

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
August 15, 2005**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on August 15, 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 Foundation Director Susan Petrella.

ADOPTION OF AGENDA It was moved by Trustee Escobosa, and seconded by Secretary Wood 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 July 18, 2005 Regular 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 Mission Commission meeting of August 15, 2005 was excellent. He reminded the Board that the Heritage Day Parade is coming up on October 8, 2005.

FRIENDS No Friends representative present.

FOUNDATION Trustee DeVecchio reported that the Foundation Board of Directors would like to pursue a more suitable office configuration for the Volunteer Coordinator.

COMPREHENSIVE MARKETING PLAN Susan Petrella presented to the Board a recommendation to develop a Comprehensive Marketing Plan to coincide with the efforts of the Strategic Planning process for Placentia Library District and it's support organizations.

It was moved by Trustee Turner and seconded by Secretary Wood to establish an ad hoc committee of six to ten individuals to begin the research and background information to develop a marketing plan and

bring back any recommendations for formation, direction, and duration of such committee.

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

**FINES & FEES
SCHEDULE
PUBLIC HEARING
& ADOPTION**

President Shkoler conducted the public hearing for the Placentia Library District Fines & Fees Schedule with the deletion of Special Services, Checkout with non-Library identification, \$1.00 from the schedule.

It was moved by the Trustee DeVecchio and seconded by Secretary Wood to adopt the Placentia Library District Fines and Fees Schedule as amended.

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

It was moved by Trustee Escobosa and seconded by Trustee Turner to adopt the motion to read Resolution 05-05 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines and Fees Schedule for FY 2005-2006 of the Placentia Library District of Orange County.

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

It was moved by Secretary Wood and seconded by Trustee Turner to adopt Resolution 05-05 by a roll call vote.

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

**FISCAL YEAR
2005-2006 BUDGET
PUBLIC HEARING
& ADOPTION**

President Shkoler conducted the public hearing for the Placentia Library. It was moved by Secretary Wood and seconded by Trustee DeVecchio to read Resolution 05-06 by title only.

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

It was moved by Secretary Wood and seconded by Trustee DeVecchio to adopt Resolution 05-06 by a roll call vote.

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

It was moved by Trustee Escobosa and seconded by Trustee Turner to authorize the Chair and Secretary of the Placentia Library District Board of Trustees to sign the Orange County Budget Forms.

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

CLAIMS

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

Claims 4773, 4774, 4775, 4776, 4777, 4778, and 4779 for a total of \$21,846.61.

Current Claims 4780, 4781, and 4782 for a total of Current Claims for the Fiscal Year 2004-2005 of \$25,300.57 and Payroll #6 (9/14/05) for \$38,789.65 and #7 (9/28/05) for \$38,789.65 for a total of \$102,879.87.

FY2004-2005 Cash Flow Analysis through July 18, 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 Turner to receive and file Agenda Items 12 through 18.

Financial Reports for July 2005

Office General Ledger & Check Registers for July 2005

Acquisitions Report for July 2005

Entrepreneurial Report for July 2005

Collection Agency Report for July 2005

Gifts Report for July 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 Trustee Escobosa to receive and file Agenda Items 20-23, 25-27, 30-32.

Personnel Report for July 2005

Volunteer Report for July 2005

Circulation 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

Placentia Library District Assessed Valuation Report from the Auditor-Controller, County of Orange for Fiscal Year 2005-2006 and the Library Director's analysis of that information

Request from the Library Director to the State Librarian for clarification on the solicitation parameters for support organizations at District-sponsored programs and activities

Announcement of ISDOC Quarterly Membership Meeting on Friday, October 28, 2005 at the Orange County Sanitation District at 11:30 A.M.

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 19.

Building Maintenance Report for July 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 and 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 DeVecchio
Approve Agenda Item 28.

Estimate from the State Librarian of Placentia Library District's
share of the Public Library Fund for Fiscal Year 2005-2006

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 29.

Renewal of State Mandated Claims processing service contract
with Shields Consulting Groupo for Fiscal 2004-2005 and
correspondence between Steve Shields and the Library Director
about the ending of the Open Meeting Act claims eligibility for
reimbursement and the State's repayment schedule for previously
deferred claims.

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

**LEGISLATIVE
ISSUES**

Library Director Minter gave an update on the Special Election of
November.

