

TRUSTEE REPORTS

Trustee Dinsmore did not address the Board.

Secretary Escobosa reported that she also attended the Chamber Mixer.

Trustee DeVecchio reported that he enjoyed the Chamber Mixer. He also reported that he attended the Placentia Library Foundation meeting at which Jean Lasley was elected President and Trustee DeVecchio was elected Treasurer.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter reported that preparations are underway for the Author's Luncheon. Tickets went on sale today.

Library Director Minter reported that a new series of staff meetings has begun. At the first meeting, staff brainstormed ideas for future topics. The first topic to be discussed will be the Library's core values and how they relate to possible budget cuts.

**FRIENDS OF
PLACENTIA
LIBRARY REPORT**

Friends of Placentia Library Director Ted Farkas reported that the Friends continue to budget for items for the Library. Development Director Millonzi reported that Register columnist Gordon Dillow will speak at the Author's Luncheon.

CLAIMS

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve Agenda Items 11 through 14.

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

Claims 4539, 4540, 4541, 4542, 4543, and 4544 forwarded by Library Director for a total of \$35,817.55.

Claims 4545, 4546, 4547, 4548, and 4549 for a subtotal for Claims of \$56,920.20; and Payrolls 4550 for \$10,000.00 and 4551 for \$30,603.80 for a subtotal for Payrolls of \$40,603.80; with a combined total of Claims and Payroll of \$97,524.00.

FY2003-2004 Cash Flow Analysis through January 19, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL
REPORTS**

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio to receive and file Agenda Items 16 through 19.

Official General Ledger & Check Registers for December 2003

Acquisitions Report for December 2003

Collection Agency Report for December 2003

Gifts Report for December 2003

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

Trustee DeVecchio asked for an explanation of account #6230-04 Teeter Plan Buyout. Library Director Minter explained that it is the process for receiving delinquent secured property taxes from the County.

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to receive and file Agenda Items 15.

Financial Reports for December 2003.

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to receive and file Agenda Items 20 through 28 and Item 30.

Building Maintenance Report for December 2003.

Personnel Report for December 2003

Volunteer Report for December 2003

Circulation Report for December 2003

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

Legislative Alerts from the California Special Districts Association.

Status Report on Partnerships with Community Organizations.

Status Report on Active Grant Applications.

Meeting Notice for the Independent Special Districts of Orange County (ISDOC) for Thursday, January 29, 2004 at 11:30 A.M. at the Municipal Water District of Orange County.

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore
NOES: None
ABSTAIN: None

ABSENT: Wood

Secretary Escobosa requested more information on the poetry programs with senior citizens. Public Services Manager Roberts reported that Ginny Sanatar of the Friends of Placentia Library is coordinating the program with the local senior center and he is speaking with the Activity Director at Villa de Palma. A community poetry reading has been scheduled for March 21 in the Library Meeting Room.

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to receive and file Agenda Item 29.

Poet Laureate Report.

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

Trustee DeVecchio requested more information about Shields Consulting Group in Sacramento. Library Director Minter explained that they help local agencies prepare claims to the State for meeting preparation expenses. The Library's unpaid claims are now approximately \$40,000.

It was moved by Trustee DeVecchio and seconded by Trustee Dinsmore to receive and file Agenda Item 31.

State of California Mandated Claims reimbursement request for Fiscal Year 2002-2003 as submitted through Shields Consulting Group.

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

LEGISLATIVE ISSUES

Library Director Minter reported that the proposed ERAF shift would mean a loss to the Library of approximately \$275,000. She recommended that the Board develop a message and a plan for getting their message across. The Library has already experienced an ERAF shift of 50.41% and the Library Director suggested that the message to our legislators and their aides should be that the Library has already contributed its share. She also suggested that the Board propose that a cap of a specific percentage be put on the ERAF shift.

Trustee DeVecchio recommended that the Board look at strategies for dealing with the possibility of a major budget cut.

President Shkoler will make appointments with Senator Margett and Assemblywoman Daucher. President Shkoler, Secretary Escobosa, and Trustee Dinsmore plan to go to the appointments. Library Director

Minter will prepare for them a one-page summary of the issues and the proposed cap on the ERAF shift.

**REVIEW OF
MEETING ROOM
FEE WAIVER FOR
PLACENTIA
CHINESE
AMERICAN ASSOC.**

Placentia Chinese American Association members Feng Min Shan and James Jing gave an update on the Placentia Chinese American Association. They reported that the organization has grown from 10-20 members to 40-50 members. They are sponsoring an exhibition of Chinese photographs on January 31. They do not charge a membership fee and they requested that the fee waiver for the meeting room be extended.

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to continue the waiver of meeting room fees for the Placentia Chinese American Association for another six months. The issue will be reviewed at the June Board Meeting.

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

**TRAVEL/TRAINING
AUTHORIZATIONS**

It was moved by Trustee DeVecchio and seconded by Trustee Dinsmore to authorize President Shkoler and Trustees DeVecchio, Dinsmore, and Wood to attend the CALTAC workshop on March 27, 2004 in Fullerton and to authorize payment of registration and mileage from the General Fund.

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

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to authorize Children's Librarian Caroline Gurkweitz to attend the Public Library Association Biennial Conference in Seattle, February 24 through February 28 with expenses to be paid from the Santiago Library System staff training account.

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

A decision regarding if and when the Board would like the Library Director to attend the course entitled the Human Interaction Laboratory was postponed. President Shkoler will ask Personnel Consultant Gail Koff about alternative courses.

President Shkoler called for a break and 7:21 P.M. and the meeting resumed at 7:26 P.M.

**RENEWAL OF
CERTIFICATES OF
DEPOSIT**

It was moved by Trustee DeVecchio and seconded by Trustee Dinsmore to renew the two Certificates of Deposit at California National Bank that mature on January 27 for another 12-month term.

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

STAFF REPORTS

It was moved by Trustee Dinsmore and seconded by Trustee DeVecchio to approve Agenda Items 37-42.

Program Committee Report for December 2003.

Children's Services Report for December 2003.

Placentia Library Literacy Services Report for December 2003.

Placentia Library Web Site Report for December 2003.

Publicity Materials produced for December 2003.

Safety Committee Minutes for December 2003.

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

The Regular Library Board Meeting was suspended at 7:53 P.M.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 8:00 P.M. to discuss a personnel matter regarding the Library Directory.

The Closed Session ended at 8:40 P.M. No Action was taken.

**AGENDA
PREPARATION**

President Shkoler requested that the Agenda for the next meeting include a closed session to discuss a personnel matter regarding the Library Director.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for January 19, 2004 adjourned at 8:40 PM.

WORKSESSION


A Worksession for review of Personnel Policies is scheduled for Wednesday, January 21, 2004 at 9:30 P.M.

**FEBRUARY
MEETING**

The February Regular Library Board Meeting will be held on Monday, January 19, 2004 at 6:30 P.M. in the Library Conference Room.



Betty Escobosa
Secretary
Library Board of Trustees



Al Shkoler
President
Library Board of Trustees