

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 19, 2005**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 19, 2005, at 6:30 P.M.

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

Members Absent: None

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Technology Manager Vernon Napier, Administrative Assistant Wendy Goodson and Friends Board Member Carol Fizzard.

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

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

MINUTES It was moved by Secretary Wood and seconded by Trustee DeVecchio to approve the Minutes of the Aug 15, 2005 Regular Meeting, August 15, 2005 Work Session, and August 24, 2005 Strategic Planning Mission Commission Meeting as amended.

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

ORAL COMMUNICATIONS No members of the public addressed the Board.

TRUSTEE REPORTS President Shkoler reported that he and Trustees DeVecchio and Turner visited the Buena Park Library on September 17, 2005 to discuss the California Special District legislation.

FRIENDS Carol Fizzard was present.

FOUNDATION Trustee DeVecchio reported that the Foundation Board of Directors will meet in October 2005. An exact date has not yet been established. He also informed the Board that Susan Petrella will remain on the Foundation Board of Directors.

CLAIMS

It was moved by Trustee Escbosa and seconded by Trustee Turner to approve Agenda Items 9 through 12.

Claims 4783, 4784, 4785, 4786, 4787, 4788, 4789, 4790, and 4791 for a total of \$44,956.43.

Current Claims 4792, 4793, 4794, 4795, and 4796 for a total of Current Claims for the Fiscal Year 2004-2005 of \$38,789.65 and Payroll #8 (10/12/05) for \$38,789.65 and #9 (10/26/05) for \$38,789.65 for a total of \$107,313.72.

FY2004-2005 Cash Flow Analysis through September 19, 2005 and recommendation that no funds be transferred at this time. (Receive & File).

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

FINANCIAL REPORTS

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

Financial Reports for August 2005

Office General Ledger & Check Registers for August 2005

Acquisitions Report for August 2005

Entrepreneurial Report for August 2005

Collection Agency Report for August 2005

Gifts Report for August 2005

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

GENERAL CONSENT CALENDAR

It was moved by Trustee Turner and seconded by Secretary Wood to receive and file Agenda Items 20-21, 23, 25-29, 31-32.

Personnel Report for August 2005

Volunteer Report for July 2005

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

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Final Report for Fiscal Year 2004-2005 to the State Library of California for the California Library Literacy Services Grant.

Notification from the Independent Special District of Orange County (ISDOC) to the Orange County Local Area Formation Commission (LAFCO) that the alternative funding formula for independent special districts had been approved by a majority

Estimated Fiscal Year 2005-2006 Property Tax Revenues provided by the Orange county Auditor-Controller and the Property Tax Apportionment Schedule

Proof of Publication of the Notice of Public Hearing for the Placentia Library District Proposed Budget for Fiscal Year 2005-2006 and the Proposed Fines & Fees Schedule for Fiscal Year 2005-2006 published in the *Placentia News Times* on August 4, 2005.

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

It was moved by Trustee DeVecchio and seconded by Trustee Escobosa To approve Agenda Item 19.

Building Maintenance Report for August 2005

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

It was moved by Secretary Wood and seconded by Trustee Escobosa To approve Agenda Item 22.

Circulation Report for August 2005

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

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio
Approve Agenda Item 24.

Legislative Alerts from the California Special Districts
Association (none were received from the California Library
Association)

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

It was moved by Trustee Escobosa and seconded by Trustee Turner
Approve Agenda Item 30.

Nomination submission to the California Special District's
Association (CSDA) for the Exceptional Public Outreach Award
and an announcement of the receipt of the Innovative Program
Award to be presented at the CSDA Conference Opening
General Session in Long Beach on September 27, 2005

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

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio
Approve Agenda Item 33.

Background information from a workshop attended by the
Library Director on August 25, 2005 on Building Your
Organization's Brand Equity. This workshop was conducted by
Dr. Mary Joyce, Gianneschi Professor of Nonprofit Marketing,
California State University, Fullerton.

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

**MUNICIPAL
SERVICE REVIEW**

Joyce Crosswaithe and Danielle Ball, LAFCO representatives gave an
Overview of the District Municipal Service Review process.

