

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 28, 2005**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on November 18, 2005, at 6:30 P.M.

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

Members Absent: Trustee Jean Turner

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Technology Manager Vernon Napier, Administrative Assistant Wendy Goodson and Friends Board Member Eleanore Rankin.

ADOPTION OF AGENDA It was moved by Secretary Wood, and seconded by Trustee DeVecchio to adopt the Agenda as printed.

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

MINUTES It was moved by Trustee Escobosa and seconded by Secretary Wood to approve the Minutes of the October 17, 2005 Regular Meeting and October 17, 2005 Work Session as printed.

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

ORAL COMMUNICATIONS No members of the public addressed the Board.

TRUSTEE REPORTS President Shkoler reported that he attended the Municipal Service Review (MSR) for the Placentia Library on November 9, 2005 with Library Director Minter.

Trustee Escobosa made the observation that the last Foundation newsletter did not have the Library Board of Trustees listed.

FRIENDS Friends' President Eleanore Rankin reminded the Board of the upcoming Donor Reception on December 2, 2005 and the next book sale the second Sunday of the month.

FOUNDATION Trustee DeVecchio reported that the Foundation Board of Directors are looking for more Directors and any interested persons to come forward.

CLAIMS

It was moved by Secretary Wood and seconded by Trustee DeVecchio to approve Agenda Items 9 through 12.

Claims 4805, 4806, 4807, 4808, 4809, 4810, 4811, and 4812 for a total of \$51,126.14.

Current Claims 4813, 4814, 4815 and 4816 for a total of Current Claims for the Fiscal Year 2005-2006 of \$72,022.95 and Payroll #12 (12/7/05) for \$38,789.65 and #13 (12/21/05) for \$38,789.65 for a total of \$149,602.25.

FY2005-2006 Cash Flow Analysis through November 28, 2005 and recommendation that no funds be transferred at this time. (Receive & File).

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

FINANCIAL REPORTS

It was moved by Trustee DeVecchio, and seconded by Trustee Escobosa to receive and file Agenda Items 13 through 18.

Financial Reports for October 2005

Office General Ledger & Check Registers for October 2005

Acquisitions Report for October 2005

Entrepreneurial Report for October 2005

Collection Agency Report for October 2005

Gifts Report for October 2005

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

CPS HUMAN RESOURCE SERVICES RECLASSIFICATION PRESENTATION

Marcel Turner from CPS Human Resource Services reviewed the Placentia Library District Wage and Classification Study for Exempt Employees. Mr. Turner discussed the analysis and recommendations. The Board of Trustees will conduct a work session on December 7, 2005 at 10:00 A.M. to further discuss the analysis and recommendations.

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee DeVecchio and seconded by Secretary Wood to receive and file Agenda Items 19-33.

Building Maintenance Report for October 2005

Personnel Report for October 2005

Volunteer Report for October 2005

Circulation Report for October 2005

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

Legislative Alerts from the California Special Districts Association (none were received from the California Library Association)

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Agenda for the Orange County Council of Governments Regular Meeting of the Board of Directors for October 27, 2005 and the Minutes of the September 22, and October 4, 2005 meeting.

Memo from Steve Shields, Shields Consulting Group, Sacramento, reporting the current status on the claims fees for the State of California mandated cost reimbursement program that Shields manages for Placentia Library District. From the initiation of the contract with Shields in October 2002 through January 2005 Shields processed \$45,358 in claims on behalf of the District with \$8,000 being paid by the State to the District in the current fiscal year and a balance of \$37,358 remaining. The fees charged by Shields were \$4,535.80 (10%) of which \$1,636.10 have been paid and \$1,031.80 is currently payable. The balance to Shields will be due when the remaining funds are received by the District from the State.

Status Report on the Audit Process with Moreland & Associates and a copy of the Annual Special District Financial Report to the State Auditor as completed and filed by Moreland & Associates. (Receive & File)

Proposal to the California State Library for a Library Services and Technology Act (LSTA) grant for Fiscal Year 2006-07 to fund a project entitled "Topaz/Tuffree Homework Club". (Receive & File and Approve Grant Proposal)

Submission of the Annual Certification to Receive Funds from the Public Library Fund for Fiscal Year 2005-06. (Receive & File)

Letter from the Orange County Emergency Management Organization announcing training and information programs for elected officials. (Receive & File)

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

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio receive and file Agenda Item 34.

Orange County Local Area Formation Commission (LAFCO) Municipal Service Review documents for Buena Park Library District and Placentia Library District presented at the LAFCO Meeting on November 9, 2005. Placentia Library District's Municipal Service Review and Sphere of Influence were both adopted by LAFCO.

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

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio receive and file Agenda Item 34a.

Status report on the development of the new web site for Placentia Library District. This project is being funded by the Friends of Placentia Library .

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

**LEGISLATIVE
ISSUES**

Nothing to report at this time.

STAFF REPORTS

It was moved by Secretary Wood and seconded by Trustee Escobosa to approve agenda items 39-48:

Library Director's Report for October 2005

Program Committee Report for October 2005.

Children's Services Report for October 2005.

Placentia Library Literacy Services Report for October 2005.

Reference and Adult Services Report for October 2005.

History Room Report for October 2005.

Placentia Library Web Site Report for October 2005.

Technology Report for October 2005.

Publicity Materials produced for October 2005.

Safety Committee Minutes for October 2005.

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

PREPARATION

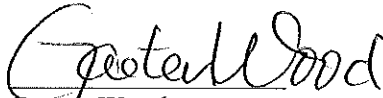
Agenda Preparation for the November Regular Meeting will be held on Monday, November 28, 2005 at 6:30 P.M.

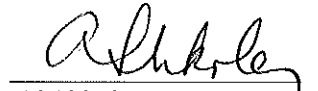
ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for November 28, 2005 adjourned at 7:55 P.M.

DECEMBER MEETING

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


Gaeton Wood
Secretary
Library Board of Trustees


Al Shkoler
President
Library Board of Trustees