

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

**CALL TO ORDER**                      President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on January 21, 2003 at 6:35 P.M.

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

**Members Absent:** Trustee Peggy Dinsmore.

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts; Technology Manager Julie Shook; Friends of Placentia Library Board of Directors Secretary Barbara Hemmerling; Volunteer Coordinator/Development Director Jillian Rakos; Administrative Assistant Donna Siloti; Placentia resident Meredith Laskow.

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

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

**MINUTES**                                      President Shkoler requested the following correction to the Minutes of December 18, 2002: The first line of Travel/Training Authorization should read. "It was moved by Trustee Wood and seconded by Trustee Braun..."

  It was moved by Trustee Escobosa, seconded by Trustee Wood to approve the corrected Minutes of the December 18, 2002 Regular Meeting.

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

**ORAL COMMUNICATIONS**                      Meredith Laskow, a Placentia resident, presented her proposal to create the position of Poet Laureate for the City of Placentia and to have herself appointed to the position. She offered to do readings at the Library. President Shkoler thanked her for her proposal and told her it would be added to next month's Agenda. Library Director Minter said she would notify Ms. Laskow of the date of the meeting.

**PRESIDENT'S  
REPORT**

President Shkoler reported on a conference call that he and Library Director Minter participated in with California State Senator Bob Margett. Senator Margett discussed the status of the State budget, his views, and presented several ideas and requested feedback. Library Director Minter said he expressed strong support for continuing the backfill vehicle license fees and there was no discussion of property tax shifts. Library Director Minter prepared a followup letter to the Senator in which she presented the Library's primary concerns.

**TRUSTEE REPORTS**

Trustee Escobosa expressed her appreciation for the Special District Trustee training she received in Palm Springs.

Trustee Wood did not address the Board.

Secretary Braun did not address the Board.

**LIBRARY  
DIRECTOR'S  
REPORT**

Library Director Minter directed the Trustees' attention to the Form 770's in the front of their Board books. These are to be completed by the Trustees and filed with the County no later than April 1, 2003. She also welcomed the new Administrative Assistant, Donna Siloti.

**FRIENDS OF  
PLACENTIA  
LIBRARY**

Barbara Hemmerling, Secretary of the Friends Board of Directors, announced two of the Friends upcoming events: the Authors' Luncheon on March 1, 2003, and the Friends Annual Meeting on April 7 featuring Orange County author Pamela Gibson.

President Shkoler asked if the Friends could provide some books to the library at the Placentia Boys and Girls Club.

**CLAIMS**

It was moved by Secretary Braun, seconded by Trustee Escobosa to approve Agenda Items 9 through 12

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

Forwarded by the Library Director and Library Trustees: Claims 4366, 4367, and 4368 forwarded by Library Trustees and Claims 4369, 4370, 4370A, 4371, 4372, and 4373 forwarded by the Library Director for a total of \$36,586.01.

Current Claims and Payroll: Claims 4374, 4375, 4376, 4377, 4378, 4379, and 4380 for a subtotal for Claims of \$48,596.60; and Payrolls 4381 for \$28,648.14 and 4382 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$105,892.88.

FY 2002-2003 Cash Flow Analysis through January 21, 2003 and recommendation that no funds be transferred at this time.  
(Receive & File)

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

**FINANCIAL  
REPORTS**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 13 through 17

Financial Reports for December 2002

Official General Ledger & Check Registers for December 2002

Acquisitions Report for December 2002

Collection Agency Report for December 2002

Gifts Report for December 2002

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Secretary Braun, seconded by Trustee Wood to receive and file Agenda Items 18 through 26a

Building Maintenance Report for December 2002. (Receive & File)

Personnel Report for December 2002 (Receive, File & Ratify Appointments)

Volunteer Report for December 2002 (Receive & File)

Circulation Report for December 2002 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive and File)

Legislative Alerts from the California Special Districts Association and the California Library Association (Receive and File)

Status Report on the Two Percent Assessment Appeals Case. (Receive & File)

Transmittal on January 7, 2003 of Mandated Cost Claims to the State of California for Placentia Library District by Shields

Consulting Group. (Receive & File)

Submission of final claim form for the English Language and Literacy Intensive Program (ELLI) grant for Fiscal Year 2001-2002 on December 17, 2002. (Receive & File)

Claim by former Library Assistant Frank Frizell in the amount of \$185,000 for workplace discrimination during the period of his employment because of the employee's limited vision. Received December 19, 2002 and forwarded to Special District Risk Management Authority (SDRMA). (Receive & File and Deny Claim)

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

**LEGISLATIVE  
ISSUES**

Library Director Minter discussed Legislative issues and reviewed the status of the State Budget and the State Library Budget. She encouraged the Trustees to set up a meeting with Senator Margett and Assembly Woman Lynn Daucher.

