

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
October 17, 2001**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on October 17, 2001 at 4:30 P.M..

ROLL CALL

Members Present: President Al Shkoler; Secretary Geoff Braun; Trustee Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: Trustees Peggy Dinsmore and Sandra Stark.

Others Present: Administrative Assistant Elisa Herrera-Thomas; and Public Services Manager and Literacy Coordinator Jim Roberts.

**ADOPTION OF
AGENDA**

It was moved by Trustee Wood, seconded by Secretary Braun to adopt the Agenda as printed.

AYES: Braun, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Dinsmore, Stark

MINUTES

It was moved by Secretary Braun, seconded by Trustee Wood to approve the Minutes of the September 16, 2001 Regular Meeting as printed.

AYES: Braun, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Dinsmore, Stark

Trustee Stark arrived at 4:40 P.M. No members of the public requested to address the Board.

**PRESIDENT'S
REPORT**

President Shkoler reported that a profitable time was had by all who attended the Survival Skills Workshop. Joan Frye Williams was the speaker. The Workshop was sponsored by The California Association of Library Trustees and Commissioners (CALTAC) and was held in Cerritos on Saturday, September 29, 2001.

Children's Librarian Cyrise Smith introduced the Summer Teen Volunteers to the Board of Trustees. President Shkoler presented Certificates of Appreciation to each of the volunteers.

**TRUSTEE'S
REPORT**

Trustee Wood reported that the Foundation was diligently working on plans for the upcoming Donor Reception to be held on Friday, November 16, 2001. Trustee Wood also commented on the fact that the Direct Mailing for the Foundation was successfully sent out on behalf of the Annual Giving Campaign.

Trustee Stark reported on the Placentia Heritage Days Parade. She suggested that in the future, the Library prepare additional signs in order to promote events that are currently taking place at the Placentia Library.

The Trustees discussed a memorial for Cynthia McClain. The staff was asked to investigate a place for a general memorial area in the Library. A memorial mass is to be held at St. Joseph's Church, 717 North Bradford Avenue, Placentia, on Thursday, November 15, 2001 at 7:15 P.M.

Librarian II Sandra Murray was introduced as the new Supervising Reference Librarian.

**LIBRARY
DIRECTOR
REPORT**

Public Services Manager & Literacy Coordinator Jim Roberts announced that the Library had received a \$60,000 English Language Literacy Intensive (ELLI) program grant. Interviews were being held on Monday, October 22, 2001 to hire a Library Assistant funded by the ELLI program. Roberts also reported that a portion of the money from the grant will be used to upgrade the current literacy computer system and remodel the literacy tutoring area.

Library Director Minter reported that the Library Staff seemed to be coping with the noise from the Civic Center construction rather well. She also commented on the fact that, due to the construction, patrons must now enter the Library through the All America Way entrance. Because, of this, there is a Library Aide stationed at the back door at all times while the Library is open to the public.

Library Director Minter also reported on the status of the Anaheim, Placentia and Yorba Linda Library system that is being changed to a new system. Most staff members had to attend training sessions at Anaheim Library in order to become familiarized with the new cataloging system.

Trustee Peggy Dinsmore arrived at 4:50 P.M.

CLAIMS

It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve Agenda Items 9 through 12.

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4152, 4154 and 4155 for a total of \$7,398.75.

Current Claims and Payroll: Claims 4156, 4157, 4158, 4159, 4160 and 4161 for \$23,311.57. Payroll Claims 4162 for \$26,961.00, 4163 for \$26,961.00 and 4164 for \$26,961.00 for a subtotal of \$80,883.00. The combined total for all Claims and Payroll claims was in the amount of \$104,194.57.

FY2001-2002 Cash Flow Analysis through October 17, 2001
with recommendation to transfer funds at this time.

AYES: Braun, Dinsmore, Shkoler, Stark, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**FINANCIAL
REPORTS**

It was moved by Trustee Wood, seconded by Trustee Stark to receive
and file Agenda Items 13 through 18:

Financial Reports for September 2001

Office General Ledger & Check Registers for September 2001

Acquisitions Report for September 2001

Collection Agency Report for September 2001

Debit Card System Reimbursement Report for September 2001

Gifts Report for September 2001

AYES: Braun, Dinsmore, Shkoler, Stark, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Braun to receive
and file Agenda Items 19-29:

Building Maintenance Report for September 2001. (Receive &
File)

Personnel Report for September 2001 (Receive, File & Ratify
Appointments)

Volunteer Report for September 2001 (Receive & File)

Circulation Report for September 2001 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia
under the Joint Powers Authority (Receive & File)

Status Report on Fire Extinguisher Day (Receive & File)

Notice from the Independent Special Districts of Orange County
(ISDOC) of its quarterly meeting on Thursday, October 25, 2001

at 11:30 A.M. at the Municipal Water District of Orange County Headquarters, 10500 Ellis Avenue, Fountain Valley (Receive & File)

Placentia Civic Center Authority Minutes of August 15, 2001, the Agenda for the Annual Meeting of the Placentia Civic Center Authority scheduled for October 10, 2001, and the Fiscal Year 2000-2001 Audit for the Placentia Civic Center Authority (Receive & File)

Fiscal Year 2001-2002 Assessed Values and Estimated 2001-2002 Basic Levy Property Tax Revenue as reported to the District by the Orange County Auditor Controller (Receive & File)

Fiscal Year 2000-2001 Report on Audit of Financial Statements For Placentia Library District as prepared by Munson, Cronick & Associates (Receive & File)

California Library Outlets Survey 2000-2001 for Placentia Library District as submitted to the California State Library on September 26, 2001 (Receive & File)

AYES: Braun, Dinsmore, Shkoler, Stark, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**CIVIC CENTER
AUTHORITY**

Discussion of Civic Center Authority Remodeling Project funding issues.

STAFF REPORTS

It was moved by Trustee Dinsmore, seconded by Trustee Wood to approve Agenda Items 31-36.

Program Committee Report for September 2001.

Children's Services Report for September 2001.

Placentia Library Literacy Services Report for September 2001.

Placentia Library Web Site Report for September 2001.

Publicity Materials produced for September 2001.

Safety Committee Minutes for September 2001.

AYES: Braun, Dinsmore, Shkoler, Stark, Wood
NOES: None
ABSTAIN: None

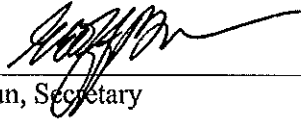
ABSENT: None

**NOVEMBER
MEETING**

The November Regular Library Board Meeting will be held on Wednesday, November 21, 2001 at 4:30 P.M. in the Library Conference Room.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for October 17, 2001 adjourned at 5:45 P.M.



Geoff Braun, Secretary