

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
May 29, 2007**

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on May 29, 2007, at 6:30 P.M.

**ROLL CALL**

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

**Members Absent:** Trustee Escobosa

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Technology Manager Vernon Napier, Administrative Services Manager Wendy Goodson, Placentia Library Friends Foundation Treasurer, Camille Himes. Placentia Library Staff, Patricia Fellous-Gibbons, Yesenia Gomez, Esther Guzman, Alex Hernandez, Kristen Hoffman, and Beatrice Quintanar.

**ADOPTION OF  
AGENDA**

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt the Agenda as printed.

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

**ORAL  
COMMUNICATIONS**

No members of the public addressed the Board.

**PRESIDENT  
REPORT**

President Shkoler presented Elaine Kao and Patricia McGrath in recognition of their Spirit of Volunteerism Awards on April 19, 2007. President Shkoler also presented Joshua Kratt for achieving the rank of Eagle Scout, Boy Scout Troop 1740, Placentia CA on June 2, 2007.

President Shkoler reported he attended the Friends Annual Meeting on and the Placentia Library Friends Foundation's first meeting. He also attended the City of Placentia Cinco de Mayo Event. He also attended the Placentia Chamber of Commerce State of the City Breakfast on May 24, 2007. President Shkoler met with Assemblyman Mike Duvall to discuss State Library and funding issues.

**TRUSTEE REPORTS**

Trustee Wood reported she attended the State of the City Breakfast on May 24, 2007.

Trustee DeVecchio reported that he was in Europe on vacation for the month of May .

Secretary Turner reported she attended Library Poetry Program on May 12, 2007. She also attended a Chamber Mixer on May 17, 2007. She also attended the opening of the Orange Public Library remodel.

**FRIENDS  
FOUNDATION**

Camille Himes reported that the Placentia Library Friends Foundation had a regular meeting on May 17, 2007. The Board of Directors decided to have the Donor Reception on September 28, 2007 in the Library.

**CONSENT  
CALENDAR**

It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve Agenda Items 9-45.

**MINUTES**

Minutes of the April 16, 2007 Library Board of Trustees Regular Meeting.

**CLAIMS**

Claims 4988, 4989, 4990 and 4991 by Minter/DeVecchio, and Claims 4992, 4993, and 4994 by Minter/Shkoler for a total Current Claims for Fiscal Year 2006-2007 for a combined total of Current Claims and Payroll of \$54,452.95 from Fund 707.

Current Claims 4995, 4996, 4997 and 4998 for total of \$58,924.60 for the Fiscal Year 2006-2007 and Payrolls #25 (6/6/07) for \$49,472.00 and #26 (6/20/07) for \$49,472.00 for \$98,944.00 for a combined total of \$157,868.60.

FY2006-2007 Cash Flow Analysis through May 29, 2007 and the Schedule of Anticipated Property Tax Revenues for FY2006-2007 as Provided by the Orange County Auditor and recommendation that no funds be transferred at this time.

**FINANCIAL  
REPORTS**

Financial Reports for April 2007

Office General Ledger & Check Registers for April 2007

Acquisitions Report for April 2007

Entrepreneurial Report for April 2007

Collection Agency Report for April 2007

Gifts Report for April 2007

**GENERAL  
CONSENT  
CALENDAR**

Building Maintenance for April 2007

Personnel Report for April 2007

Volunteer Report for April 2007

Circulation Report for April 2007

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

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

California Public Library Facility Needs Assessment Data  
Collection Form for 2007-2016 as submitted by the State Library  
of California

Library District Policy 3040: Expense Authorization and Petty  
Cash as revised by the Library Board of Trustees

Orange County Community Foundation Grant Agreement Number  
9543, Helping Kids Achieve Program, in the amount of \$10,000  
for June 1, 2007 to May 31, 2008 for Placentia Library Literacy  
Services through the Placentia Library Foundation.

California Library Literacy Services Application for Fiscal Year  
2007-2008 as submitted to the State Library of California on May  
15, 2007.

Library Board of California, Actions taken at it's Meeting on April  
18, 2007.

Notification from California State Librarian Susan Hildreth of the  
Fiscal Year 2007-2008 California Library Services Act  
Reimbursement Rates for direct loan and interlibrary loan.

Quarterly Report to the State Library of California for the Third  
Quarter for the Local History Digital Resource LSTA Grant  
Number 40-6603, as submitted by Library Director Minter for  
Technical Services Manager Napier on April 30, 2007.

Notification from National Retirement Services, Inc. that the  
District will need to begin to make quarterly Benefit Statements to  
pension fund participants beginning no later than February 14,  
2008. This requirement will add to the administrative cost for  
First American as the plan trustee. An immediate notification to  
all plan participants informing them about the changes in reporting  
will be provided by National Retirement Services, Inc. at a cost of  
\$150.

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

**STAFF REPORTS**

Director's Report for April 2007

Program Committee Report for April 2007

Children's Services Report for April 2007

Placentia Library Literacy Services Report for April 2007

Reference and Adult Services Report for April 2007

History Room Report for April 2007

Placentia Library Web Site Report for April 2007

Technology Report for April 2007

Publicity Materials produced for April 2007

Safety Committee Minutes for April 2007

AYES: Shkoler, Turner, DeVecchio, Wood

NOES: None

ABSTAIN: None

ABSENT: Escobosa

**LEGISLATIVE  
ISSUES**

Library Director reported on the status of the most recent SB 964, Prohibition of staffs of a local agency from providing basic information to local elected officials on a future agenda item, and SB 819, allows LAFCOs to initiate the formation of new special districts.

