

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
March 24, 2003**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on March 24, 2003 at 6:35 P.M.

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

Members Absent: Secretary Geoff Braun

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts; Friends of Placentia Library Representative Camille Himes; and Administrative Assistant Donna Siloti.

ADOPTION OF AGENDA It was moved by Trustee Wood, seconded by Trustee Escobosa to adopt the Agenda as printed.

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

MINUTES It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve the Minutes of the February 24, 2003 Regular Meeting.

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

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

PRESIDENT'S REPORT President Shkoler reported that he attended the CALTAC Workshop in Glendora on March 8. State Librarian Kevin Starr spoke. All the Trustees attended a workshop March 20th on Strategic Planning conducted by Susan Berk. President Shkoler and Trustee Escobosa will attend the CSDA Government Affairs Conference in Sacramento on April 1st. They will set up appointments to meet Assemblywoman Daucher and Senator Margett.

TRUSTEE REPORTS Trustee Dinsmore reported she attended the CALTAC Workshop.

Trustee Escobosa commented that she enjoyed the Strategic Planning Workshop and felt Susan Berk did an excellent job.

Trustee Wood said she appreciated both the Strategic Planning Workshop on March 20th and the morning session dealing with Creating a Positive Work Environment.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter reported that the Library is hosting the Placentia Chamber of Commerce Mixer on April 16th from 5:30PM to 7:00PM. She invited the Trustees to attend.

Library Director Minter also reported that the City of Placentia has sent the Library a contract for the Civic Center Restoration Improvements. Library Director Minter reported that she will have an attorney to review the contract. Library Director Minter will have a report for next month's Board Meeting.

She also reported that she will be attending a MCLS meeting on April 1st for all the library directors from Los Angeles, Orange and Ventura Counties. The State Budget and strategies for dealing with the proposed cuts to Transaction Based Reimbursements will be discussed.

**FRIENDS OF
PLACENTIA
LIBRARY**

Camille Himes from the Friends of Placentia Library reminded the Board that the Friends Annual Meeting will be on April 7. She invited all the Trustees to attend. She also announced that the Friends and Foundation newsletter was mailed out March 24.

CLAIMS

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

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

Claims forwarded by the Library Director and Library Trustees: Claim 4406 forwarded by Library Trustees for a total of \$35,900; and Claims 4402, 4403, 4404, 4405, 4407, 4408, 4409 and 4410 forwarded by Library Director for a total of \$45,306.31; with a combined total of \$81,206.31 for this report period.

Current Claims and Payroll: Claims 4411, 4412, 4413, 4414, 4415, 4416 and 4417 for a subtotal for Claims of \$34,470.25; and Payrolls 4418 for \$28,648.14 and 4419 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$91,766.53.

FY2002-2003 Cash Flow Analysis through March 24, 2003.

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

**FINANCIAL
REPORTS**

It was moved by Trustee Dinsmore, seconded by Trustee Escobosa to receive and file Agenda Items 13 through 17.

Financial Reports for February 2003

Official General Ledger & Check Registers for February 2003

Acquisitions Report for February 2003

Collection Agency Report for February 2003

Gifts Report for February 2003

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Trustee Escobosa to receive and file Agenda Items 18 through 30.

Building Maintenance Report for February 2003. (Receive & File)

Personnel Report for February 2003 (Receive, File & Ratify Appointments)

Volunteer Report for February 2003 (Receive & File)

Circulation Report for February 2003 (Receive & File)

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

Legislative Alerts from Senator Bob Margett, the California Special Districts Association and the California Library Association. (Receive & File)

Status Report on the Two Percent Assessment Appeals Case. (Receive & File)

Status Report on Partnerships with Community Organizations. (Receive & File)

Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on February 10-12, 2003. (Receive & File)

Library of California Board Actions for February 19, 2003. (Receive & File)

Special Districts Financial Transactions Report for Placentia Library District as submitted to the State Controller's Office by Munson, Cronick & Associates on March 3, 2003. (Receive & File)

Notification from the State Library of California of the Public Library

Fund Allocations for Fiscal Yea 2002-2003. (Receive & File)

Letter from City of Placentia Freedom Corps Chair Ryan Kenny dated February 21, 2003. (Receive & File)

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

**LEGISLATIVE
ISSUES**

Library Director Minter reported that there is no news from the Legislature yet on the State Budget. She said that so far the proposed cuts have not impacted the District budget. She also reported that the Library received \$46,000 from the Public Library Fund (PLF), twice the amount expected for this year. Next year, she is projecting that the Library will receive from \$0 to \$25,000 from PLF. She mentioned that the LOCAL Rally in Sacramento will be held on May 14-16. She encouraged the Board members to make visits to the local offices of our Legislators.

**REVIEW OF DRAFT
POLICY MANUAL**

Sections 1000 (General), 4000 (Board of Trustees), and 5000 (Board Meetings) were reviewed by the Board members. Library Director Minter will prepare the requested revisions and have them for review at next month's meeting. The Board will also review Section 2000 (Personnel) at next month's meeting.

**ORANGE COUNTY
COUNCIL OF
GOVERNMENTS**

It was moved by Trustee Wood and seconded by Trustee Escobosa to authorize the Library Board President to send a letter to the Orange County Council of Governments (OCCOG) petitioning for membership for Placentia Library District.

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

It was moved by Trustee Wood and seconded by Trustee Escobosa to authorize the Library Board President to sign the Joint Powers Agreement after the District's request for membership is approved by the OCCOG Board of Directors.

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

**DESIGNATION OF
POET LAUREATE**

The Board discussed whether Meredith Karen Laskow would be appointed as Placentia Library District's Poet Laureate. It was decided that Public Services Manager Jim Roberts would write a description of what the Poet Laureate would do and present it at next month's board meeting.

**TRAVEL/TRAINING
AUTHORIZATION**

Library Director Minter reported that Special District Risk Management Authority was sponsoring Claims Education Day on Tuesday, April 15. She said that she would be attending along with Administrative Assistant Donna Siloti. Trustee Wood said she would also attend.

STAFF REPORTS

It was moved by Trustee Wood and seconded by Trustee Dinsmore to approve Agenda Items 36-41.

Program Committee Report for February 2003.

Children's Services Report for February 2003.

Placentia Library Literacy Services Report for February 2003.

Placentia Library Web Site Report for February 2003.

Publicity Materials produced for February 2003.

Safety Committee Minutes for February 2003.

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

**APRIL
MEETING**

The April Regular Library Board Meeting will be held on Monday, April 21, 2003 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 March 24, 2003 adjourned at 8:30 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.

The Closed Session ended at 9:40 P.M.

President Shkoler reported that there was no report from the Closed Session.

Geoff Braun
Secretary
Library Board of Trustees

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Al Shkoler
President
Library Board of Trustees