**STRATEGIC
PLANNING**

Library Director Minter reported that she met with the City Manager, Bob
Dominguez to discuss the processes of acquiring a new library building.

**STAFF
APPRECIATION
DINNER**

It was moved by Trustee DeVecchio and seconded by Trustee Escobosa
to set the date of October 20, 2005 at the home of Saundra and Allan
Stark, set a budget of a cost not to exceed \$450, set the price of guest
tickets at \$20 per person, and authorize the Library Director to request the
participation of the Friends of Placentia Library as co-sponsors at an
amount not to exceed 50% of the estimated total budget for the event.

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

**AWARD CONTRACT
FOR AUDITING
SERVICES**

It was moved by Secretary Wood and seconded by Trustee Escobosa to award the contract for audit services to Moreland and Associates, Newport Beach for \$8,000 for one year and authorize the Library Director to sign the contract.

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

**AWARD CONTRACT
FOR DISTRICT
CLASSIFICATION/
COMPENSATION
STUDY FOR
EXEMPT
EMPLOYEES**

It was moved by Secretary Wood and seconded by Trustee Escobosa to award the contract for the District's Financial Audit, Management Letter and preparation of the Annual Controller's Report for Fiscal Year 2004-2005 for \$3,230.00, and authorize the Library Director to sign the contract.

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

SDRMA ELECTION

It was moved by Secretary Wood and seconded by Trustee Turner to read Resolution 05-07 by title only.

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

It was moved by Trustee Escobosa and seconded by Secretary Wood to adopt Resolution 05-07 by roll call vote.

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

**CSDA CONFERENCE
LONG BEACH**

It was moved by Secretary Wood and seconded by Trustee Turner to authorize the Library Director and two trustees to attend the California Special Districts Association Annual Conference in Long Beach, September 27-29, 2005 at a cost not to exceed \$825 plus actual mileage and parking to be paid from the General Fund.

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

**ISDOC MEETING
BUENA PARK**

Trustees DeVecchio and Turner will attend the Independent Special Library Districts Meeting at the Buena Park Library on September 17, 2005.

**GENERAL
ASSEMBLY
MEETING OF
AUGUST 25, 2005**

No one will attend this meeting.

**ISDOC MEETING
ORANGE COUNTY
SANITATION
DISTRICT OF
OCTOBER 28, 2005**

Secretary Wood and Trustee DeVecchio will attend the Quarterly Membership Meeting of the ISDOC Meeting of October 28, 2005.

**MODIFICATION OF
CLAIM SIGNATURE
AUTHORIZATION**

It was moved by Trustee Turner and seconded by Secretary Wood to read Resolution 91-5.

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

It was moved by Secretary Wood and seconded by Trustee Turner to revoke the Resolution 91-05.

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

It was moved by Trustee Escobosa and seconded by Secretary Wood to read Resolution 05-08.

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

It was moved by Secretary Wood and seconded by Trustee Escobosa to adopt Resolution 05-08 by roll call vote.

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

It was moved by Trustee DeVecchio and seconded by Secretary Wood to adopt as a first reading 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

STAFF REPORTS

It was moved by Trustee Escobosa and seconded by Trustee Turner to approve agenda items 42-51:

Library Director's Report for July 2005

Program Committee Report for July 2005.

Children's Services Report for July 2005.

Placentia Library Literacy Services Report for July 2005.

Reference and Adult Services Report for July 2005.

History Room Report for July 2005.

Placentia Library Web Site Report for July 2005.

Technology Report for July 2005.

Publicity Materials produced for July 2005.

Safety Committee Minutes for July 2005.

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

PREPARATION

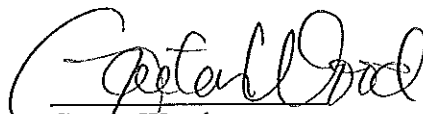
Agenda Preparation for the September Regular Meeting will be held on Monday, September 19, 2005 at 6:30 P.M.


ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for August 15, 2005 adjourned at 8:30 P.M.

SEPTEMBER MEETING

The September Regular Library Board Meeting will be held on Monday, Sep 19, 2005 at 6:30 P.M. in the Library Meeting Room.


Gaeten Wood
Secretary
Library Board of Trustees


Al Shkoler
President
Library Board of Trustees