

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 21, 2003

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on April 21, 2003 at 6:34 P.M.

ROLL CALL

Members Present: President Al Shkoler; Trustees Betty Escobosa and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: Secretary Geoff Braun and Trustee Peggy Dinsmore.

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts and Administrative Assistant Donna Siloti.

ADOPTION OF AGENDA

It was moved by Trustee Wood, seconded by Trustee Escobosa to declare the resignation of Secretary Geoff Braun to be an item of urgent business because it was received on April 21, 2003 after the Agenda was posted

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

It was moved by Trustee Wood, seconded by Trustee Escobosa to amend the Agenda to include the resignation of Geoff Braun as Agenda Item 39 and to adopt the Agenda as amended.

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

MINUTES

It was moved by Trustee Escobosa, seconded by Trustee Wood to approve the Minutes of the March 24, 2003 Regular Meeting.

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

ORAL COMMUNICATIONS

No members of the public requested to address the Board.

PRESIDENT'S REPORT

President Shkoler reported that he and Trustee Escobosa attended the California Special Districts Association (CSDA) Government Affairs Conference in Sacramento on April 1st. He found it very interesting but there was not a lot of significant activity to report yet from the Legislature. They met with Assemblywoman Daucher.

President Shkoler reported that he attended the Friends Annual Meeting and thanked the Friends for doing a fine job.

He also attended the Families for Literacy (FFL) program on March 28th and highly recommended that the Trustees attend some of the other FFL events. He requested that a schedule of its events be included in the Board Books. Literacy Coordinator Jim Roberts reported that the first graduation of the Spanish Literacy Program will be April 22nd and he invited the Trustees to attend.

President Shkoler reported that he had contacted the City to find out whether the Library could directly submit to Adelphia the information to be aired on cable television. The City is contacting Adelphia.

TRUSTEE REPORTS

Trustee Escobosa reported on her trip to the CSDA Government Affairs Conference in Sacramento. She enjoyed meeting with the District's elected representatives.

Trustee Wood reported that she attended a workshop put on by Special District Risk Management Authority (SDRMA) where Dennis Timoney explained the insurance coverage available through SDRMA and laws dealing with sexual harassment. She encouraged future participation in SDRMA seminars.

LIBRARY DIRECTOR'S REPORT

Library Director Minter reported that the Library hosted the Placentia Chamber of Commerce Mixer on April 16th. Orange County Supervisor Chris Norby attended, as did a member of his staff, Bruce Whitaker.

Library Director Minter reported that she hosted a Staff Breakfast which was a Bridal Shower for Circulation Supervisor Amnah Darwish at the Original House of Pancakes.

Library Director Minter showed the Board the new library cards and reported that there are two kinds: a traditional size and a keychain size. Patrons may receive both for \$2. There is a place on the back for a parent to sign on their child's card.

FRIENDS OF PLACENTIA LIBRARY

No one from the Friends of Placentia Library was present to address the Board.

CLAIMS

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

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

Claims forwarded by the Library Director: Claims 4402, 4403, 4404, 4405, 4407, 4408, 4409 and 4410 forwarded by Library Director for a total of \$45,306.31.

Current Claims and Payroll: Claims 4425, 4426, 4427 and 4430 for a

subtotal for Claims of \$8,749.98; and Payrolls 4428 for \$28,648.14 and 4429 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$66,046.26.

FY2002-2003 Cash Flow Analysis through April 21, 2003.

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

**FINANCIAL
REPORTS**

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

Financial Reports for March 2003

Official General Ledger & Check Registers for March 2003

Acquisitions Report for March 2003

Collection Agency Report for March 2003

Gifts Report for March 2003

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Trustee Escobosa to receive and file Agenda Items 18 through 30.

Building Maintenance Report for March 2003.

Personnel Report for March 2003

Volunteer Report for March 2003

Circulation Report for March 2003

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 the Two Percent Assessment Appeals Case.

Status Report on Partnerships with Community Organizations.

Report on the Board of Directors Meeting for the Special District

Workers' Compensation Authority (SDWCA) on April 3, 2003.

Report on transition to Blue Cross, the new medical insurance carrier, effective April 1, 2002.

Orange County Local Area Formation Commission (LAFCO)
Proposed Budget for Fiscal Year 2003-2004. The fee for Placentia Library District will remain at \$1,000.00.

