

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 22, 2003**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 22, 2003 at 6:34 P.M.

ROLL CALL

Members Present: President Al Shkoler; Secretary Betty Escobosa; Trustees Richard DeVecchio and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: Trustee Peggy Dinsmore

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Treasurer of Friends of Placentia Library Camille Himes, Human Resources Consultant Gail Koff and Administrative Assistant Donna Siloti.

**ADOPTION OF
AGENDA**

President Shkoler requested that the order of the Agenda be changed so that Items #41, 42, and 49 follow Item #8. It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt the Agenda as amended.

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

MINUTES

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve the Minutes of the August 25, 2003 Regular Meeting.

AYES:	Shkoler, Escobosa, DeVecchio, 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 had presented service pins at the Staff Appreciation Dinner on September 11. He presented Trustee Wood with a pin for 5 years of service to the Library.

President Shkoler reported that he had attended the Families for Literacy program on September 21 and commended Tyese Wortham for putting on an outstanding program.

President Shkoler reminded the Board that the State of the City breakfast will be on September 25.

TRUSTEE REPORTS

Secretary Escobosa reported that the Staff Appreciation Dinner was excellent. She asked whether the Board ever sent out letters of appreciation to outstanding employees. President Shkoler responded that they currently do not. Trustee Escobosa reported that she would attend the Friends Board meeting for October and it was determined that Trustee Dinsmore would attend the November meeting. If she is unable to go, Trustee DeVecchio said he would go.

Trustee Wood apologized for missing the Staff Appreciation Dinner.

Trustee DeVecchio did not address the Board.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter reported that Trustee Dinsmore is recovering slowly from her recent surgery.

Public Services Manager Roberts reported that the Library has reserved two convertibles for the Heritage Parade on October 11. It was determined that Al and Gloria Shkoler, Peggy and Jim Dinsmore, and Betty and Megan Escobosa will ride in the Parade. The Library's walking unit will accompany them.

Library Director Minter reported that ELLI Coordinator Ann Margaret Webb had turned in her resignation effective October 9. She is going to the Oxnard Library to be Literacy Coordinator. Library Director Minter reported that she will now advertise for the vacant Volunteer Coordinator/Development Director position.

**FRIENDS OF
PLACENTIA
LIBRARY REPORT**

Friends of Placentia Library Treasurer Camille Himes reported that the Friends had sponsored a program by Betty Filley, author of *How to Get Rid of Your Stuff*. She reported that Jill Botha is handling the silent auction.

**HUMAN
RESOURCES
CONTRACT WITH
KOFF &
ASSOCIATES**

It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve the Human Resources Management Consulting Agreement with Koff & Associates labeled as Agenda Item 41 Attachment B.

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

**LIBRARY
DIRECTOR
RESPONSE TO
STAFF SURVEY
RESULTS**

Library Director Minter read her response to the results of the staff survey as distributed by the Library Board President at the August 25, 2003 Board Meeting.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 6:55 P.M. to discuss a personnel matter regarding the Library Directory.

The Closed Session ended at 7:50 P.M. No Action was taken.
The Regular Meeting resumed at 8:00 P.M.

CLAIMS

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve Agenda Items 9 through 12.

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

Claims 4490, 4491, 4492, 4493, 4494, 4495 and 4496 forwarded by Library Director for a total of \$16,068.87.

Claims 4497 and 4498 for a subtotal for Claims of \$21,069.72; and Payrolls 4499 for \$30,603.80 and 4500 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$82,277.32.

FY2003-2004 Cash Flow Analysis through September 22, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

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

FINANCIAL REPORTS

It was moved by Trustee DeVecchio and seconded by Trustee Escobosa to receive and file Agenda Items 13 through 17.

Financial Reports for August 2003

Official General Ledger & Check Registers for August 2003

Acquisitions Report for August 2003

Collection Agency Report for August 2003

Gifts Report for August 2003

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

GENERAL CONSENT CALENDAR

It was moved by Trustee Wood and seconded by Trustee DeVecchio to receive and file Agenda Items 18 through 20, 22 through 26, 28, and 30 through 34.

Building Maintenance Report for August 2003.

Personnel Report for August 2003

Volunteer Report for August 2003

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 the Two Percent Assessment Appeals Case.

