

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
June 30, 2004**

**CALL TO ORDER**                    President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on June 30, 2004 at 5:05 P.M.

**ROLL CALL**                        **Members Present:** President Al Shkoler; Secretary Betty Escobosa; Trustees Richard DeVecchio and Gaeten Wood; and Library Director Elizabeth Minter.

**Members Absent:** Trustee Peggy Dinsmore

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, and Administrative Assistant Donna Siloti.

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

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

**MINUTES**                            It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve the Minutes of the May 24, 2004 Regular Meeting.

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to approve the Minutes of the June 17, 2004 Special Meeting.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve the Minutes of the June 8, 2004 Work Session.

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

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

**PRESIDENT'S  
REPORT**

President Shkoler did not address the Board.

**TRUSTEE REPORTS**

Secretary Escobosa reported that she attended the Chamber Installation Breakfast. On behalf of the Library, she presented a book to the outgoing president. She also reported that she visited the Childrens Library during Storytime and she extended her congratulations to the staff on doing an excellent job.

Trustee Wood reported that she attended the Friends Board Meeting and they voted to fill the Library staff's Wish List in its entirety.

Trustee DeVecchio did not address the Board.

**FRIENDS OF  
PLACENTIA  
LIBRARY REPORT**

No members from the Friends of Placentia Library addressed the Board.

**CLAIMS**

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Agenda Items 8 through 11.

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

Claims 4613, 4614, 4615, 4616, 4617, 4618, 4619, 4620, 4621, 4622, 4623, 4624 and 4625 forwarded by Library Director for a total of \$62,121.89.

Payrolls #2 (07/21/04) for \$32,653.50 and #3 (08/04/04) for \$32,653.50 for a total for Payroll of \$65,307.00.

FY2003-2004 Cash Flow Analysis through June 30, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL  
REPORTS**

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Items 12 through 16.

Financial Reports for May 2004

Office General Ledger & Check Registers for May 2004

Acquisitions Report for May 2004

Collection Agency Report for May 2004

Gifts Report for May 2004

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

Trustee Peggy Dinsmore arrived at 6:13 P.M.

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive and file Agenda Items 17 through 24, Items 26 through 29, and Item 31 through 35.

Building Maintenance Report for May 2004.

Personnel Report for May 2004

Volunteer Report for May 2004

Circulation Report for May 2004

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.

Agenda for the May 27, 2004 Regular Meeting of the Orange County Council of Governments and the Minutes of the April 22, 2004 Regular Meeting

Agenda for the June 24, 2004 Regular Meeting of the Orange County Council of Governments and the Minutes of the May 27, 2004 Regular Meeting

Application to the State Library of California for the Fiscal Year 2004-2005 funding for the California Library Literacy Services (CLLS) Grant

Application for the Disneyland Resort Community Service Awards submitted on behalf of the English Language Literacy Intensive (ELLI) and Families for Literacy (FFL) programs

Notification of change in monthly rates for dental insurance coverage from Fortis Benefits Insurance Company effective July 1, 2004

Redevelopment Plan for Amendment No.2 to the Redevelopment Plan for the Placentia Redevelopment Project Area Dated May

19, 2004 as received from the City of Placentia

Letter of Transmittal from the City Clerk, City of Anaheim, for a copy of the document recorded by the City Clerk of the City of Anaheim entitled: "Description of Land and Statement that Redevelopment Merger Proceedings Have Been Completed: and the attached meets and bounds legal descriptions; a copy of Ordinance Nos.5913,5914,5915,5916,5917 and 5918 of the City of Anaheim adopting the Amendments; and a map showing the boundary of the Merged Project Area

Letter of Intent for the Governor's Office of Emergency Services Hazard Mitigation Section stating the Placentia Library District does not at this time intend to develop a Local Hazard Mitigation Plan

Information Return for Tax Exempt Governmental Obligations, IRS Form 8038-G, as prepared by the Municipal Finance Authority on Behalf of Placentia Library District Lease Option refinance for the HVAC and lighting system

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

Secretary Escobosa commented that she appreciated what Meredith Laskow has done as Poet Laureate and she would like to keep her as Poet Laureate for another year. Action will be taken at the regular July meeting.

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

#### Poet Laureate Report

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Item 30.

Application to the Mighty Ducks Care Foundation submitted on behalf of the English Language Literacy Intensive (ELLI) and Families for Literacy (FFL) programs.

