

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
December 20, 2000**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on December 20, 2000 at 7:32 P.M. by President Shkoler.

**ROLL CALL**

**Members Present:** President Al Shkoler, Trustees Geoff Braun, Peggy Dinsmore, Gaeten Wood; and Library Director Elizabeth Minter.

**Members Absent:** Trustee Sandra Stark

**Others Present:** Administrative Assistant Wendy Goodson and Public Services Manager Jim Roberts.

Trustee Dinsmore requested that Agenda Item 41, Review of Board Organization and Procedures of Placentia Library Board of Trustees Handbook, Page 9, Revised April 10, 1998, be discussed immediately before she leaves the meeting due to illness.

**ADOPTION OF  
AGENDA**

It was moved by Trustee Wood, seconded by Trustee Braun to adopt the Agenda as printed.

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

**REVIEW OF  
PLACENTIA  
LIBRARY BOARD  
OF TRUSTEES  
HANDBOOK**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to delete Paragraph three (3) of Section III, Board Organization and Procedures, Placentia Library District Board of Trustees Handbook, Page 9, Revised April 10, 1998 which states, "The President and Secretary shall serve no more than two consecutive terms. In the event no other member of the Board of Trustees is able to accept nomination to office, the incumbent may continue in office until the next Annual Meeting when another member is available to serve in the office."

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

**ELECTION OF  
BOARD OFFICERS**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to nominate and elect Al Shkoler as the President of the Library Board of Trustees.

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

It was moved by Trustee Wood, seconded by Trustee Dinsmore to nominate and elect Trustee Braun as Secretary of the Library Board of Trustees.

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

**ORAL  
COMMUNICATIONS**

No members of the public requested to address the Board at this time.

**PRESIDENT'S  
REPORT**

No report at this time.

**FOUNDATION  
REPORT**

No report at this time.

**APPOINTMENTS**

President Shkoler appointed:

Trustee Wood and Secretary Braun as representatives to the Placentia Library Foundation Board of Directors.

Trustee Stark to the Special Districts Workers Compensation Authority.

Trustee Dinsmore to the Independent Special Districts of Orange County.

Trustee Dinsmore to the Special District Local Area Formation Commission (LAFCO) Selection Committee

**RESOLUTION**

It was moved Trustee Wood, seconded by Secretary Braun to read Resolution 00-4 by Title only, Authorization of signatures for District accounts at Sanwa Bank, Wells Fargo Bank, Bank of America, and the Orange County Auditor.

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

It was moved by Trustee Wood, seconded by Trustee Dinsmore to adopt Resolution 00-4.

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

**MEETING DATES  
AND TIMES**

It was moved by Trustee Dinsmore, seconded by Secretary Braun to schedule dates and times for the Regular Board Meeting for 2001 as the third Wednesday of the month at 7:30 P.M.

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

**LEAVE  
AUTHORIZATION  
FOR LIBRARIAN II  
CYRISE SMITH**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to grant Librarian II Cyrise Smith forty (40) hours of Administrative Leave to be used for visits to public libraries in Australia; and grant Librarian II Cyrise Smith permission to use up to fifty (50) hours of vacation time in advance of accrual on condition that the hours are earned before any additional vacation time is taken.

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

**PLACENTIA  
LIBRARY POLO  
SHIRTS**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve purchasing forty-eight (48) "Read and Grow @ Placentia Library" polo shirts, not to exceed \$1,410.00, funded from the State Library Literacy matching grant; and give one shirt at no cost to staff and trustees who have never received a shirt; and permit staff and trustees to purchase one additional shirt each at a cost of \$20.00.

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

**CLAIMS**

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

Nonstandard Claims in the amount of \$0.00

Claims 3998 for Fund 702, and Claims 3996, 3997, 3998, 3999, 4000, 4001, and 4002 for Fund 707 forwarded by the Library Director for a total of \$13,565.35.

Current Claims 4005, 4006, 4007, 4008, 4009, and 4010 for \$60,104.60; and Payroll Claims 4003 for \$24,513; 3987 for \$24,513.00; and 4004 for \$24,513.00 for a combined total of \$109,130.60.