Grant application from the Placentia Library Foundation to the Coca Cola Foundation for \$25,000 for the English Language and Literacy Intensive (ELLI) Program for Fiscal Year 2003-2004.

Letter of Inquiry from the Placentia Library Foundation to Public Welfare Foundation for \$50,000 for the English Language and Literacy Intensive (ELLI) Program for Fiscal Year 2003-2004.

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

LEGISLATIVE ISSUES

Library Director Minter reported that she attended a Metropolitan Cooperative Library System (MCLS) meeting on April 1st to discuss the Public Library Fund (PLF) and Transaction Based Reimbursements (TBR). The PLF has not been targeted for further reductions, so the library directors decided they need to focus most of their attention on TBR. Library Director Minter reported that Fullerton Public Library has pulled out of Santiago Library System (SLS). She noted that one of the decisions the Board will need to consider during the budget process this year is what the relationship with Fullerton Public Library will be in regards to charges for direct loans.

REVIEW OF DRAFT POLICY MANUAL

It was moved by Trustee Wood and seconded by Trustee Escobosa to adopt as first reading the policies in Sections 1000 (General) and 4000 (Board of Trustees).

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

The Board members reviewed Section 5000 (Board Meetings) and Section 2000 (Personnel) through Section 2120. Library Director Minter will prepare the requested revisions. The balance of Section 2000 will be reviewed at the July Board meeting.

President Shkoler appointed a committee of himself and Trustees Escobosa and Wood to review the Library's Employee Benefits. No meeting date was set.

**DESIGNATION OF
POET LAUREATE**

It was moved by Trustee Wood and seconded by Trustee Escobosa to appoint Meredith Karen Laskow as Placentia Library District's Poet Laureate for a one year term beginning July 1, 2003.

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

**LOAN AGREEMENT
WITH CITY OF
PLACENTIA**

It was moved by Trustee Wood and seconded by Trustee Escobosa to approve the amount specified in the proposed loan agreement between the City of Placentia and the Placentia Library District for the Placentia Civic Center Improvement Project as outlined in Agenda Item 34, Attachment A, Page 3, based upon approval of the Contract by the Library's attorney.

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

**PROPERTY
INSURANCE
COVERAGE**

It was moved by Trustee Wood and seconded by Trustee Escobosa to ratify the transfer of property insurance coverage for the Library from the Placentia Civic Center Authority to the Special District Risk Management Authority (SDRMA) effective April 8, 2003.

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

**BOARD MEETING
DATES**

It was decided by the Board that the next two Board meetings will be held on Monday, May 12, 2003, and Monday, June 30, 2003.

**SCHEDULE FOR
STRATEGIC
PLANNING
PROCESS**

It was decided by the Board to defer this item until the Agenda of the August Board meeting.

**STORY HOUR ROOM
REMODELING
STAFF REPORTS**

It was moved by Trustee Escobosa and seconded by Trustee Wood to approve the completion of the remodeling of the Story Hour Room at a cost of \$3,279.97 and to authorize Library Director Minter to request funding from the Friends of Placentia Library for the project.

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

**RESIGNATION OF
SECRETARY BRAUN**

It was moved by Trustee Wood and seconded by Trustee Escobosa to receive and file with regret the resignation of Secretary Geoff Braun.

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

Library Director Minter reported that a legal notice announcing the vacancy would be placed in the Placentia News-Times and a flyer would be posted on the board outside the entrance to the Library. Applications will be available at the Circulation Desk and are to be returned to the Administration Office. The Trustees will interview the applicants and send a letter to the Board of Supervisors with their recommendation.

STAFF REPORTS

It was moved by Trustee Wood and seconded by Trustee Escobosa to approve Agenda Items 40-45.

Program Committee Report for March 2003.

Children's Services Report for March 2003.

Placentia Library Literacy Services Report for March 2003.

Placentia Library Web Site Report for March 2003.

Publicity Materials produced for March 2003.

Safety Committee Minutes for March 2003.

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

MAY MEETING

The May Regular Library Board Meeting will be held on Monday, May 12, 2003 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 April 21, 2003 adjourned at 8:30 P.M.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 8:30 P.M. to discuss a personnel matter.

The Closed Session ended at 9:45 P.M.

President Shkoler reported that there was no report from the Closed Session.



Al Shkoler
President
Library Board of Trustees