

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
December 18, 2002**

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on December 18, 2002 at 6:35 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 Betty Escobosa.

**Others Present:** Public Services Manager/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, Escobosa

**MINUTES** No Corrections were requested for the Minutes of November 28, 2002.

It was moved by Secretary Braun, seconded by President Shkoler to approve the Minutes of the November 28, 2002 Regular Meeting.

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

**ORAL COMMUNICATIONS** No members of the public requested to address the Board.

**PRESIDENT'S REPORT** President Shkoler did not address the Board

**TRUSTEE REPORTS**

Trustee Escobosa arrived at 6:40 P.M.

Trustee Wood did not address the Board.

Secretary Braun did not address the Board.

Trustee Escobosa did not address the Board.

**LIBRARY  
DIRECTOR'S  
REPORT**

Library Director Minter announced that the computer skills testing for the Administrative Assistant position will be completed by Thursday, December 19, 2002. The position will be filled no later than the first week of January.

**FRIENDS OF  
PLACENTIA  
LIBRARY**

No one from the Friends of Placentia Library was present to report to the Board. Library Director Minter informed the Board that the minutes of the Friends meeting are contained in the Board Book.

**PLACENTIA  
HISTORY ROOM  
REPORT**

Library Director Minter reported that the Placentia History Room volunteers had a meeting with Library Director Minter on Wednesday, December 11, 2002. The group listened to a presentation by Dr. Drew concerning a proposal to write several grants. These grants would cover the costs of digitizing the Placentia History Room collection.

**CLAIMS**

It was moved by Trustee Wood, seconded by Secretary Braun to approve Agenda Items 10 through 13

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

Forwarded by the Library Director and Library Trustees: Claims 4352, 4353, 4354, 4355, 4356, and 4357 for a total of \$18,606.70.

Current Claims and Payroll: Claims 4358, 4359, 4360, 4361, and 4362 for a subtotal for Claims of \$54,836.89; and Payrolls 4363 for \$28,648.14, 4364 for \$28,648.14 and 4365 for \$28,648.14 for a subtotal for Payrolls of \$85,944.42; with a combined total of Claims and Payroll of \$140,781.31.

FY 2002-2003 Cash Flow Analysis through December 18, 2002 and recommendation that no funds be transferred at this time.  
(Receive & File)

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

**FINANCIAL  
REPORTS**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 14 through 18

Financial Reports for November 2002

Official General Ledger & Check Registers for November 2002

Acquisitions Report for November 2002

Collection Agency Report for November 2002

Gifts Report for November 2002

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 19 through 26a

Building Maintenance Report for November 2002. (Receive & File)

Personnel Report for November 2002 (Receive, File & Ratify Appointments)

Volunteer Report for November 2002 (Receive & File)

Circulation Report for November 2002 (Receive & File)

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

Library of California Board Actions, November 19, 2002 (Receive and File)

Legislative Alerts from the California Special Districts Association and the California Library Association (Receive and File)

Notification to Special Districts Workers' Compensation Authority (SDWCA) appointing Placentia Library District consultant Sandra Stark as the District's representative to the SDWCA Board of Directors. (Receive and File)

Notification by the Registrar of Voters of Orange County of the Appointment to the Placentia Library District Board of Trustees by Orange County Board of Supervisors in lieu of election for Betty Escobosa and Al Shkoler for terms of office ending on December 6, 2004.

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

**LEGISLATIVE  
ISSUES**

Library Director Minter discussed Legislative issues and reviewed the status of the State Budget and the State Library Budget.

**ELECTION OF  
BOARD OFFICERS**

It was moved by Secretary Braun and seconded by Trustee Wood to elect incumbent Al Shkoler as Board President.

AYES: Braun, Escobosa, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: Dinsmore

It was moved by Trustee Wood and seconded by Trustee Escobosa to elect incumbent Geoff Braun as Board Secretary.

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

**APPOINTMENT OF  
LIBRARY BOARD  
REPRESENTATIVES**

President Shkoler appointed the following Library Board Representatives for 2003.

Secretary Braun and Trustee Wood as representatives to the Placentia Library Foundation Board of Directors

Trustee Wood as the representative to the Independent Special Districts of Orange County.

Trustee Wood as the representative to the Orange County Local Area Formation Commission (LAFCO) Special Districts Selection Committee.

President Shkoler and Trustee Wood as representatives to the Placentia Civic Center Authority Commission.

**SELECTION OF  
DATE AND TIME  
FOR REGULAR  
BOARD MEETINGS  
FOR 2003**

It was moved by Trustee Escobosa and seconded by Secretary Braun to have the Regular Board Meetings of the Placentia Library District Board of Trustees on the Tuesday following the 18<sup>th</sup> of each month at 6:30 P.M. for 2003.

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

**TRAVEL/TRAINING  
AUTHORIZATIONS**

It was moved by Trustee Wood and seconded by Trustee Braun authorize travel for Trustee Betty Escobosa to attend the California Special Districts New Board Member and Trustee Training on January

16, 2003 in Rancho Mirage.

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

**AUTHORIZATION  
TO COMBINE  
SDWCA & SDRMA**

The Board considered authorizing the combination of the Special Districts Workers Compensation Authority (SDWCA) and the Special Districts Risk Management Authority (SDRMA) into a new SDRMA

It was moved by Trustee Dinsmore, seconded by Trustee Wood to read Resolution 03-02 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County approving the form of and authorizing the execution and delivery of a second amended joint powers agreement, and directing the termination of the Special District Workers Compensation Authority.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to adopt Resolution 03-02 by roll call vote.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to read Resolution 03-03 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Approving the form of and authorizing the execution and delivery of a fifth amended and restarted Powers Agreement.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to adopt Resolution 03-03 by roll call vote.

AYES: Braun, Escobosa, Shkoler, Wood  
NOES: None

ABSTAIN: None  
ABSENT: Dinsmore

**AUTHORIZATION  
OF SIGNATURES  
FOR BANK  
ACCOUNTS**

The Board considered authorizing the signatures for District accounts at Bank of the West, Wells Fargo Bank, and the Orange County Auditor.

It was moved by Trustee Dinsmore, seconded by Trustee Wood to read Resolution 03-04 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to grant Signature Authority to Library Trustees, the Library Director, and designated staff with the Orange county Auditor, Bank of the West, Wells Fargo Bank, and Citibank.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to adopt Resolution 03-04 by roll call vote.

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

**STAFF REPORTS**

It was moved by Trustee Escobosa, seconded Secretary Braun to approve Agenda Items 33-38

Program Committee Report for November 2002.  
Children's Services Report for November 2002.

Placentia Library Literacy Services Report for November 2002.

Placentia Library Web Site Report for November 2002.

Placentia Library Publicity Materials produced for November 2002.

Safety Committee Minutes for November 2002.


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

**JANUARY  
MEETING**

The January Regular Library Board Meeting will be held on Wednesday, January 21, 2002 at 6:30 P.M. in the Library Conference Room.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for December 18, 2002 adjourned at 7:20 P.M.

  
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Geoff Braun  
Secretary  
Library Board of Trustees