**DISTRICT'S  
INTERNET ACCESS  
POLICY**

It was moved by Secretary Braun and seconded by Trustee Escobosa to adopt the revised "Use Policy for the Electronic Reference Services" as presented by Technology Manager Julie Shook

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

**GRANT WRITING  
AGREEMENT WITH  
DREW &  
ASSOCIATES  
AUTHORIZATION**

It was moved by Trustee Wood and seconded by Trustee Escobosa to authorize the Grant Writing Agreement with Drew & Associates for the Placentia History Room Digitization Project in the amount of \$5,400.

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

**REPLACEMENT OF  
LOCAL AREA  
NETWORK (LAN)**

The Board recommended that Library Director Minter ask Performance Technology to re-bid the upgrade of the Local Area Network and continue this Agenda item to next month. Director Minter said she would ask Performance Technology to send a representative to the next Board meeting.

**REINVESTMENT OF  
CERTIFICATES OF  
DEPOSIT**

It was moved by Secretary Braun and seconded by Trustee Wood to transfer the Certificates of Deposit to California National Bank.

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

**AMENDMENT AND  
RESTATEMENT OF  
MONEY PURCHASE  
PENSION PLAN**

It was moved by Secretary Braun and seconded by Trustee Escobosa to adopt the Resolution as presented by National Retirement Services and to authorize signature by the Library Director.

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

**DISCUSSION OF  
PARTNERSHIP  
RELATIONSHIPS**

Public Services Manager Jim Roberts presented a list of Literacy Services' partnerships with the community.

It was moved by Secretary Braun and seconded by Trustee Wood to have the list included in the Board books each month. New partnerships are to be marked with an asterisk.

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

**TRAVEL/TRAINING  
AUTHORIZATIONS**

It was moved by Secretary Braun and seconded by Trustee Escobosa to authorize travel for President Shkoler, Secretary Braun, Library Director Minter, and Public Services Manager Roberts to attend the Independent Special Districts of Orange County (ISDOC) quarterly membership meeting on Thursday, January 30, 2003 at a cost of \$12 per person plus mileage to be paid from the General Fund.

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

It was moved by Secretary Braun and seconded by Trustee Wood to authorize travel for President Shkoler and Trustees Escobosa and Wood to attend the California Special Districts Association (CSDA) annual Government Affairs Conference in Sacramento, April 1-2, 2003 at a cost of registration, travel plus one night lodging not to exceed \$1,500.00 to be paid from the General Fund.

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

It was moved by Trustee Escobosa and seconded by Trustee Wood to authorize travel for President Shkoler, Secretary Braun, and Trustees Dinsmore and Wood to attend the annual California Association of Library Trustees and Commissioners workshop in Glendora on Saturday, March 8, 2003 at a cost of \$27 per person plus mileage to be paid from the General Fund.

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

**STAFF TRAINING  
PLANS**

Library Director Minter gave a status report on the plans for staff training.

It was moved by Secretary Braun and seconded by Trustee Wood to have Library Director Minter pursue a half-day training session on interpersonal relationships.

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

**RECONSIDERATION  
OF BOARD  
MEETING DATE  
AND TIME**

It was moved by Secretary Braun and seconded by Trustee Wood to hold the Library Board meetings on the first Monday following the 18<sup>th</sup> day of the month at 6:30 P.M.

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

**STAFF REPORTS**

It was moved by Secretary Braun and seconded by Trustee Wood to approve Agenda Items 37-42.

Program Committee Report for December 2002.

Children's Services Report for December 2002.

Placentia Library Literacy Services Report for December 2002.

Placentia Library Web Site Report for December 2002.

Publicity Materials produced for December 2002.

Safety Committee Minutes for December 2002.

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

**FEBRUARY  
MEETING**

The February Regular Library Board Meeting will be held on Monday, February 21, 2002 at 6:30 P.M. in the Library Conference Room.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for January 21, 2003 adjourned at 8:55 P.M.

  
\_\_\_\_\_  
Geoff Braun  
Secretary  
Library Board of Trustees