

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
February 19, 2008**

**CALL TO ORDER** President Shkoler called the Unusual Meeting of the Placentia Library District Board of Trustees to order on February 19, 2008, at 6:30 P.M.

**ROLL CALL** **Members Present:** President Al Shkoler, Secretary Richard DeVecchio, Trustees Jean Turner and Gaeten Wood and Library Director Elizabeth Minter, Vernon Napier, and Wendy Goodson.

**Members Absent:** Betty Escobosa

**Managers Absent:** Jim Roberts

**Others Present:** Placentia Library District Staff Katie Matas & Alex Hernandez & Human Resources Consultant Valerie Poole

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

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

**ORAL COMMUNICATIONS** No members of the public addressed the Board.

**STATUS ON VALERIE POOLE INTERVIEWS** Human Resource Consultant Valerie Poole addressed the Board to report on the status of the sessions of information interviews with the Library staff.

**PRESIDENT REPORT** President Shkoler reported that he attended the Council of Independent Special District at the Buena Park Library on February 16, 2008. Topics of discussion included legislative items such as Prop 1A and roundtable of current library events such as fundraising.

**TRUSTEES' REPORTS** Trustee Turner attended the Independent Library District Trustees meeting on February 16, 1008 with President Shkoler and Library Director Minter.

Secretary DeVecchio reported he attended the Independent Special District of Orange County Quarterly Meeting on January 31, 2008. He visited the new Orange Library. He also attended the Celebrating Placentia's Authors Session for February.

Trustee Wood had nothing to report at this time.

**FRIENDS' REPORT**

The Annual Author's Luncheon is March 1, 2008. The featured author is romance writer Suzanne Enoch.

**CONSENT  
CALENDAR**

It was moved by Trustee Turner and seconded by Secretary DeVecchio approve Agenda Items 9-40 as printed.

**MINUTES**

Minutes of the January 15, 2008 Library Board of Trustees Regular Meeting and the January 15, 2008 Library Board of Trustees Work Session.

**CLAIMS**

Claims 5078 by Minter/Turner, 5079,5080,5081,5082, and 5083 by Minter/DeVecchio, and 5084 by Minter/Wood for total of Claims forward by the Library Director and Library Trustees for Fiscal Year 2007-2008 of \$46,599.51 for Fund 707.

Current Claims 5086,5087,5088,5089,5090 and 5091 for a total Current Claims of \$47,471.86; and Payrolls #19 (3/12/08) for \$52,472.00 and #20 (3/26/08) for \$52,472.00 for \$104,944.00 for a combined total of \$154,415.86 from Fund 707.

FY2007-2008 Cash Flow Analysis through February 19, 2008 and the Schedule of Anticipated Property Tax Revenues for FY2007-2008 as Provided by the Orange County Auditor and recommendation that no funds be transferred at this time.

**FINANCIAL  
REPORTS**

Financial Reports for January 2008

Office General Ledger & Check Registers for January 2008

Acquisitions Report for January 2008

Entrepreneurial Report for January 2008

Collection Agency Report for January 2008

Gifts Report for January 2008

**GENERAL CONSENT  
CALENDAR**

Building Maintenance for January 2008

Personnel Report for January 2008

Volunteer Report for January 2008

Circulation Report for January 2008

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

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications  
Poet Laureate Report

Placentia Library District Policies as adopted by the Library Board of Trustees on January 15, 2008, 2020-Vacations, 2040-Sick Leave, 2110-Health & Welfare Benefits, 2115-Volunteers Worker's Compensation Insurance, 2120-Educational Assistance, 2125-Notary Public Training Services, 2130-Pay Periods & Distribution of Pay Checks, 2160-Authorized Leave, 2170-Performance Evaluations, 2220-Equal Employment Opportunity, 2325-Library Aide.

Announcement by State Librarian Susan Hildreth on January 15, 2008 of the Public Library Fund Allocations for Fiscal Year 2007-2008

Placentia Library District Mid-Year Report for the California Library Literacy Services (CLLS) Grant from the State Library of California as submitted on February 14, 2008.

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

**STAFF REPORTS**

Director's Report for January 2008

Program Committee Report for January 2008

Children's Services Report for January 2008

Placentia Library Literacy Services Report for January 2008

Reference and Adult Services Report for January 2008

History Room Report for January 2008

Placentia Library Web Site Report for January 2008

Technology Report for January 2008

Publicity Materials produced for January 2008

Safety Committee Minutes for January 2008

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

**LEGISLATIVE ISSUES**

Library Director reported she attended the North Orange County Legislative Alliance meeting on February 14, 2008. The Public Library Fund allocation for this year is \$21,153, which is 14.3% of its eligible allocation of \$147,905.00

**WORD OF MOUTH MARKETING**

Technology Manager Napier reported that the topic of the month is the Library's Website. Badges will be distributed on March 1<sup>st</sup>, 2008.

**POLICY SERIES 2000**

It was moved by Trustee Wood and seconded by Secretary DeVecchio to adopt as a first reading and refer to staff for further comments.

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

**POLICY SERIES 6000**

It was moved by Secretary DeVecchio and seconded by Trustee Turner to adopt as a first reading and refer to staff further comments.

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

It was moved by Trustee Wood and Secretary DeVecchio to delete Placentia Library District Policy 6037 – Debit Card Policy from the Policy Manual effective immediately.

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

Trustee Escobosa entered the meeting at 7:40P.M.

**MINIMUM WAGE ADJUSTMENT FOR FISCAL 2007-2008**

It was moved by Trustee Escobosa and seconded by Trustee Wood to read Resolution 08-08 by Title only.

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

It was moved by Trustee Escobosa and seconded by Trustee Wood to adopt Resolution 08-08 by roll call vote.

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

ABSENT: None

**PROFIT SHARING  
PENSION PLAN  
TRAVEL  
AUTHORIZATIONS**

The Board has requested that this item be included for discussion during Budget Assumptions for Fiscal Year 2008-2009.

It was moved by Trustee Wood and seconded by Trustee Turner to authorize Library Director Minter to attend the Library of California Board Meeting in Sacramento, February 27-28, 2008 with all travel and meal expenses to be paid by the Santiago Library System.

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

It was moved by Trustee Escobosa and seconded by Trustee Wood to authorize the registration for five persons to attend the California Association of Library Trustees and Commissioners' Southern California Leadership Workshop on Saturday, March 15, 2008 in Orange and to be paid from the General Fund; and authorize Board Secretary DeVecchio and Administrative Services Manager Goodson to attend the California Special Districts Association Board Secretary Training in Ventura, April 23-25, 2008 at a cost not to exceed \$1,772.20 with the expenses to be paid from the General fund.

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

**CLOSED SESSION**

Closed Session commenced at 8:40 P.M.

Closed Session ended at 9:15 P.M. with the no action taken.

**AGENDA  
PREPARATION**

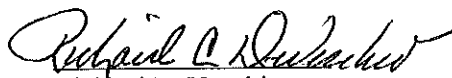
Agenda Preparation for the March Meeting will be held on Monday, March 17, 2008 at 6:30 P.M.

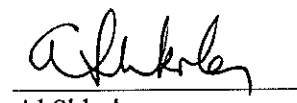
**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for February 19, 2008 adjourned at 9:15 P.M.

**NEXT MEETING**

The March Library Board Meeting will be held on Monday, March 17, 2008 at 6:30 P.M. in the Library History Room.

  
Richard DeVecchio  
Secretary

  
Al Shkoler  
President