FY2000-2001 Cash Flow Analysis through December 20, 2000 and recommendation that no funds be transferred at this time.

**FINANCIAL REPORTS**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to receive and file Agenda Items 15 through 20:

Financial Reports for November, 2000

Office General Ledger & Check Registers for November, 2000

Acquisitions Report for November, 2000

Overdue Collection Report for November, 2000

Debit Card System Reimbursement Report for November, 2000

Gifts Report for November, 2000

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

**GENERAL CONSENT CALENDAR**

It was moved by Trustee Dinsmore, seconded by Secretary Braun to receive and file Agenda Items 21-39:

Building Maintenance Report for November 2000. (Receive & File)

Personnel Report for November 2000 (Receive, File and Ratify Appointments)

Volunteer Report for November 2000 (Receive & File)

Circulation Report for November 2000 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of November 6, 2000

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

Status report on the Placentia History Room project with the City Of Placentia (Receive & File)

Fiscal Year 1999-2000 Annual Report of Financial Transactions of Special Districts for Placentia Library District as prepared by Munson, Cronick & Associates and submitted

to the State Controller. (Receive & File)

Fiscal Year 1999-2000 Audit Management Letter prepared by Munson, Cronick & Associates on September 1, 2000. (Receive & File)

Certification to Receive Funds from the Public Library Fund, Fiscal Year 2000-2001, submitted to the State Library of California (Receive & File)

Status Report on selection of Library Security System (Receive & File)

Report on Organizational Meeting of the Arroyo Seco Library System (Library of California Region IV) held on December 4, 2000 (Receive & File)

Library of California Board Actions taken November 9-10, 2000 (Receive & File)

Notification from the Orange County Local Area Commission (LAFCO) concerning the timetable for allocation Placentia Library District's share of the LAFCO budgetary costs pursuant to AB 2838 (Hertzberg), known as the *Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000*. (Receive & File)

Annual Return of Employee Benefit Plan, IRS Form 5500, for the year ending June 30, 2000. (Receive & File)

Annual Report on the District's Pension Plan from First American Trust to the Staff and the Staff's authorization to Change the balance of the investment from "Balanced" to "Growth" and to change the stock portion from mutual funds to individual stocks. (Receive & File)

Amendment of Premium Conversion Plan for unpaid leave of Absence under the Family and Medical Leave Act of 1993 ("FMLA Leave") as requested by Woodman Accident & Life Company, the District's 125 plan (employee tax-exempt Benefits) administrator. (Receive & File and Adopt Amendment)

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

**INTRODUCTION OF  
NEWLY ELECTED  
BOARD MEMBERS**

Library Director introduced Secretary Geoff Braun whose Oath of Office was sworn on December 1, 2000; and Trustees Gaeten Wood and Peggy Dinsmore who were re-elected and also sworn on December 1, 2000.

**MINUTES**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to approve the Minutes of the November 15, 2000 Regular Meeting as printed.

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

Trustee Dinsmore left the meeting due to illness at 8:17 P.M.

**STAFF REPORTS**

It was moved by Secretary Braun, seconded by Trustee Wood to approve Agenda Items 48-53:

Program Committee Report for November, 2000.

Children's Services Report for November, 2000.

Placentia Library Literacy Services Report for November, 2000.

Placentia Library Web Site Report for November, 2000.

Publicity Materials produced for November, 2000.

Safety Committee Minutes for November, 2000.

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

**CIVIC CENTER  
AUTHORITY  
RENOVATION  
PLANS**

Library Director presented information regarding the exterior renovation plans for the Civic Center and the District's plans for financing its share of the project.

Mayor Chris Lowe was not present to discuss these issues with the Board of Trustees.

The next meeting will be a joint meeting of the Library Board of Trustees and the City Council with the Civic Center Authority on Tuesday, January 16, 2001 at 5:30 P.M. at City Hall.

The January Regular Meeting will be held on January 17, 2001.

**AGENDA  
PREPARATION**

Discussion of Children's Department Holiday Exhibits for  
ethnic/religious groups (Stark)  
Library Director's response to evaluation questions

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library  
District for December 20, 2000 adjourned at 8:50 P.M.



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Geoff Braun, Secretary