

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
July 26, 2004**

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on July 26, 2004 at 6:35 P.M.

**ROLL CALL**

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

**Members Absent:** None

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts and Administrative Assistant Donna Siloti.

**ADOPTION OF  
AGENDA**

Library Director Minter distributed corrected Agenda Items #9 and #10. It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt the Agenda as corrected.

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

**MINUTES**

Secretary Escobosa requested that the Minutes for the June 30, 2004 Regular Meeting be changed to reflect that the Staff's recommendation to close the Library from Sunday, December 26, 2004 through Sunday, January 2, 2005 was not accepted because the Board did not want to limit the public's access to the Library during the Holidays. The Minutes will be amended and placed on the Agenda for the August Regular Meeting for approval.

**ORAL  
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S  
REPORT**

President Shkoler did not address the Board.

**TRUSTEE REPORTS**

Secretary Escobosa did not address the Board.

Trustee Wood did not address the Board.

Trustee DeVecchio reported that he attended a Foundation Meeting. He reported that the Foundation has approximately \$122,000 in assets. They are conducting a major fundraising drive that will be mailed next week to approximately 3,000 households and local businesses.

Trustee Dinsmore did not address the Board.

**FRIENDS OF  
PLACENTIA  
LIBRARY REPORT**

No members from the Friends of Placentia Library addressed the Board.

**CLAIMS**

It was moved by Trustee Dinsmore and seconded by Trustee Wood to approve Agenda Items 8 through 11.

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

Claims 4626, 4627, 4628, 4629, 4630 and 4631 forwarded by Library Director for a total of \$39,291.30.

Current Claims 4632 and 4633 for a subtotal for Current Claims of \$6,835.75; Payrolls #4 (08/18/04) for \$31,513.17 and #5 (09/01/04) for \$31,513.17 for a total for Payroll of \$69,862.09.

FY2004-2005 Cash Flow Analysis through July 26, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL  
REPORTS**

It was moved by Trustee Wood and seconded by Trustee Dinsmore to receive and file Agenda Items 12 through 16.

Financial Reports for June 2004

Office General Ledger & Check Registers for June 2004

Acquisitions Report for June 2004

Collection Agency Report for June 2004

Gifts Report for June 2004

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

**GENERAL CONSENT  
CALENDAR**

Trustee DeVecchio asked about the appointment of Phyllis Humple as part time Reference Librarian. Library Director Minter explained that she had worked as a substitute for the Library and was on the hiring list for part time librarians.

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to receive and file Agenda Items 17 through 28.

Building Maintenance Report for June 2004.

Personnel Report for June 2004

Volunteer Report for June 2004

Circulation Report for June 2004

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.

Letter of notice from LaSalle Bank/ABN AMRO dated June 16, 2004 stating that the Agreement with La Salle National Leasing Corporation (LNLC) has been "paid in full" and releasing all interest and liens in the energy management system.

Letter from Munson, Cronick & Associates, Certified Public Accountants dated June 23, 2004, outlining the scope and responsibilities of the audit for fiscal year 2004-2005 and estimating a cost of \$8,600. This is the first year that the District's audit will have to comply with the Government Auditing Standards Board No. 34.

Federal Work-Study Program Off Campus Agreement with Cal State Fullerton for Fiscal Year 2004-2005. This is the second year of this contract.

Local Area Formation Commission of Orange County Meeting Agenda for July 14, 2004 and copy of the 2004 LAFCO Strategic Plan – 6 Month Work Plan Update. Since none of the projects directly involve Placentia Library District a copy of the Plan Update will be available for public and Board review at the Library Reference Desk through August 31, 2004.

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

**LEGISLATIVE  
ISSUES**

Library Director Minter distributed email updates on the State Budget issued by California Special District Association (CSDA) and California Library Association (CLA). President Shkoler reported that State Controller Steve Westly had said that the budget may pass on Wednesday, July 28.

Library Director Minter reported that the League of California Cities is holding their General Meeting on August 12, 2004. Their lobbyist, David Jones is speaking about the state budget and local funding.

Library Director Minter reported that the new State Librarian is Susan Hildreth, former head librarian for San Francisco's Public Libraries.

**PUBLIC HEARING  
FOR FINES & FEES  
POLICY**

President Shkoler opened the public hearing for the Fines and Fees Schedule. No one addressed the Board. President Shkoler closed the Public Hearing.

It was moved by Trustee Wood and seconded by Trustee DeVecchio to read Resolution 04-06 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines and Fees Schedule for FY 2004-2005 of Placentia Library District of Orange County .

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

It was moved by Trustee DeVecchio and seconded by Trustee Dinsmore to adopt Resolution 04-06 by roll call vote.

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

**PUBLIC HEARING  
FOR FISCAL YEAR  
2004-2005 BUDGET**

Library Director Minter explained that the budget adjustments approved by the Board at the June meeting had been incorporated into the budget as well as the addition of \$25,000 in estimated Passport Revenue and Book Budget Expenditure. Trustee Dinsmore asked how much had been put aside in the past to cover the Two Percent Assessment Appeals Case and Library Director Minter reported that it was approximately \$350,000. She also explained that property tax revenues are budgeted to increase by approximately 5%.