Status Report on Partnerships with Community Organizations.

Status Report on Active Grant Applications.

Report on Staff Appreciation Dinner.

Annual Return/Report of Employee Benefit Plan (Retirement Plan), Internal Revenue Service Form 5500, for the year of July 1, 2002 ending June 30, 2003.

Proof of Publication of the Notices of Public Hearing for the Proposed Budget for 2003-2004 Fiscal Year and the Proposed Fines and Fees Schedule for 2003-2004 Fiscal Year, Placentia News-Times, on August 21, 2003.

Transmittal of Salary Scale for Fiscal Year 2003-2004 for Exempt Personnel as revised August 25, 2003.

Letter from National City Public Library denying Placentia Library District's AmeriCorps Initiative application.

Application for California Library Literacy Services (CLLS) funding for Fiscal Year 2003-2004.

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

President Shkoler pointed out that the Total Checkouts figure for FY02-03 YTD should be 35,414 on Agenda Item 21. It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to receive and file Agenda Item 21 as amended.

Circulation Report for August 2003.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to receive, file, and authorize Agenda Item 27.

Request for reimbursement of Elizabeth D. Minter for \$63.70 for two books ordered and received by Librarian Amnah Darwish prior to her departure.

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

The Inauguration of the Poet Laureate on Sunday, September 28, was discussed. Secretary Escobosa will attend and perform the inauguration. It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Item 29.

Poet Laureate Report

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

LEGISLATIVE ISSUES

Library Director Minter reported that there has been no new information since the posting of the Agenda on the State Budget. She reported that there has been talk in Sacramento of reconvening the Legislature after the recall election to take further action on the budget.

Library Director Minter reported that Public Services Manager/Literacy Coordinator Jim Roberts has applied to the State Library for funding for the Library's literacy program.

POLICY MANUAL SECTION 2000 (PERSONNEL)

President Shkoler requested that the review of the Placentia Library Policy Manual Section 2000 (Personnel) be put on the Agenda for the October Board Meeting.

RETROFIT HIGH CEILING LIGHT FIXTURES

Library Director Minter showed the trustees the light fixtures in the lobby that she is recommending being retrofitted from compact fluorescent to high intensity discharge Metal Halide lamps.

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to authorize Action Electric to retrofit existing high ceiling recessed light fixtures as described in its proposal 421SU dated July 29, 2003.

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

**APPOINT TRUSTEE
TO FOUNDATION
BOARD OF
DIRECTORS**

President Shkoler appointed Trustee DeVecchio to the Foundation Board of Directors. His term will expire in December 2003.

**BRIDGE CLUB
REQUEST FOR
MEETING ROOM
FEE INCREASE
WAIVER**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to approve a temporary exemption from the new meeting room fee schedule to the Bridge Club.

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

**TRAVEL/TRAINING
AUTHORIZATIONS**

It was determined that President Shkoler, Trustees DeVecchio and Wood, and Library Director Minter will be attending the California Special Districts Association (CSDA) Governance Academy Workshop on October 24, 2003.

It was determined that Trustee Escobosa and Administrative Assistant Siloti will attend CSDA Board Secretary Training on October 9, 2003.

Library Director Minter, Administrative Assistant Siloti, and another member from the Safety Committee will attend the Special District Risk Management Authority (SCRMA) Annual Meeting on October 2, 2003.

STAFF REPORTS

It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve Agenda Items 43-48.

Program Committee Report for August 2003.

Children's Services Report for August 2003.

Placentia Library Literacy Services Report for August 2003.

Placentia Library Web Site Report for August 2003.

Publicity Materials produced for August 2003.

Safety Committee Minutes for August 2003.

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

**OCTOBER
MEETING**

The October Regular Library Board Meeting will be held on Monday, October 20, 2003 at 6:30 P.M. in the Library Conference Room.

**AGENDA
PREPARATION**

President Shkoler requested that the Agenda for the October meeting include a closed session at the beginning of the meeting regarding the

Library Director. Human Resources Consultant Gail Koff will attend. President Shkoler also requested the Agenda include an item proposing a motion to retain a General Purpose Attorney.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for September 22, 2003 adjourned at 8:45 P.M.



Betty Escobosa
Secretary
Library Board of Trustees