

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 21, 2003

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on July 21, 2003 at 6:34 P.M.

ROLL CALL **Members Present:** President Al Shkoler; Secretary Betty Escobosa; Trustee Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: Trustee Peggy Dinsmore

Others Present: Trustee Nominee Richard DeVecchio, Public Services Manager/Literacy Coordinator Jim Roberts and Administrative Assistant Donna Siloti.

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

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

MINUTES It was moved by Secretary Escobosa and seconded by Trustee Wood to approve the Minutes of the June 30, 2003 Regular Meeting.

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

ORAL COMMUNICATIONS Rebecca Messenger, a Library Page, asked the Board to explain why the Library Pages do not get the cost of living adjustment that the rest of the staff receives. Library Director Minter explained that the Pages' salary is based on the minimum wage and goes up when the minimum wage goes up. Messenger inquired about options available to Pages who have reached the top of their pay scale. Library Director Minter said the issue would be discussed with the Pages' supervisor.

PRESIDENT'S REPORT President Shkoler did not address the Board.

TRUSTEE REPORTS Secretary Escobosa welcomed Richard DeVecchio.

Trustee Wood did not address the Board.

LIBRARY DIRECTOR'S REPORT Library Director Minter announced the appointment of Library Assistant Yesenia Gomez to the position of Circulation Supervisor. Ms. Gomez was previously assigned to the Literacy Program.

Library Director Minter announced that the Chamber of Commerce Police and Fire Department Breakfast will be on Thursday, July 24, and asked which trustees would like to attend. President Shkoler, Secretary Escobosa and Trustee Wood indicated they would like to attend.

Library Director Minter announced that the State of the City Breakfast will be on September 25 from 7:15 to 9:00. Tickets are \$25 per person.

CLAIMS

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Agenda Items 8 through 11.

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

Claims 4470, 4471, 4472 and 4473 forwarded by Library Director for a total of \$9,059.03.

Claims 4474, 4475 and 4476 for a subtotal for Claims of \$10,693.66; and Payrolls 4477 for \$30,603.80 and 4478 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$71,901.26.

FY2003-2004 Cash Flow Analysis through June 30, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

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

FINANCIAL REPORTS

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Items 12 through 16.

Financial Reports for June 2003

Official General Ledger & Check Registers for June 2003

Acquisitions Report for June 2003

Collection Agency Report for June 2003

Gifts Report for June 2003

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

GENERAL CONSENT CALENDAR

It was moved by Trustee Wood and seconded by Secretary Escobosa to receive and file Agenda Items 17 through 32.

Building Maintenance Report for June 2003.

Personnel Report for June 2003

Volunteer Report for June 2003

Circulation Report for June 2003

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 the Two Percent Assessment Appeals Case.

Status Report on Partnerships with Community Organizations.

Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on May 5 & 6, 2003. (Receive & File)

Report on Staff Appreciation Dinner. (Receive & File)

Letter from the Orange County Council of Governments (OCCOG) dated June 24, 2003 reporting approval of Placentia Library District's petition for membership, a copy of the executed Joint Powers Agreement establishing OCCOG and a copy of the Bylaws of OCCOG. (Receive & File)

Request from OCCOG dated June 27, 2003 that the Library Board President sign the addendum to the OCCOG Joint Powers Authority Agreement. (Receive & File and Ratify Approval and Signature by President Shkoler)

Letter of Agreement and Engagement with Munson, Cronick & Associates for the preparation of Placentia Library District's Fiscal Year 2002-2003 Audit at an estimated cost of \$5,175. (Receive & File and Authorize Signature by the Library Director)

Notice of Quarterly Meeting for the Independent Special Districts of Orange County (ISDOC) on Thursday, July 31, 2003 at 11:30 A.M. at the Orange County Water District Headquarters, Fountain Valley. The Speaker will be Orange County Supervisor Bill Campbell. (Receive & File)

Proof of Publication for the Board of Trustees Vacancy on May 1, 2003. (Receive & File)

Status Report on Active Grant Applications. (Receive & File)

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

Trustee Dinsmore arrived at 6:50 P.M.

**LEGISLATIVE
ISSUES**

Library Director Minter reported that there was no new information on the State Budget. She said that the proposed exchange of property tax for sales tax is a concern.

**OPERATING
BUDGET FOR
FY 2003-2004**

Library Director Minter reported that funding for the Literacy program is highly uncertain. The Public Library Fund allocation has been proposed at \$0.00. Passport revenue is down and the book budget will decline from \$150,000 to \$137,000.

It was moved by Trustee Wood and seconded by Trustee Dinsmore to adopt the Operating budget for Fiscal Year 2003-2004.

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

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to authorize the publication of the Notice of Public Hearing for the August 25, 2003 Library Board Meeting at 6:30 P.M.

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

STAFF SURVEY

President Shkoler requested that this item be placed on the Agenda for the next board meeting.

**WAIVER OF
MEETING ROOM
FEES**

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve the use of the meeting room by a new Chinese-American group without charge for six months. After six months, the Board will review the waiver of fees.

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

PATRIOT ACT

Placentia resident Pat Irot requested that the Board take a position on compliance with the Patriot Act. She feels that patrons should be informed of the possible risks to their privacy. Library Director Minter reported that some libraries are posting warnings. She also explained that the only information kept on record is the last borrower of an item and

borrowers of items subject to fines. President Shkoler said he would prefer the Library to be part of a group of libraries issuing a warning. It was moved by Trustee Wood and seconded by Trustee Dinsmore to revisit this issue at the next board meeting after Library Director Minter has researched various options.

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

**CHANGES TO CSDA
BYLAWS**

It was moved by Trustee Wood and seconded by Trustee Dinsmore to approve recommended changes 1 and 2 to the California Special Districts Association Bylaws, Section 2, regarding procedures for voting for the Board of Directors and processing mail ballots and to authorize signature of the ballot by the Library Director.

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

**PUBLIC BEHAVIOR
POLICY**

It was moved by Secretary Escobosa and seconded by Trustee Wood to adopt the Public Behavior Policy to be effective August 1, 2003.

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

STAFF REPORTS

It was moved by Trustee Wood and seconded by Trustee Dinsmore to approve Agenda Items 40-45.

Program Committee Report for June 2003.

Children's Services Report for June 2003.

Placentia Library Literacy Services Report for June 2003.

Placentia Library Web Site Report for June 2003.

Publicity Materials produced for June 2003.

Safety Committee Minutes for June 2003.

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

**AUGUST
MEETING**

The August Regular Library Board Meeting will be held on Monday, August 25, 2003 at 6:30 P.M. in the Library Conference Room.

**AGENDA
PREPARATION**

President Shkoler requested that the Agenda for the next meeting include a status report for the Poet Laureate program and a closed session to discuss a personnel matter.

ADJOURNMENT

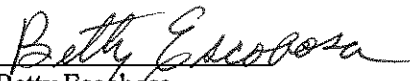
The Regular Meeting of the Board of Trustees of the Placentia Library District for June 30, 2003 adjourned at 7:45 P.M.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 7:45 P.M. to discuss a personnel matter.

The Closed Session ended at 8:34 P.M.

President Shkoler reported that there was no report from the Closed Session.


Betty Escobosa
Secretary
Library Board of Trustees