

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
February 20, 2002**

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on February 20, 2002 at 6:35 P.M..

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

**Members Absent:** None.

**Others Present:** Administrative Assistant Elisa Herrera-Thomas; and Public Services Manager and Literacy Coordinator Jim Roberts.

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

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

**MINUTES** The minutes of January 15, 2002 were amended at the Library Board Meeting of February 20, 2002 to state that (1) Trustee Stark did not receive "separate" notification; and (2) that Trustee Dinsmore was absent from the Library Board Meetings of November 21, 2001, December 19, 2001 and January 15, 2002 due to a personal injury including two broken arms.

It was moved by Trustee Wood, seconded by Secretary Braun to approve the Minutes of the January 15, 2002 Regular Meeting as amended.

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

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

**PRESIDENT'S REPORT** President Shkoler attended the Civic Center Authority Meeting on January 29, 2002. He also attended a meeting of the committee to create a new Recreation Center for the City of Placentia. It was proposed at the meeting to add an additional 10,000 square feet to the Back's Building at the corner of Bradford Ave. and Melrose Ave. President Shkoler commented that the project will make a good addition to the City of Placentia.

**TRUSTEE'S REPORT** Trustee Wood attended the Independent Special Districts of Orange County (ISDOC) Luncheon Meeting on January 31, 2002.

Trustee Stark attended three meetings for the Special Districts Worker's Compensation Authority (SDWCA) throughout the months of January and February 2002.

**LIBRARY  
DIRECTOR  
REPORT**

Nothing to report at this time.

**CLAIMS**

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

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4203, 4204, 4205, 4206, 4207, 4208, 4209 and 4210 for a total of \$26,082.73.

Current Claims and Payroll: Claims 4211, 4212, 4213, 4214, 4215, 4216, 4217, 4218 and 4219 for \$60,554.78. Payroll Claims 4220 for \$26,961.00 and 4221 for \$26,961.00 for a subtotal of \$53,922.00. The combined total for all Claims and Payroll claims was in the amount of \$114,476.78.

FY2001-2002 Cash Flow Analysis through February 20, 2002 with recommendation that no funds be transferred at this time.

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

**FINANCIAL  
REPORTS**

It was moved by Trustee Wood, seconded by Trustee Stark to receive and file Agenda Items 13 through 18:

Financial Reports for February 2002

Office General Ledger & Check Registers for February 2002

Acquisitions Report for February 2002

Collection Agency Report for February 2002

Debit Card System Reimbursement Report for February 2002

Gifts Report for February 2002

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Stark, seconded by Trustee Wood to receive and file Agenda Items 19-30:

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

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

Volunteer Report for February 2002 (Receive & File)

Circulation Report for February 2002 (Receive & File)

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

Minutes of the Placentia Civic Center Authority for its meeting on January 16, 2002 (Receive & File)

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

Status Report for awarding contracts for remodeling the Literacy Tutor Room as part of the English Language & Literacy Intensive (ELLI) Grant. (Receive & File)

Salary Schedule Amendment to Include Pages as corrected at the November 21, 2001 Library Board Meeting. (Receive & File)

Update on Local Area Formation Commission (LAFCO) Special District Activities. (Receive & File)

Update on "California Campaign for Libraries." (Receive File)

Statewide Direct Loan Program Notification Form and Agreement to serve in the Equal Access Program. (Receive & File)

California Library Literacy Services Mid-Year Report for Fiscal Year 2001-2002, as submitted to the State Library of California. (Receive & File)

Status Report on the Placentia History Room from the Placentia History Room Committee. (Receive & File)

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

ABSTAIN: None  
ABSENT: None

**CIVIC CENTER  
AUTHORITY**

Library Director Minter reported that the Library is paying only for signage for only two of the reserved parking spaces. Also, it was recommended that the Library be responsible for removing the old Library Hours sign and moving the sign to the back wall of the Library so that it is still visible from the parking lot.

**TRAVEL  
AUTHORIZATIONS**

It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve travel to the Public Library Association Conference in Phoenix, AZ from March 13 through March 16, 2002 for Elizabeth Minter, Jim Roberts, Julie Shook, Cyrise Smith and Ann Margaret Webb at a cost not to exceed \$4,919 with Robert's expenses being paid by the California Literacy Campaign Grant (\$1,251), Webb's expenses being paid by the ELLI Grant (\$1,018), and Minter, Shook and Smith's expenses being paid by the District's staff training account at Santiago Library System (\$2,650).

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

It was determined that President Shkoler, Trustees Dinsmore and Stark will attend the CALTAC Workshop in Library Leadership in Cerritos on Saturday, April 13, 2002. Secretary Braun will not be able to attend. Trustee Wood will decide at a later date.

**APPEALS CASE**

A review of the Two Percent Assessment Appeals Case found that the Placentia Library District would initially be impacted by the \$130,000 cumulative loss, with an annual initial loss of \$66,000.

**AUTHOR'S  
LUNCHEON**

Library Director Minter reported that the plans for the Author's Luncheon to be Held on March 2, 2002 were progressing nicely. Thus far, 180 tickets have been sold. Trustee Stark offered \$100 from Allan R. Stark as a corporate sponsorship.

**STAFF REPORTS**

It was moved by Trustee Wood, seconded by Secretary Braun to approve Agenda Items 35-40.

Program Committee Report for February 2002.

Children's Services Report for February 2002.

Placentia Library Literacy Services Report for February 2002.

Placentia Library Web Site Report for February 2002.

Publicity Materials produced for February 2002.

Safety Committee Minutes for February 2002.


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

**APRIL MEETING**

The April Regular Library Board Meeting will be held on Wednesday, April 17, 2002 at 6:30 P.M. in the Library Conference Room.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for February 20, 2002 adjourned at 7:58 P.M.

  
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Geoff Braun, Secretary