

**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**June 19, 2002**

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on June 19, 2002 at 6:32 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 Sandra Stark.

**Others Present:** Administrative Assistant Elisa Herrera-Thomas.

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

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

**MINUTES** Trustee Wood requested that the Minutes of the May 22, 2002 Regular Meeting be corrected on page 4 to state that the new regular Library Board meeting time is 6:30 P.M. rather than 6:00 P.M.

It was moved by Trustee Wood, seconded by Secretary Braun to approve the Minutes of the June 19, 2002 Regular Meeting as corrected.

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

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

**PRESIDENT'S REPORT** President Shkoler presented a Certificate of Appreciation to Patricia and Jerry Jertberg for providing the hardware and paint and painting the cabinets in the History Work Room.

President Shkoler reported that he, Secretary Braun and Library Director Minter attended a fund-raising picnic for Assembly Member Lynn Daucher on June 6, 2002. Senator Bob Margett was also at the picnic.

President Shkoler also reported that the woman from the MOM's Club of South Placentia who designed and painted the Story Hour Room and her husband were recently murdered in Northern California. Children's Librarian Cyrise Smith has requested that the Library Board consider a memorial for Mr. & Mrs. Hunsaker. President Shkoler requested that this been included on the July Agenda.

President Shkoler also reported that longtime Library volunteer Dixie Shaw is restricting many of her activities because of her husband's condition. He recommended that the Foundation honor Dixie & Gordon Shaw at the upcoming Donor Reception.

**TRUSTEE'S  
REPORT**

Secretary Braun reported that the Foundation Annual Giving Campaign is in the final stages of processing and will be in the mail in the next week or two.

Trustee Wood reported that she attended the Independent Special Districts of Orange County (ISDOC) quarterly meeting on May 30, 2002 and participated on behalf of the District in the election of the Independent Special Districts of Orange County Selection Committee for a Special District Delegate and Alternate to the Orange County Local Area Formation Commission (LAFCO). John Withers was re-elected as a Delegate and Charley Wilson as the Alternate.

Trustee Wood also reported that she attended the Friends of Placentia Library Board of Directors Meeting on June 6, 2002. It was Eleanore Rankin's first meeting as Friends President.

Trustee Wood also reported that the Placentia Library Foundation has appointed two new Directors: Judy Roberts and Michael Ebenhoch.

**LIBRARY  
DIRECTORS  
REPORT**

Library Director Minter deferred her report to the Legislative Issues item.

**FRIENDS OF  
PLACENTIA  
LIBRARY**

No one was present to represent the Friends of Placentia Library. Library Director Minter reviewed the Minutes of the June 6, 2002 Friends Board of Director's Meeting.

**HISTORY ROOM  
COMMITTEE  
REPORT**

No one was present to represent the Placentia Library Placentia History Room Committee. Library Director Minter reported that the History Room Open House held on June 9, 2002 was well attended.

Minter also reported that staff is developing plans to apply for a grant for a digitization project for the Placentia History Room this November.

**CLAIMS**

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

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4260, 4261, 4262, 4263, 4264 and 4266 for a total of \$20,367.56.

Current Claims and Payroll: Claims 4265, 4267, 4268, 4269, 4270, 4271 and 4272 for \$36,480.86. Payroll Claims 4273 for \$22,961.00 and 4274 for \$26,961.00 for a subtotal for Payrolls of \$53,922.00. The combined total for all Claims and Payroll claims was \$90,402.86.

FY2001-2002 Cash Flow Analysis through June 19, 2002 and recommendation that no funds be transferred.

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

**FINANCIAL  
REPORTS**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 14 through 19:

Financial Reports for June 2002

Office General Ledger & Check Registers for June 2002

Acquisitions Report for June 2002

Collection Agency Report for June 2002

Debit Card System Reimbursement Report for June 2002

Gifts Report for June 2002

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

**GENERAL  
CONSENT  
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 20-32:

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

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

Volunteer Report for June 2002 (Receive & File)

Circulation Report for June 2002 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia

under the Joint Powers Authority for June 2002 (Receive & File)

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

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

Letter to City of Placentia Mayor Chris Lowe requesting a grant of \$45,000 from the City of Placentia Redevelopment Agency for Literacy Services. (Receive & File)

Ratification of Transmittal of Election Information to the Registrar of Voters of Orange County stating that there are two Trustee positions to appear on the November 2002 ballot and that candidates may include a statement of no more than 200 words and that the District will not pay for the candidate's statement of qualifications. (Receive & File)

Notification from the State Library of California that the State will be reimbursing only 89.7% of the District's interlibrary loan transactions for Fiscal Year 2001-2002. (Receive & File)

Families for Literacy (FFL) Grant Application for Fiscal Year 2002-2003 as submitted to the State Library of California on May 20, 2002. (Receive & File)

Memo dated May 22, 2002, from the Local Area Formation Commission (LAFCO), Orange County, and the documentation related to the nominations for the Regular and Alternate Special District Members election to Orange County LAFCO that was held on May 30, 2002. (Receive & File)

Library of California Board Actions May 29-30, 2002. (Receive & File)

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

## LEGISLATIVE ISSUES

Library Director Minter reported that she attended the annual legislative seminar of the California Society of Municipal Finance Officers in Sacramento on May 30, 2002. The Executive Director of the League of California Cities and a League Lobbyist both emphasized the importance of the united front with California's independent special districts in working with the Legislature on local financing issues.