**LEGISLATIVE
ISSUES**

It was moved by Trustee DeVecchio and seconded by Trustee Turner to
send letters in support of Assembly Bill 1234.

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

**STRATEGIC
PLANNING**

It was moved by Trustee DeVecchio and seconded by Trustee Escobosa to approve the recommended Vision Statement and Mission Statement for the Placentia Library District.

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

It was moved by Secretary Wood and seconded by Trustee Turner to authorize the Library Director to move the Conference Room Table and Library Board Meetings to the Placentia History Room, convert the Conference Room to an Administrative Office and the outer office to a Passport Processing Office.

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

It was moved by Secretary Wood and seconded by Trustee Escobosa to request that the Library Foundation Board of Directors pay for the new office chairs.

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

**POLICY 3040 –
FINAL ADOPTION**

It was moved by Trustee DeVecchio and seconded by Secretary Wood to approve the final adoption of Placentia Library District Policy 3040, Expense Authorization & Petty Cash as revised August 15, 2005

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

**TRAVEL
AUTHORIZATIONS**

It was moved by Secretary Wood and seconded by Trustee Turner to ratify the registration of Public Services Manager Roberts for the California Special District Association Annual Conference (CSDA), September 27-29, 2005 in Long Beach at a cost of \$275 plus mileage and parking expenses to be paid from the general fund:

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

It was moved by Secretary Wood and seconded by Trustee Escobosa for Technology Manager, Vernon Napier attend the Internet Librarian Conference in Monterey, October 22-27, 2005 at a cost not to exceed \$2,175 to be paid from the general fund.

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

It was moved by Secretary Wood and seconded by Trustee Escobosa to authorize Public Services Manager Roberts to attend the State Library Literacy Services Meeting in Pasadena on November 3, 2005 and the California Library Association (CLA) Annual Conference on November 4, 2005 at a cost not to exceed \$495 to be paid from the State Library Literacy Grant and Librarian Strazdas to attend the CLA Conference from Nov 4-7, 2005 not to exceed \$920 to be paid from the general fund:

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

It was moved by Trustee DeVecchio and seconded by Secretary Wood to authorize expenses for any Staff/Trustee not to exceed three people, who wish to attend a single day at the California Library Association Annual Conference in Pasadena between Nov 4-7, 2005 and at a cost not to exceed \$220 per person to be paid from the general fund.

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

It was moved by Trustee Turner and seconded by Trustee Escobosa to authorize Library Director Minter to attend the American Library Association Midwinter Meeting in San Antonio, TX, January 20-23, 20-6 at a cost not to exceed \$1,670 to be paid from the general fund.

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

It was moved by Trustee Turner and seconded by Trustee Escobosa to authorize Library Director Minter to attend the Public Library Association Biennial Conference, Boston, MA, March 20-25, 2006 at a cost not to exceed \$2,140 to be paid from the general fund:

STAFF REPORTS

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

It was moved by Trustee Escobosa and seconded by Trustee Turner to approve agenda items 39-48:

Library Director's Report for August 2005

Program Committee Report for August 2005.

Children's Services Report for August 2005.

Placentia Library Literacy Services Report for August 2005.

Reference and Adult Services Report for August 2005.

History Room Report for August 2005.

Placentia Library Web Site Report for August 2005.

Technology Report for August 2005.

Publicity Materials produced for August 2005.

Safety Committee Minutes for August 2005.

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

PREPARATION

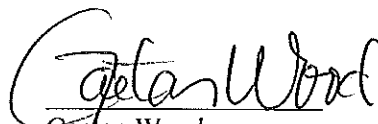
Agenda Preparation for the October Regular Meeting will be held on Monday, September 19, 2005 at 6:30 P.M.

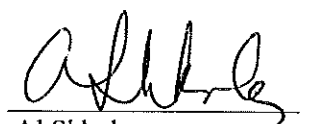
ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for September 19, 2005 adjourned at 8:25 P.M.

OCTOBER MEETING

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


Gaalen Wood
Secretary
Library Board of Trustees


Al Shkoler
President
Library Board of Trustees