

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 20, 2006**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on November 20, 2006, at 6:32 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 President Eleanore Rankin.

ADOPTION OF AGENDA It was moved by Trustee Escobosa, and seconded by Secretary Turner 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 his attendance to several programs and events. The Oath of Office will be performed at the Donor Reception of December 1, 2006.

TRUSTEE REPORTS The Trustees reported their attendance to several programs and events.

FRIENDS Friends President Eleanore Rankin reported the merger documents were received by the attorneys and will be signed by the Foundation and Friends Boards.
The new Friends brochure is now ready and is being disseminated to patrons and the community.

FOUNDATION Trustee DeVecchio reported that the Donor Reception is December 1, 2006. The next Foundation Board Meeting is scheduled for December 6, 2006. The Investment Committee Chairperson will be changed to Trustee DeVecchio.

CONSENT CALENDAR It was moved by Secretary Turner and seconded by Trustee Wood to approve items 10-41 as amended;

MINUTES Minutes of the October 16, 2006 Library Board of Trustees Regular Meeting and the November 9, 2006 Library Board of Trustees Work Session.

CLAIMS Claims 4921, 4922, and 4923 by Minter/Wood, 4924 by Minter/DeVecchio, 4925 and 4926 by Minter/Wood, and 4927 by

Minter/Schkoler for a total of \$45,314.11 from Fund 707.

Current Claims 4928,4929, 4930, 4931, and 4932 for a total of \$35,261.95 for the Fiscal Year 2006-2007 and Payroll #12 (12/6/06) for \$47,072.00 and #13 (12/20/06) for \$94,144.00 for a combined total of \$129,405.95.

FY2006-2007 Cash Flow Analysis through November 20, 2006 and recommendation that no funds be transferred at this time.

**FINANCIAL
REPORTS**

Financial Reports for November 2006

Office General Ledger & Check Registers for November 2006

Acquisitions Report for November 2006

Entrepreneurial Report for November 2006

Collection Agency Report for November 2006

Gifts Report for November 2006

**GENERAL CONSENT
CALENDAR**

Building Maintenance for November 2006

Personnel Report for November 2006

Volunteer Report for November 2006

Circulation Report for November 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

PLF Certification

Press Release on State Library Digitization Project

AYES: Shkoler, Turner, DeVecchio, Escobosa

NOES: None

ABSTAIN: Wood

ABSENT: None

STAFF REPORTS

Director's Report for November 2006

Program Committee Report for November 2006

Children's Services Report for November 2006

Placentia Library Literacy Services Report for November 2006

Reference and Adult Services Report for November 2006

History Room Report for November 2006

Placentia Library Web Site Report for November 2006

Technology Report for November 2006

Publicity Materials produced for November 2006

Safety Committee Minutes for November 2006

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

**LEGISLATIVE
ISSUES**

Library Director Minter reported that she received a legislative alert that the Legislative Analyst Budget Office has released the five-year budget projections. The information will be available at the next Regular Board Meeting.

**FACILITY MASTER
PLAN**

Linda Demmers is scheduled to return on January 15th, 2007 to report progress of plan development.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt as a fourth and final reading, Placentia Library District Policy 2012 – Dress Code for Employees and Volunteers.

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

**PETTY CASH
ALLOCATION
INCREASE**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to increase the allocation of imprest petty cash in cash for the Circulation Supervisor from \$200 to \$400.

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

**LIBRARY
DIRECTOR
PERFORMANCE
EVALUATION,
CONTRACT &
SALARY**

It was moved by Secretary Turner and Trustee Wood to approve contract with Valerie Poole at a rate of \$85 per hour for the purpose of managing the performance evaluation process for the Library Director and advising the Library Director on the performance evaluation process for exempt employees and appoint Valerie Poole as the negotiator of the Library Board of Trustees for the purpose of negotiating a labor contract with the Library Director and authorize her to speak on behalf of the Library Board of Trustees.

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

**AGENDA
PREPARATION**

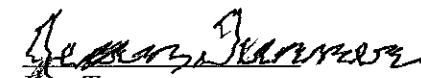
Agenda Preparation for the December Regular Meeting will include Amendment to the Exempt Salary Scale and Biannual Policy Review.


ADJOURMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for November 20, 2006 adjourned at 7:20 P.M.

NEXT MEETING

The December Library Board Meeting will be held on Monday, December 18, 2006 at 6:30 P.M. in the Library History Room.


Joan Turner
Secretary
Library Board of Trustees


Al Shkoler
President
Library Board of Trustees