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

**LEGISLATIVE  
ISSUES**

Library Director Minter reported that President Shkoler and Secretary Escobosa attended the Joint Worksession on Legislative Issues of the Independent Special Library Districts at the Buena Park Library on June 5. At the meeting it was suggested that a group be formed to address legislative issues. President Shkoler is on the steering committee. The group issued a joint letter to our state legislators. The next meeting will be on August 21 from 9:00 A.M. to 11:00 A.M. President Shkoler, Trustee Wood, and Library Director Minter indicated that they would attend.

**COST OF LIVING  
ADJUSTMENT**

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to authorize a cost of living adjustment of 2% for all employees except Pages to take effect on July 1, 2004.

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

President Shkoler called for a break at 5:50 P.M. The regular meeting resumed at 6:03 P.M.

**JULY BOARD  
MEETING**

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to reschedule the July Regular Board Meeting to Monday, July 26, 2004.

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

**OPERATING  
BUDGET FOR  
FY 2004-2005**

After a discussion, the Operating budget was amended to reflect \$10,000 additional funds in account 1900-00 Specialized Services for Board consultation costs and a 2% cost of living adjustment to wages. The budget includes the cost of expanding the Library's public service hours by 18 hours per week: 8 hours on Saturday, 3 hours each on Monday, Tuesday, and Wednesday, and 1 hour on Thursday. The expanded hours are scheduled to begin in September 2004.

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt the Operating Budget for Fiscal Year 2004-2005 as amended.

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

ABSENT: None

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to authorize the publication of the Notice of Public Hearing for the July 26, 2004 Library Board Meeting at 6:30 P.M.

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

**FINES AND FEES  
SCHEDULE FOR  
FY 2004-2005**

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to adopt the Fines and Fees Schedule for Fiscal Year 2004-2005.

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

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to authorize the publication of the Notice of Public Hearing for the July 26, 2004 Library Board Meeting at 6:30 P.M.

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

**HOLIDAY AND  
PUBLIC SERVICE  
SCHEDULE FOR  
2004 AND 2005**

After a discussion, the Holiday and Library Public Service Schedules for Calendar 2004 and 2005 were accepted as presented by Library Director Minter. Staff had recommended that the Library be closed from Sunday, December 26, 2004 through Sunday, January 2, 2005 to ease staffing difficulties. The Board rejected the recommendation, preferring not to limit the public's access to the Library during the holidays. They did decide to close the Library at 5:00 P.M. from December 27, 2004 through December 30, 2004.

It was moved by Trustee Dinsmore and seconded by Trustee Wood to read Resolution 04-04 by Title only: Resolution of the Board of Trustees of Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Years 2004 and 2005.

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

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to approve Resolution 04-04 by roll call vote.

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

**PERSONNEL  
ALLOCATION  
SCHEDULE AND  
ORGANIZATION  
CHART FOR FY 2004-  
2005**

It was moved by Trustee Dinsmore and seconded by Trustee Wood to adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2004-2005, effective July 1, 2004.

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

**SALARY  
SCHEDULES FOR  
FY 2004-2005**

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to read Resolution 04-05 by Title only: Resolution of the Board of Trustees of Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2004-2005.

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to approve Resolution 04-05 by roll call vote.

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

**STAFF  
APPRECIATION  
DINNER**

It was moved by Trustee Dinsmore and seconded by Trustee Wood to have the Staff Appreciation Dinner on Thursday, September 9 at 6:30 P.M.

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

**STAFF REPORTS**

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Agenda Items 43-50.

Library Director's Report

Program Committee Report for May 2004.  
Children's Services Report for May 2004.

Placentia Library Literacy Services Report for May 2004.

Placentia Library Web Site Report for May 2004.

Technology Report for May 2004.

Publicity Materials produced for May 2004.

Safety Committee Minutes for May 2004.

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore,  
Wood

NOES: None

ABSTAIN: None

ABSENT: None

The Regular Library Board Meeting was suspended at 6:38 P.M.

**CLOSED SESSION**

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 6:50 P.M. to discuss a personnel matter regarding the Library Director.

The Closed Session ended at 7:25 P.M. No Action was taken.

**AGENDA  
PREPARATION**

Agenda Preparation for the June Regular Meeting will be held on Monday, June 21, 2004 at 6:30 P.M. President Shkoler requested that a discussion of the Placentia Library Foundation and fundraising be included on the Agenda.

**ADJOURNMENT**

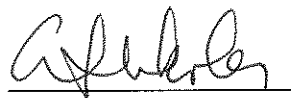
The Regular Meeting of the Board of Trustees of the Placentia Library District for June 30, 2004 adjourned at 7:25 PM.

**JULY  
MEETING**

The July Regular Library Board Meeting will be held on Monday, July 26, 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