

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
August 9, 2004**

**CALL TO ORDER** President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on August 9, 2004 at 10:35 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:** None

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, and Administrative Assistant Donna Siloti.

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

AYES: Shkoler, Escobosa, DeVecchio, Wood

NOES: None

ABSTAIN: None

ABSENT: Dinsmore

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

Trustee Peggy Dinsmore arrived at 10:40 P.M.

**REVISE PERSONNEL ALLOCATION FOR FY 2004-2005 AND JOB DESCRIPTION FOR LIBRARIAN I** Library Director Minter explained that the person she would like to hire for the new Librarian position is a library assistant with over twenty years of reference desk experience. To do this, she would like to revise the qualifications for Librarian I described in the job description to include people with reference desk experience of at least ten hours per week for at least seven years. She explained that the person interviewed last year for a part time librarian position, was put on a hiring list, and is now working as a substitute librarian. She would also like to make it a full time position.

Trustees DeVecchio and Wood expressed concern that the hiring list that is being used was for a part time position and now the Director is hiring for a full time position.

Trustee DeVecchio felt that using a hiring list that is a year old may exclude qualified candidates that have since moved into the area. He felt that ninety days may be more appropriate.

President Shkoler requested that Library Director Minter call other libraries in the area to find out what their qualifications are for Librarian I positions. Library Director Minter will report her findings at a Special Meeting of the Board of Trustees on Monday, August 16, 2004 at 10:00 A.M.

Secretary Escobosa expressed concern that the Library be careful not to appear to endorse particular candidates for office. Supervisor Norby and the Mayor of Placentia have been invited to participate in a promotion for National Library Card Week. Library Director Minter reported that all the City Council members will be invited.

**AGENDA  
PREPARATION**

Agenda Preparation for the August Regular Meeting will be held on Monday, August 23, 2004 at 6:30 P.M.

**ADJOURNMENT**

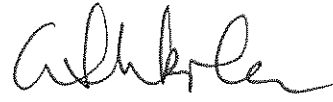
The Special Meeting of the Board of Trustees of the Placentia Library District for August 9, 2004 adjourned at 11:17 A.M.

**AUGUST MEETING**

The August Regular Library Board Meeting will be held on Monday, August 23, 2004 at 6:30 P.M. in the Library Conference Room.



Betty Escobosa  
Secretary  
Library Board of Trustees



Al Shkoler  
President  
Library Board of Trustees