

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 17, 2005**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on January 17, 2005, 2005 at 6:30 P.M.

ROLL CALL **Members Present:** President Al Shkoler, Secretary Gaeten Wood, Trustee Betty Escobosa; Trustees Richard DeVecchio and Jean Turner; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, Administrative Assistant Wendy Goodson, Eleanore Rankin, Friends of Placentia Library, Jean Lasley President, Placentia Library Foundation.

ADOPTION OF AGENDA It was moved by Trustee Escobosa and seconded by Trustee Turner to adopt the Agenda as amended.

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

MINUTES It was moved by Secretary Wood and seconded by Trustee Escobosa to approve the Minutes of the December 20, 2004 Regular Meeting as amended.

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

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

TRUSTEE REPORTS President Shkoler introduced Sandra Stark, Special District Risk Management Authority (SDRMA) Representative for the Placentia Library District. Ms. Stark gave a brief overview of the benefits of having SDRMA to reduce District liability.

 President Shkoler presented Jean Lasley, President of the Placentia Library Foundation. Jean Lasley gave an overview of the Foundation's financial status and marketing materials. She also requested that the Library Board of Trustees increase their support of the Foundation.

 Trustee Devecchio, Foundation Board of Director and representative of the Library Board of Trustees at the quarterly Foundation meetings, informed the Library Board that there are vacancies on the numerous Foundation committees and encouraged the Library Board to participate.

FRIENDS

Eleanore Rankin, President of the Friends of Placentia Library addressed the Board. She informed the Board that the Friends membership drive is winding down. The Friends have 365 members compared to last year's 410 members. She also encouraged all to attend the Friends Annual Meeting on April 11, 2005.

CLAIMS

It was moved by Trustee DeVecchio and seconded by Secretary Wood to approve Agenda Items 9 through 12.

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

Claims 4692,4693,4694,4695,4696,4697, and 4698 forwarded by Library Director for a total of \$36,568.70.

Current Claims 4699,4700 and 4701 for a total of Current Claims of \$39,482.69; Payrolls #16 (2/2/05) for \$34,840.84 and #17 (2/16/05) for \$33,247.27 for a subtotal for Payroll of \$68,088.11; for a total of Current Claims and Payroll of \$107,570.80.

FY2004-2005 Cash Flow Analysis through December 20, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

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

FINANCIAL REPORTS

It was moved by Secretary Wood, and seconded by Trustee DeVecchio to receive and file Agenda Items 13 through 17.

Financial Reports for December 2004

Office General Ledger & Check Registers for December 2004

Acquisitions Report for December 2004

Collection Agency Report for December 2004

Gifts Report for December 2004

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

GENERAL CONSENT CALENDAR

It was moved by Trustee Escobosa and seconded by Trustee Turner to receive and file Agenda Items 18-26.

Building Maintenance Report for December 2004

Personnel Report for December 2004

Volunteer Report for December 2004

Circulation Report for December 2004

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

Legislative Alerts from the California Special Districts Association

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

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

**LEGISLATIVE
ISSUES**

Library Director reported that the Independent Special District Meeting of December 15, 2004 gave updates on Proposition 1A.

**PUBLIC HEARING
FINES & FEES
POLICY –
RESOLUTION 04-11**

It was moved by Secretary Wood and seconded by Trustee Escobosa to read Resolution 04-11 by title only.

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

It was moved by Trustee Turner and seconded by Secretary Wood to adopt Resolution 04-11.

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

**NOTARY PUBLIC
SERVICES**

It was moved by Secretary Wood and seconded by Trustee Turner to adopt Placentia Library District Policy 2125, Notary Public Services, as a first reading and refer Policy 2125, Notary Public Services to staff for review.

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

**REVISIONS TO
LIBRARY AIDE,
CLERK I, CLERK II
AND LIBRARY
ASSISTANT
POSITIONS**

It was moved by trustee Turner and seconded by Trustee DeVecchio to adopt revisions to Placentia Library District Policies 2319, Job Description – Library Assistant; 2321, Job Description – Library Clerk II; 2323, Job Description – Library Clerk; and 2325, Job Description – Library Aide; as a first reading and refer all aforementioned policies to staff for review.

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

**AMENDED SAFETY
COMMITTEE
INCENTIVE
PROGRAM**

It was moved by Secretary Wood and seconded by Trustee Turner to approve Amended Safety Committee Incentive Program to increase the maximum annual allowance per staff member from \$18.00 to \$33.00.

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

**ANNUAL REPORT
FOR PLACENTIA
LIBRARY
FOUNDATION**

The Library Board decided that a time needed to be set for Strategic Planning with the Placentia Library Foundation.

**DEFERRED
COMPENSATION
SERVICES**

It was moved by Secretary Wood, seconded by Trustee Turner to approve the addition of Tax Deferred Services, Inc to Placentia Library District's list of 457 Plan Providers and authorize the Library Director sign the Employer Agreement.

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

**RESOLUTION 04-12
SDRMA
"DESIGNATED
PERSON"**

It was moved by Trustee Turner and seconded by Trustee Escobosa to specify Elizabeth D. Minter as the "Designated Person", read Resolution 04-12 and adopt Resolution 04-12 as amended.

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

**GRANT WRITING
CONTRACT**

It was moved by Trustee Escobosa and seconded by Secretary Wood to approve a six-month extension at \$1,000 per month for Machoskie & Associates, Inc. to write grants for Placentia Library Literacy Services and other Library programs through July 2005.

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

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Devecchio and seconded by Secretary Wood to authorize Trustee Turners attendance to the "New Board Member Training" Workshop in Santa Ana on February 18, 2005 at a cost of \$185 plus mileage and parking.

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

It was moved by Trustee Turner and seconded Trustee Devecchio to determine who will attend the CALTAC Workshop in Library Leadership in Commerce on March 19, 2005 and authorize staff to submit the registrations for Trustees and invited guests.

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

**CERTIFICATES OF
DEPOSIT**

It was moved by Trustee DeVecchio and seconded by Trustee Escobosa to select California National Bank for the two (2) Certificates of Deposit on account for emergency payroll.

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

STAFF REPORTS

Library Director's Report

Program Committee Report for December 2004.

Children's Services Report for December 2004.

Placentia Library Literacy Services Report for December 2004.

Reference and Adult Services Report for December 2004

History Room Report for December 2004

Placentia Library Web Site Report for December 2004.

Technology Report for December 2004.

Publicity Materials produced for December 2004.

Safety Committee Minutes for December 2004.

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

**CLOSED SESSION
AGENDA**

Closed session at 8:33p.m. to discuss a Personnel Matter.

PREPARATION

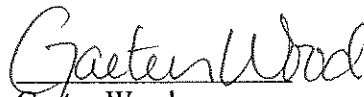
Agenda Preparation for the February Regular Meeting will be held on Tuesday, February 22, 2005 at 6:30 P.M.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for December 20, 2004 adjourned at 8:45 P.M.

**FEBRUARY
MEETING**

The February Regular Library Board Meeting will be held on Tuesday, February 22, 2005 at 6:30 P.M. in the Library Conference Room.



Gaeten Wood
Secretary
Library Board of Trustees



Al Shkoler
President
Library Board of Trustees