

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
March 21, 2005**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on March 21, 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, and Administrative Assistant Wendy Goodson.

**ADOPTION OF
AGENDA**

It was moved by Secretary Wood, and seconded by Trustee DeVecchio to adopt the Agenda as amended.

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

MINUTES

It was moved by Secretary Wood and seconded by Trustee Turner to approve the Minutes of the January 17, 2005 Regular Meeting as amended and the March 10, 2005 Special Meeting Minutes.

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

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

TRUSTEE REPORTS

President Shkoler reported the Trustees attended the CALTAC Workshop in Commerce on March 19, 2005.

Trustee Escobosa also attended the CALTAC and was impressed by the vastness of other libraries outreach efforts like book fairs, parenting breakfasts and other community wide events. She suggested that the Placentia Library offer similar programs. Trustee Escobosa also attended the Friends Meeting of March 7, 2005.

FRIENDS

Library Director Minter reminded the Board that the Friends Annual Meeting is April 11, 2005 at the Placentia City Council Chambers. The featured speaker will be mystery writer Denise Hamilton and the theme of the evening is "Stars of the Library" honoring all Placentia Library volunteers.

FOUNDATION

Trustee DeVecchio reminded the Board the quarterly Placentia Library Foundation meeting is Thursday, April 14, 2005 at 7 P.M.

CLAIMS

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

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

Claims 4716,417,4718,4719, 4720, and 4721 forwarded by Library Director for a total of \$30,133.10.

Current Claims 47122,4723,4724, and 4725 for a total of Current Claims of \$19,179.06; Payrolls #20 (3/30/05) for \$35,276.03 and #21 (4/13/05) for \$35,276.03 for a subtotal for Payroll of \$70,552.06; for a total of Current Claims and Payroll of \$89,731.12.

FY2004-2005 Cash Flow Analysis through February 22, 2005 and recommendation that no funds be transferred at this time. (Receive & File).

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

FINANCIAL REPORTS

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

Financial Reports for February 2005

Office General Ledger & Check Registers for February 2005

Acquisitions Report for February 2005

Collection Agency Report for February 2005

Gifts Report for February 2005

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

GENERAL CONSENT CALENDAR

It was moved by Secretary Wood and seconded by Trustee DeVecchio to receive and file Agenda Items 18-30.

Building Maintenance Report for February 2005

Personnel Report for February 2005

Volunteer Report for February 2005

Circulation Report for February 2005

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

Legislative Alerts from the California Special Districts Association and the California Library Association

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Agenda for Orange Council of Government Board of Directors Meeting for February 24, 2005 and Minutes of the December 7, 2004 and January 27, 2005 Meetings. (Agenda attachments are available during regular administrative office hours in the District Office.

Orange County Emergency Management Organization (OCEMO) 2005 Goals & Objectives. Placentia Library District is a participating member of OCEMO.

Second Quarter Financial Reports for the Global Language Materials Grant Program by the State Library of California as Submitted on January 18, 2005.

Submission of Public Library Staff Education Program Grant in the amount of \$8,514.00 to the State Library of California to provide tuition reimbursement for Yesenia Gomez and Wendy Goodson to pursue masters in library science degrees from San Jose State University through the California State University at Fullerton campus.

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

**LEGISLATIVE
ISSUES**

Library Director reported that Placentia Library District will be hosting the next Santiago Library System Council Meeting on April 7, 2005 and the California State Librarian, Susan Hildreth will be attending.

**STRATEGIC
PLANNING**

Library Director had no updated information to report.

STAFF REPORTS

Library Director's Report

Program Committee Report for February 2005.

Children's Services Report for February 2005.

Placentia Library Literacy Services Report for February 2005.

Reference and Adult Services Report for February 2005.

History Room Report for February 2005.

Placentia Library Web Site Report for February 2005.

Technology Report for February 2005.

Publicity Materials produced for February 2005.

Safety Committee Minutes for February 2005.

AYES: Shkoler, Wood, Escobosa, DeVecchio, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**PERSONNEL
INSURANCE
COVERAGE**

Placentia Library District Insurance Broker Stormy Waldeck reviewed the District's current health insurance coverages and how the current market will affect the health plans. He recommended that the District start participating in State Disability.

**BOARD MEETING
DATES FOR MAY
AND JUNE 2005**

The Board of Trustee Meetings for May and June 2005 have been changed to May 23rd at 4 P.M. and June 15th at 6:30 P.M.

RESERVE POLICY

It was moved by Trustee Turner and seconded by Trustee DeVecchio to set reserve goals as amended for each of Placentia Library District's funds.

AYES: Shkoler, Wood, Escobosa, DeVecchio, Turner

NOES: None

ABSTAIN: None

ABSENT: None

It was moved by Secretary Wood and seconded by Trustee Escobosa to authorize the Library Director to prepare a Reserve Policy.

AYES: Shkoler, Wood, Escobosa, DeVecchio, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**PREVIEW OF
FISCAL YEAR 05-06
BUDGET**

Library Director Minter reviewed revenue and expenditure items for Fiscal Year 2005-2006.

**CLOSED SESSION
AGENDA**

Closed session at 8:20 p.m. to discuss a Personnel Matter.

PREPARATION

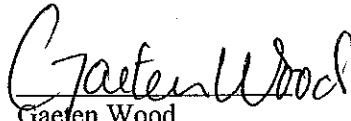
Agenda Preparation for the April Meeting will be held on Monday, April 18, 2005 at 6:30 P.M.


ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for March 21, 2005 adjourned at 9:00 P.M.

**APRIL
MEETING**

The April Regular Library Board Meeting will be held on Monday, April 18, 2005 at 6:30 P.M. in the Library Conference Room.


Gaefen Wood
Secretary
Library Board of Trustees


Al Shkoler
President
Library Board of Trustees