**FACILITY MASTER  
PLAN**

The Board agreed to submit the Facility Master Plan draft to Linda Demmers with the suggested changes and bring to the June 18, 2007 for final approval.

**VALERIE POOLE**

Human Resources Consultant Valerie Pool arrived at 7:47P.M.

**BUDGET 07/08**

Library Director Minter presented proposed Budget 07/08. The Board agreed to increase the budget by 1.75 FTE, increase the cleaning service contract, increase funding for Valerie Poole, increase the book budget and purchase two (2) Early Literacy Stations.

**CLOSED SESSION**

The Closed Session began at 8:00P.M.

The Closed Session ended at 8:36P.M.

**OPEN SESSION**

The Regular Meeting began at 8:47P.M.

**LIBRARY  
DIRECTOR  
CONTRACT AND  
SALARY**

It was moved by Trustee DeVecchio and seconded by Secretary Turner to approve renewal of the Library Director from July 1, 2007 to June 30, 2008 with a 4% COLA increase.

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

**SDRMA  
INSURANCE**

It was moved by Secretary Turner and seconded by Trustee DeVecchio To ratify the submission of the Entity Enrollment Form to the Special District Risk Management Authority as amended.

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

**DENTAL  
INSURANCE**

It was moved by Trustee DeVecchio to affirm the selection of the Delta Dental Medium Plan.

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

**LIFE INSURANCE &  
AD&D**

It was moved by Trustee Wood and seconded by Secretary Turner to affirm the selection of the ING Basic Life and AD&D with 10+ Lives, the ING Long Term Disability with 10+ Lives with Option 1 – 90 days; the MHN Employee Assistance Program; that Eligible full-time benefit employees are those who work at least 30 hours per week and that part-time benefit eligible employees work at least 20 hours per week; and that the Eligibility Date if the first day of the month following the first full month of employment.

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

**SDRMA  
INSURANCE  
RESOLUTION**

It was moved by Trustee Wood and seconded by Secretary Turner to read Resolution 07-07 by title only, A Resolution of the Board of Trustees of the Placentia Library District of Orange County Approving the Form of and Authorizing the Execution of a Memorandum of Understanding and Authorizing the Participation in the Special District Risk Management Authority's Health Benefits Ancillary Coverages.

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

ABSENT: Escobosa

It was moved by Trustee Wood and seconded by Secretary Turner to adopt Resolution 07-07 by Roll Call Vote.

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

It was moved by Trustee Wood and seconded by Secretary Turner to authorize the Library Board President to sign the Memorandum of Understanding for the Small Group Health Benefits Ancillary Coverages Program.

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

It was moved by Trustee Wood and seconded by Secretary Turner to cancel the existing policies with Ameritas, Vision Service Plan, Assurant, Hartford, and Care Resources.

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

**SALARY  
SCHEDULE FY07/08**

It was moved by Secretary Turner and seconded by Trustee Wood to read Resolution 07-08 by title only, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2007-2008.

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

**HOLIDAY &  
PUBLIC SERVICE  
SCHEDULE FY07/08**

This item is deferred to the June 18, 2007 Regular Board of Trustees Meeting.

**GANN LIMITATION  
AGENDA  
PREPARATION**

It was moved by Secretary Turner and seconded by Trustee Wood to read Resolution 07-10 by Title Only, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for Fiscal Year 2007-2008.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt Resolution 07-10 by roll call vote.

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

**STAFF  
APPRECIATION  
DINNER**

It was moved by Trustee Wood and seconded by Secretary Turner to authorize a Staff Appreciation Dinner to be held in September or October, authorize the Library Director to ask the Friends of Placentia Library to co-sponsor the event with a 50% match of expenses up to \$500, appoint some on to coordinate the arrangements with the Placentia Library Friends Foundation Board of Directors and report back to the Library Board with recommendation on venue and date.

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

**TRAVEL  
AUTHORIZATIONS**

It was moved by Trustee Wood and seconded by Secretary Turner to authorize Library Director Minter to attend the Public Library Directors' Forum with the State Librarian in Sacramento, May 17-19, 2007 in Sacramento at a cost not to exceed \$250 to be paid from the General Fund.

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood Turner to determine who will attend the California Special Districts Association Annual Conference in Monterey, October 1-4, 2007, and authorize the Library Director to process the hotel reservations, transportation arrangements and registrations for not to exceed five (5) persons at a cost not to exceed \$4,408.98 to be paid from the General Fund.

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

**AGENDA  
PREPARATION**

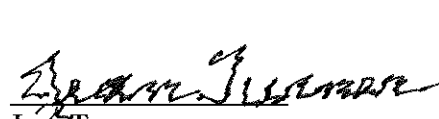
Agenda Preparation for the June Meeting will be held on Monday, June 18, 2007 at 6:30 P.M.

**ADJOURNMENT**

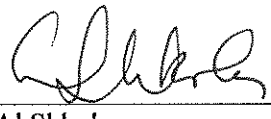
The Regular Meeting of the Board of Trustees of the Placentia Library District for May 29, 2007 adjourned at 9:19 P.M.

**NEXT MEETING**

The June Library Board Meeting will be held on Monday, June 18, 2007 at 6:30 P.M. in the Library History Room.



Jean Turner  
Secretary  
Library Board of Trustees



Al Shkoler  
President  
Library Board of Trustees