President Shkoler opened the public hearing for the Budget. No one addressed the Board. President Shkoler closed the Public Hearing.

It was moved by Trustee Wood and seconded by Secretary Escobosa to

read Resolution 04-07 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2004-2005 Budgets for the Placentia Library District of Orange County .

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to adopt Resolution 04-07 by roll call vote.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to authorize the President and Secretary of the Placentia Library District Board of Trustees to sign the Orange County Budget Forms.

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

Secretary Escobosa expressed concern that an article that appeared in the Placentia News Times announcing the Library's new extended hours was written prior to Board Approval. Library Director Minter reported that the article stated that the extended hours were contingent on Board approval.

**POLICY HANDBOOK  
REVIEW**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to adopt the Personnel Policies as a First Reading and refer them to the staff for review and suggestions by September 30, 2004.

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

It was determined that the Board would meet on Tuesday, August 3, 2004 at 1:00pm to review the Financial and Library Operations portions of the Policy Handbook.

**STAFF  
APPRECIATION  
DINNER**

Trustee Wood presented her report on possible locations for the Staff Appreciation Dinner. She presented three options and their approximate cost: Spaghetti Factory (\$618), Lakeview Café (\$950), Table 10 (\$1,000).

It was moved by Secretary Escobosa and seconded by Trustee Wood to hold the Staff Appreciation Dinner on September 9 at Table 10 in Fullerton.

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

**GRANT WRITING  
PROPOSAL**

It was moved by Trustee Dinsmore and seconded by Trustee DeVecchio to approve the contract with Machoskie & Associates for \$6,000 for six months of grant preparation services for Placentia Library Literacy Services.

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

**POET LAUREATE**

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to reappoint Meredith Laskow as Poet Laureate for the Placentia Library District for a one-year term expiring June 30, 2005.

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

**PLACENTIA  
LIBRARY  
FOUNDATION**

Trustee DeVecchio reported that the current Foundation Board is an enthusiastic group that is currently conducting a major fundraising campaign. He feels that there is some confusion in the community about the difference between the roles of the Friends of Placentia Library and the Foundation. President Shkoler is concerned that the Foundation has not met its fundraising goals and uses a significant amount of Library resources.

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to conduct an annual review of the Foundation at the February Board Meeting. The president of the Foundation will be invited to discuss the Foundation's accomplishments and goals and the Library Director will provide information regarding Library support of Foundation activities.

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore,  
Wood

NOES: None  
ABSTAIN: None  
ABSENT: None

**SANTIAGO LIBRARY  
SYSTEM ADVISORY  
BOARD  
REPRESENTATIVE**

It was moved by Trustee Dinsmore and seconded by Trustee Wood to appoint Camille Himes as Santiago Library System (SLS) System Advisory Board (SAB) representative for a term expiring June 30, 2006.

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

**ASSOCIATION OF  
INDEPENDENT  
SPECIAL LIBRARY  
DISTRICTS**

President Shkoler reported that he is on a committee to establish an association of the independent special district libraries. He asked the board members to forward their suggestions to him and he would convey them to the committee at their next meeting.

**TRAVEL  
AUTHORIZATIONS**

President Shkoler was selected as the Library's delegate to the Orange County Council of Governments General Assembly that will be held on August 26, 2004.

It was determined that none of the trustees will be attending the CSDA Conference and/or Seminar in Indian Wells on September 27-30, 2004.

**STAFF REPORTS**

Library Director Minter explained that she and Public Services Manager Jim Roberts will be providing management coverage in the evenings. Library staff will be able to contact them by cell phone. She distributed new business cards for herself and Jim that include the cell phone numbers.

Library Director Minter reported that the Library has ordered e-books that patrons will be able to check out for three weeks. They will be available on the Library website.

President Shkoler asked if any emergency drills had been conducted at the Library. Library Director Minter reported that drills have not been conducted because false alarms have provided the staff with practice in evacuating the building.

It was moved by Trustee Wood and seconded by Trustee Dinsmore to approve Agenda Items 40-47.

Library Director's Report

Program Committee Report for June 2004.

Children's Services Report for June 2004.

Placentia Library Literacy Services Report for June 2004.

Placentia Library Web Site Report for June 2004.

Technology Report for June 2004.

Publicity Materials produced for June 2004.

Safety Committee Minutes for June 2004.

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore,  
Wood

NOES: None

ABSTAIN: None

ABSENT: None

The Regular Library Board Meeting was suspended at 8:25 P.M.

**CLOSED SESSION**

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 8:30 P.M. to discuss a personnel matter regarding the Library Director.

The Closed Session ended at 8:45 P.M. No Action was taken.

**AGENDA  
PREPARATION**


Agenda Preparation for the August Regular Meeting will be held on Monday, August 23, 2004 at 6:30 P.M.

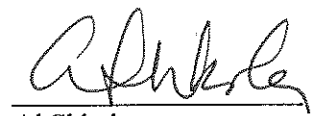
**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for July 26, 2004 adjourned at 8:45 P.M.

**AUGUST  
MEETING**

The August Regular Library Board Meeting will be held on Monday, August 23, 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