

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
August 17, 2004**

**CALL TO ORDER**                      President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on August 17, 2004 at 10:07 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, Technical Services Manager Julie Shook, and Administrative Assistant Donna Siloti.

**ADOPTION OF  
AGENDA**                              No action was taken on this item.

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

**REVISE PERSONNEL  
ALLOCATION FOR  
FY 2004-2005 AND  
JOB DESCRIPTION  
FOR LIBRARIAN I**                      Library Director Minter reported that she had surveyed the advertising and personnel appointment practices of area public libraries. She said that the larger cities require their Librarians have an MLIS degree or equivalent work experience. Equivalent work experience is not defined. Anaheim, Fullerton, and Buena Park hire substitute Librarians without them having to go through the testing procedure.

Library Director Minter recommended that the Librarian I job description be revised to include the following qualifications: "...or have qualified and served as a Library Assistant at a library reference or children's desk for not less than ten hours per week for a period of not less than seven years."

She also recommended that the new Librarian I position be changed to full time, and that the person that is on the hiring list for Librarians be offered the new position.

Secretary Escobosa, Trustee DeVecchio and Trustee Wood expressed concern that the hiring list was for a part time position and may exclude those interested in a full time position.

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt the Librarian I Job Description as revised, with the addition of the phrase "or equivalent."

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

ABSTAIN: None  
ABSENT: None

It was moved by Trustee DeVecchio and seconded by Trustee Wood to advertise for the new Librarian I position.

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file the Personnel Cost Summary for the Fiscal Year 2004-2005 Budget with the changes dated August 9, 2004.

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to adopt the Personnel Allocation for Fiscal Year 2004-2005 as revised August 9, 2004.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt the Organization Chart for Fiscal Year 2004-2005 as Revised August 9, 2004.

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

**AGENDA  
PREPARATION**

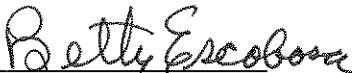
Agenda Preparation for the August Regular Meeting will be held on Monday, August 23, 2004 at 6:30 P.M.

**ADJOURNMENT**


The Special Meeting of the Board of Trustees of the Placentia Library District for August 17, 2004 adjourned at 10:34 A.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