

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
October 16, 2006**

- CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on October 16, 2006, at 6:30 P.M.
- ROLL CALL** **Members Present:** President Al Shkoler, Secretary Jean Turner, Trustees Betty Escobosa, Richard DeVecchio, and Gaeten Wood; and Library Director Elizabeth Minter.
- Members Absent:** None
- Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Administrative Services Manager Wendy Goodson, and Technology Manager Vernon Napier, Friends Treasurer Camille Himes.
- ADOPTION OF AGENDA** It was moved by Trustee Wood, and seconded by Trustee Escobosa to adopt the Agenda as amended.
- AYES:** Shkoler, Turner, DeVecchio, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None
- ORAL COMMUNICATIONS** No members of the public addressed the Board.
- PRESIDENT REPORT** President Shkoler reported that he attended the California Special District Association (CSDA) Conference in Olympic Valley from September 25-28, 2006. He also attended several H.I.S. House functions and Chamber mixers.
- TRUSTEE REPORTS** Trustee Wood reported that she also attended the CSDA Conference in Olympic Valley. She also attended the Placentia Heritage Day Parade and Festival.
- Trustee DeVecchio reported that the Placentia Library Foundation met in the month of October.
- Trustee Escobosa reported that she attended the Chamber Mixer and Placentia Heritage Day Parade and Festival.
- Secretary Turner reported that she attended the Chamber Mixer and attended the October Friends Board Meeting. She also attended the H.I.S. House Gala in October.
- FRIENDS** Friends Treasurer Camille Himes reported that the Friends are rearranging and replacing bookshelves in the Friends Bookstore workroom. Also, the merger with the Foundation is moving forward.
- FOUNDATION** Trustee DeVecchio reported that the Foundation met in October and are scheduled to meet in November.

**CONSENT
CALENDAR**

MINUTES

It was moved by Secretary Turner and seconded by Trustee Escobosa to approve items 10-45 as printed;

CLAIMS

Minutes of the September 18, 2006 Library Board of Trustees Regular Meeting and the September 18, 2006 Library Board of Trustees Work Session.

Claims 4911, 4912, and 4913 by Minter/Turner, 4914, 4915, and 4916 by Minter/DeVecchio for a total of \$55,236.71 from Fund 707.

Current Claims 4917, 4918, 4919 and 4920 for a total of \$78,999.60 for the Fiscal Year 2006-2007 and Payroll #10 (11/8/06) for \$49,472.00 and #11 (11/22/06) for \$98,944.00 for a combined total of \$177,943.60.

**FINANCIAL
REPORTS**

FY2006-2007 Cash Flow Analysis through October 16, 2006 and recommendation that no funds be transferred at this time.

Financial Reports for October 2006

Office General Ledger & Check Registers for October 2006

Acquisitions Report for October 2006

Entrepreneurial Report for October 2006

Collection Agency Report for October 2006

Gifts Report for October 2006

**GENERAL CONSENT
CALENDAR**

Building Maintenance for October 2006

Personnel Report for October 2006

Volunteer Report for October 2006

Circulation Report for October 2006

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

2005-2006 California Public Library District as transmitted to the California State Library on September 27, 2006

Actions taken by the Library of California Board at its meeting On September 14, 2006.

Notification from the State Librarian of California of the California Library Services Act (CLSA) Reimbursement rates For Fiscal Year 2006-2007

Placentia Library District Policy 2320, Job Description – Coordinator of Development & Volunteer Services, as adopted By the Library Board of Trustees on August 21, 2006

Agenda for the September 28, 2006 meeting of the Orange County Council of Governments. Placentia Library District received only the first page of this packet and the Council of Governments did not respond to the District's request on September 26, 2006 for a complete packet.

Memo from Manager of Administrative Services Manager Describing the status of the loan agreement with the City of Placentia for the Civic Center Renovation Project as of October 11, 2006 and the memo from the City of Placentia Director of Finance dated October 10, 2006 entitled "Repayment of Library Improvement Loan"

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

STAFF REPORTS

Director's Report for October 2006

Program Committee Report for October 2006

Children's Services Report for October 2006

Placentia Library Literacy Services Report for October 2006

Reference and Adult Services Report for October 2006

History Room Report for October 2006

Placentia Library Web Site Report for October 2006

Technology Report for October 2006

Publicity Materials produced for October 2006

Safety Committee Minutes for October 2006

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

**LEGISLATIVE
ISSUES**

Library Director Minter reported that Library Director Kathy Gould from Palos Verdes Library District that Kathy Gould will no longer be able to serve as the Library District representative on the California Special District Association Legislative Committee.

**FACILITY MASTER
PLAN**

It was moved by Trustee Wood and seconded by Secretary Turner to receive and file Agreement for Professional Services between Placentia Library District and Linda Demmers dated October 2, 2006 and note that the final work product, Facility Master Plan delivery date of March 31, 2007 will be amended as agreed upon by Placentia Library District and Linda Demmers.

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

**POLICY 2012 –
DRESS CODE FOR
EMPLOYEES AND
VOLUNTEERS**

The third draft was reviewed by the Board and will be brought back to the November 20, 2006 for final review and adoption.

**ELECTRONIC SIGN
PURCHASE**

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio to award contract for purchase of Daystar Elite LED 3296, single-sided, wall mounted electronic sign from Stewart Sign Company, Sarasota, FL at a cost of \$12,345.50 plus tax.

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

**GRANTWRITING
SERVICES**

It was moved by Trustee Wood and Secretary Turner to approved proposed contract and authorize signature by the Library Director.

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

**BUDGET/SALARY
DISCUSSION WITH
STAFF COMMITTEE**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to invite the staff to discuss budget assumptions within this committee.

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

**SALARY SCALE FOR
EXEMPT
EMPLOYEES**

It was moved by Trustee Wood and seconded by Trustee Escobosa to approve a 10% salary increase to the FY06-07 Exempt Salary Scale classifications of Administrative Services Manager, Public Services Manager and Technical Services Manager effective October 27, 2006.

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

**SELECTION OF
LABOR
NEGOTIATOR**

It was moved by Trustee Wood and Secretary Turner to select Gaeten Wood as the labor negotiator for an unrepresented employee, the Library Director.

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

**LIBRARY
DIRECTOR
CONTRACT**

The Board of Trustees met in closed session to discuss the Library Director's performance evaluation, contract and salary. The Board President requested that another closed session be added to the agenda of the November 20, 2006 Meeting. The Closed Session adjourned at 9:10 P.M and the Regular Meeting was re-opened.

OPEN SESSION

It was moved by Trustee Escobosa and seconded by Secretary Turner to approve a 3.9% cost of living adjustment to the Library Director classification retroactive to July 1, 2006 and to offer a contract through June 30, 2007.

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

**AGENDA
PREPARATION**

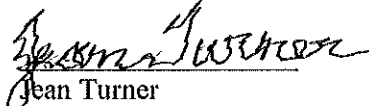
Agenda Preparation for the November Regular Meeting will include an Open Session and Closed Session to be held on Monday, September 18, 2006 at 6:30 P.M to include discussion of the Library Director's Contract and Goals.

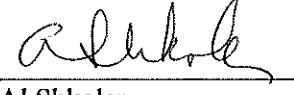
ADJOURMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for October 16, 2006 adjourned at 9:11 P.M.

NEXT MEETING

The November Library Board Meeting will be held on Monday, November 20, 2006 at 6:30 P.M. in the Library History Room.


Jean Turner
Secretary
Library Board of Trustees


Al Shkoler
President
Library Board of Trustees