

Trustee Dinsmore reported that she attended the Chamber mixer at Placentia Linda Hospital.

Trustee Wood did not address the Board.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter reported that Childrens Librarian Jillian Rakos had fallen and broken her hip while vacationing in New York City. She will be on medical leave until her date of resignation, December 28.

Library Director Minter reported that Caroline Gurkweitz had been appointed the Childrens Librarian. Her part time position as Reference Librarian will be shared by Katie Matas and Barbara Phillips, each working 10 hours.

**FRIENDS OF
PLACENTIA
LIBRARY REPORT**

No members of the Friends of Placentia Library addressed the Board. Library Director Minter informed the Board that the minutes of the Friends meeting were contained in the Board Book.

CLAIMS

It was moved by Trustee Dinsmore and seconded by Trustee Wood to approve Agenda Items 10 through 13.

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

Claims 4526, 4527, 4528, 4529, 4530, and 4531 forwarded by Library Director for a total of \$21,914.23.

Claims 4532, 4533, 4534, 4535, and 4536 for a subtotal for Claims of \$70,383.62; and Payrolls 4537 for \$30,603.80 and 4538 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$131,591.22.

FY2003-2004 Cash Flow Analysis through December 22, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL
REPORTS**

It was moved by Trustee Dinsmore and seconded by Trustee Wood to receive and file Agenda Items 14 through 18.

Financial Reports for November 2003

Official General Ledger & Check Registers for November 2003

Acquisitions Report for November 2003

Collection Agency Report for November 2003

Gifts Report for November 2003

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood and seconded by Secretary Escobosa to receive and file Agenda Items 19 through 24 and Item 26 through Item 31.

Building Maintenance Report for November 2003.

Personnel Report for November 2003

Volunteer Report for November 2003

Circulation Report for November 2003

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.

Submission of Application to the State Library of California for the 2003-2004 Statewide Data Base Subsidy.

Submission of the Revised Budget Forms to the State Library of California for the 2003-2004 Literacy Grant

Meeting Notice and Agenda for the Local Agency Formation Commission Orange County for its regular meeting (LAFCO) on December 10, 2003 in the Planning Commission Hearing Room, Hall of Administration, Santa Ana and a copy of the Municipal Review Program Update.

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

Trustee DeVecchio inquired about the financial impact of the Two Percent Assessment Appeals Case on the Library. Library Director Minter explained that the funds have been set aside to pay the refund if necessary and that an additional \$77,000 will be put aside each year until the case is decided.

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to receive and file Agenda Item 25.

Status Report on the Two Percent Assessment Appeals Case.

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

**LEGISLATIVE
ISSUES**

Library Director Minter reported that there is no new information regarding the State Budget. She said that the California Special Districts Association is encouraging continued lobbying of legislators.

**RESOLUTION TO
AUTHORIZE
REFINANCING
ENERGY RETROFIT
LEASE**

It was moved by Trustee Wood and seconded by Secretary Escobosa to read Resolution 03-10 by Title only: Resolution Authorizing Refinancing of an Existing Lease the Execution and Delivery of a Lease with Option to Purchase and Authorizing and Directing Certain Actions in Connection Therewith.

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

It was moved by Trustee Dinsmore and seconded by Trustee Wood to approve Resolution 03-10 by roll call vote.

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

**ELECTION OF
BOARD OFFICERS**

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

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

APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES

President Shkoler appointed the following Library Board Representatives for 2004:

Placentia Library Foundation - Trustee DeVecchio

Independent Special Districts of Orange County - Secretary Escobosa

Special District Local Area Formation Commission (LAFCO) Selection Committee - Secretary Escobosa

Orange County Council of Governments - President Shkoler
Trustee DeVecchio (Alternate)

Placentia Civic Center Authority – President Shkoler and Trustee Dinsmore

SELECTION OF DATE AND TIME FOR REGULAR BOARD MEETINGS FOR 2004

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to have the Regular Board Meetings of the Placentia Library District Board of Trustees on the Monday following the 18th day of each month at 6:30 P.M.

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

LITERACY PROGRAM PRESENTATION

Public Services Manager Roberts presented the Literacy program that he gave at the California Library Association Meeting on November 16, 2003.

TRAVEL/TRAINING AUTHORIZATIONS

After a discussion concerning when the Board would like the Library Director to attend the course entitled the Human Interaction Laboratory, it was decided to postpone a decision. The matter will be included on the Agenda for the January meeting.

It was moved by Trustee DeVecchio and seconded by Trustee Dinsmore to authorize President Shkoler to participate in the third annual Orange County Leadership Symposium, January 9-11, 2004, at the UCLA Conference Center, Lake Arrowhead. President Shkoler will notify Library Director Minter whether he will be able to attend.

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

STAFF REPORTS

It was moved by Trustee Dinsmore and seconded by Trustee Wood to approve Agenda Items 41-46.

Program Committee Report for November 2003.

Children's Services Report for November 2003.

Placentia Library Literacy Services Report for November 2003.

Placentia Library Web Site Report for November 2003.

Publicity Materials produced for November 2003.

Safety Committee Minutes for November 2003.

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

**AGENDA
PREPARATION**

President Shkoler requested that the Agenda for the next meeting include a closed session to discuss a personnel matter regarding the Library Director.

The Regular Library Board Meeting was suspended at 7:26 P.M.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 7:30 P.M. to discuss a personnel matter regarding the Library Directory.


The Closed Session ended at 8:14 P.M. No Action was taken.

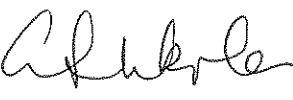
ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for December 22, 2003 adjourned at 8:15 PM.

**JANUARY
MEETING**

The January Regular Library Board Meeting will be held on Monday, January 19, 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