Circulation Report for May 2002 (Receive & File)

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 (Receive & File)

Report on Civic Center Rededication held on Saturday, May 11, 2002. (Receive & File)

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

Proposed Budget for the Local Agency Formation Commission (LAFCO) of Orange County for Fiscal Year 2002-2003. Placentia Library District is required to pay a pro-rata share of

the budget. (Receive & File)

Procedures of the Expiration of Commissioner's Terms of Office for LAFCO of Orange County. (Receive & File)

Notice of Independent Special District Selection Committee Meeting to fill a vacancy for the regular and alternate special District member seats on LAFCO of Orange County. Trustee Wood is the District's designated representative to the Special District Selection Committee. (Receive & File)

Letter from El Toro Water District requesting Placentia Library District's support of specific candidates for the Special District Selection Committee election of a regular and alternate special District representative to LAFCO Orange County on May 30, 2002. (Receive & File)

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

**SACRAMENTO
RALLY**

President Shkoler reviewed legislative issues and reported on participation in Sacramento rally for local government officials on May 15 and 16, 2002.

**BOARD
NOTIFICATION
POLICY**

It was moved by Trustee Dinsmore, seconded by Trustee Stark to adopt the Library Board Policy for Trustee Notification as amended.

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

**LIBRARIAN II JOB
DESCRIPTION**

It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve the Librarian II Job Description as updated.

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

**FY 02-03 BUDGET
PREVIEW**

Library Director Minter informed the Library Board of Trustees that the passport fees will double in August of 2002, increasing the Library's profit. Also, the cost of living increase (COLA) will be 2.8%, effective July 1, 2002. This new budget includes salary for staff to work eight hours on Saturday, which enables the Library to be open to the public.

It was moved by Secretary Braun, seconded by Trustee Wood to set the

**DATE & TIME OF
BOARD MEETINGS**

date and time of regular Library Board Meetings at the first Wednesday following the 17th of each month at 6:30P.M.

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

GANN RESOLUTION

A resolution of the Board of Trustees of the Placentia Library District of Orange County to establish the appropriations limitation for the fiscal year 2002-2003.

It was moved by Secretary Braun, seconded by Trustee Stark to read Resolution 02-3 by title only.

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

It was moved by Trustee Stark, seconded by Trustee Wood to adopt Resolution 02-3 to establish an appropriations limit of \$2,511,659 for Fiscal Year 2002-2003.

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

**SANTIAGO SYSTEM
LIBRARY
ADVISORY
BOARD**

It was moved by Trustee Stark, seconded by Trustee Dinsmore to ask to Friends of Placentia Library to appoint a Placentia Library District representative to the Santiago Library System Advisory Board.

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

**TRAVEL
AUTHORIZATION**

It was moved by Trustee Dinsmore, seconded by Secretary Braun to approve travel to the Annual Legislative Seminar on Local Government Finance for Library Director Minter at a cost not to exceed \$335.00 to be paid from the District General Fund.

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

STAFF REPORTS

It was moved by Trustee Stark, seconded by Secretary Braun to approve Agenda Items 39-44.

Program Committee Report for May 2002.

Children's Services Report for May 2002.

Placentia Library Literacy Services Report for May 2002.

Placentia Library Web Site Report for May 2002.

Publicity Materials produced for May 2002.

Safety Committee Minutes for May 2002.

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

JUNE MEETING

The June Regular Library Board Meeting will be held on Wednesday, June 19, 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 May 22, 2002 adjourned at 7:15 P.M.

Geoff Braun, Secretary

Children's Services Report for May 2002.

Placentia Library Literacy Services Report for May 2002.

Placentia Library Web Site Report for May 2002.

Publicity Materials produced for May 2002.

Safety Committee Minutes for May 2002.

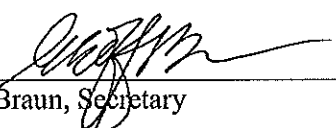
AYES: Braun, Dinsmore, Shkoler, Stark, Wood
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