**BUDGET PREVIEW**

Library Director Minter reported that no action has been taken on the State Budget. There is great concern in the public library community that the Public Library Foundation Funds for Fiscal Year 2002-2003 may again be further reduced. If this happens the District's proposal to initiate Saturday services may not be feasible.

Library Director Minter reported that no new information was available on the District's revenue outlook because the property tax information is not yet available from the Orange County Assessor's Office and the State Budget has not yet been finalized.

Minter also reported that she sent a letter to the Library of California Board requesting reconsideration of its action to eliminate \$610,000 from the Transaction Based Reimbursement (TBR) Program for Fiscal Year 2002-2003. The budget impact for Placentia Library District is approximately \$12,000.

Minter also reported that the City is not going to be able to fund the \$45,000 requested for the Literacy Program because of restrictions on the use of Redevelopment Agency Funds. Mayor Lowe had indicated that he is interested in pursuing additional avenues to assist the Library.

**STAFF  
APPRECIATION  
DINNER**

Library Director Minter reported that the Friends of Placentia Library approved a contribution of 50% of the cost of a Staff Appreciation Dinner with at cap of \$400.

It was moved by Trustee Wood, seconded by Secretary Braun to approve a Library Board budget of up to \$400 for 50% of a Staff Appreciation Dinner, to accept Trustee Stark's invitation to host the dinner at her home and to discuss with her the dates of July 18, August 8 and August 22.

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

**FINES & FEES  
SCHEDULE**

It was moved by Trustee Wood, seconded by Secretary Braun to adopt the Fines and Fees Schedule for Fiscal Year 2002-2003 as presented, and to authorize the publication of the Notice of Public Hearing for the August 21, 2002 Library Board Meeting at 6:30 P.M.

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

**HOLIDAY &  
PUBLIC SERVICES  
CALENDAR**

The Board considered "A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure Schedule for Calendar Years 2002 and 2003." The holiday furlough has been eliminated from the Calendar effective December 2002.

It was moved by Trustee Wood, seconded by Secretary Braun to read Resolution 02-4 by Title only.

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

It was moved by Trustee Wood, seconded by Secretary Braun to adopt Resolution 02-4 by roll call vote.

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

**PERSONNEL  
ALLOCATION  
SCHEDULE &  
ORGANIZATION  
CHART**

It was moved by Trustee Wood, seconded by Secretary Braun to adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2002-2003 as presented.

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

Trustee Dinsmore arrived at 7:30 P.M.

**SALARY  
SCHEDULE FOR  
NON EXEMPT AND  
EXEMPT  
PERSONNEL**

The Board considered "A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the Placentia Library District of Orange County." A 2,8% cost of living increase (COLA) based on the March 2001 to March 2002 index provided by the United States Bureau of Labor Statistics for the Los Angeles-Anaheim-Riverside areas was included for all employee classifications except for Library Page/Student Shelver.

It was moved by Secretary Braun, seconded by Trustee Wood to read Resolution 02-5 by Title only.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to adopt Resolution 02-5 by roll call vote.

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

**CONTINUING  
RESOLUTION FOR  
SPENDING**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to Continue the Spending Authorization of the Fiscal Year 2001-2002 Budget until August 31, 2002.

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

**LIABILITY LIMITS  
FOR RISK  
MANAGEMENT  
INSURANCE**

It was moved by Trustee Wood, seconded by Secretary Braun to authorize renewal of the Special District Risk Management Authority (SDRMA) liability insurance policy with \$5.0 million limits for General Liability, Automobile Liability and Errors and Omissions coverages.

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

**LIBRARY  
DIRECTOR  
EVALUATION**

President Shkoler led a Board discussion of the evaluation process for the Library Director. It was the consensus of the Board that the Library Director prepare an annual report and proposed goals for the next year to be included with the July Agenda. The Library Board will meet in closed session at its July meeting to prepare the evaluation and finalize the goals for the year.

**STAFF REPORTS**

It was moved by Trustee Stark, seconded by Secretary Braun to approve Agenda Items 43-48.

Program Committee Report for June 2002.

Children's Services Report for June 2002.

Placentia Library Literacy Services Report for June 2002.

Placentia Library Web Site Report for June 2002.

Publicity Materials produced for June 2002.

Safety Committee Minutes for June 2002.

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

**AGENDA  
PREPARATION**

The July Agenda is to include consideration of a memorial for the Mr. & Mrs. Hunsaker and the Library Director's Evaluation.

**JULY MEETING  
ADJOURNMENT**

The July Regular Library Board Meeting will be held on Wednesday, July 24, 2002 at 6:30 P.M. in the Library Conference Room.  
The Regular Meeting of the Board of Trustees of the Placentia Library District for June 19, 2002 adjourned at 8:40 P.M.

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Geoff Braun  
Secretary  
Library Board of Trustees