

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 22, 2005
UNUSUAL DATE

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on February 22, 2005, 2005 at 6:30 P.M.

ROLL CALL

Members Present: President Al Shkoler, Secretary Gaeten Wood, Trustee Betty Escobosa; Trustees Richard DeVecchio and Jean Turner; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, Administrative Assistant Wendy Goodson, and Pat Irot, Friends of Placentia Library.

ADOPTION OF AGENDA

It was moved by Trustee Escobosa and seconded by Secretary Wood to adopt the Agenda as amended.

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

MINUTES

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio to approve the Minutes of the January 17, 2005 Regular Meeting as amended.

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

ORAL COMMUNICATIONS

No members of the public requested to address the Board.

TRUSTEE REPORTS

President Shkoler reported that he and Secretary Wood attended the Independent Special Library Districts Meeting at Buena Park Library on February 10, 2005. President Shkoler requested that a reserve policy discussion be added to next board meeting agenda.

Trustee Turner reported that she attended the California Special District Association New Board Member Workshop on February 18, 2005

Trustee Escobosa reported that she is healing well from her knee surgery.

FRIENDS

Pat Irot reminded the Board that the Author's Luncheon is March 5, 2005 with Thom Racina as the featured author and the Friends Annual Meeting is April 11, 2005 with Denise Hamilton as the featured speaker. She also reported that the History Room is hosting a presentation by Yolanda

Alvarez on March 2nd with all proceeds going to the Foundation.

SDRMA

Special District Risk Management Authority Representative (SDRMA) Sandra Stark presented the Board with a plaque from SDRMA in appreciation for the Placentia Library's dedication to minimizing library liabilities.

CLAIMS

It was moved by Secretary Wood and seconded by Trustee DeVecchio to approve Agenda Items 10 through 13.

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

Claims 4702,4703,4704,4706,4707,4708,4709 and 4710 forwarded by Library Director for a total of \$56,366.30.

Current Claims 4711, 4712, 4713, 4714, and 4715 for a total of Current Claims of \$28,544.04; Payrolls #18 (3/2/05) for \$39,286.93 and #19 (3/16/05) for \$37,027.23 for a subtotal for Payroll of \$76,314.16; for a total of Current Claims and Payroll of \$104,858.20.

FY2004-2005 Cash Flow Analysis through February 22, 2005 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL
REPORTS**

It was moved by Trustee DeVecchio, and seconded by Trustee Escobosa to receive and file Agenda Items 14 through 18.

Financial Reports for January 2005

Office General Ledger & Check Registers for January 2005

Acquisitions Report for January 2005

Collection Agency Report for January 2005

Gifts Report for January 2005

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

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary Wood and seconded by Trustee Escobosa to receive and file Agenda Items 19-28.

Building Maintenance Report for January 2005

Personnel Report for January 2005

Volunteer Report for January 2005

Circulation Report for January 2005

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

Statement of Facts Roster of Public Agencies Filing as submitted to California Secretary of State, January 17, 2005.

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

**LEGISLATIVE
ISSUES**

Library Director reported that the Public Library Fund allocation of \$23,000 should be distributed in the next four to six weeks. She also reported that Placentia Library District will be hosting the next Santiago Library System Council Meeting on April 7, 2005 and the California State Librarian, Susan Hildreth will be attending.

**NOTARY PUBLIC
SERVICES**

It was moved by Trustee Turner and seconded by Secretary Wood to adopt Placentia Library District Policy 2125, Notary Public Services.

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

**REVISIONS TO
LIBRARY AIDE,
CLERK I, CLERK II
AND LIBRARY
ASSISTANT
POSITIONS**

It was moved by Trustee DeVecchio and seconded by Trustee Turner to adopt Placentia Library District job descriptions for Library Aide, Clerk I, Clerk II and Library Assistant job descriptions to include the California Notary Public activities.

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

**STRATEGIC
PLANNING**

Library Director Minter suggested that facilitator Susan Beck, conduct the retreats that would occur over two sets of dates, April 27 & 30, 2005 and July 15 & 16, 2005. The retreat location is unknown at this time but University of California, Los Angeles was mentioned as a venue option.

STAFF REPORTS

Library Director's Report

Program Committee Report for January 2005.

Children's Services Report for January 2005.

Placentia Library Literacy Services Report for January 2005.

Reference and Adult Services Report for January 2005.

History Room Report for January 2005.

Placentia Library Web Site Report for January 2005.

Technology Report for January 2005.

Publicity Materials produced for January 2005.

Safety Committee Minutes for January 2005.

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

**CLOSED SESSION
AGENDA**

No closed session conducted.

PREPARATION

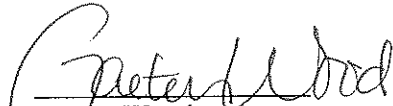
Agenda items to be added to the March 21, 2005 are May and June 2005 Board Meeting Dates, Library Reserve Policy. Agenda Preparation for the March Meeting will be held on Monday, March 21, 2005 at 6:30 P.M.


ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for December 20, 2004 adjourned at 8:45 P.M.

**MARCH
MEETING**

The MarchFebruary Regular Library Board Meeting will be held on Monday, March 21, 2005 at 6:30 P.M. in the Library Conference Room.


Gaeren Wood
Secretary
Library Board of Trustees


Al Shkoler
President
Library Board of Trustees