

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
November 24, 2003**

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on November 24, 2003 at 6:33 P.M.

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

**Members Absent:** None

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, President of Friends of Placentia Library Eleanore Rankin, and Administrative Assistant Donna Siloti.

**ADOPTION OF AGENDA** Trustee Escobosa requested that Agenda Item 39 be tabled for further study. President Shkoler requested that Agenda Item 5 be moved to after Agenda Item 46.

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

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

**MINUTES** It was moved by Trustee Wood and seconded by Secretary Escobosa to approve the Minutes of the October 20, 2003 Regular Meeting.

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

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

**PRESIDENT'S REPORT** President Shkoler did not address the Board.

**TRUSTEE REPORTS** Trustee DeVecchio reported that he attended the CSDA Legal Forum and found it to be very valuable. He also reported that he met with the Placentia Library Foundation Board of Directors on November 13.

Trustee Wood reported that she had recently observed the Literacy program and was impressed by the number of people involved and Literacy Coordinator Jim Roberts' leadership.

Secretary Escobosa asked for a followup on her request to have letters of appreciation sent out to outstanding Library employees. Library Director Minter reported that the subject had not been discussed yet at a Staff Meeting.

Trustee Dinsmore did not address the Board.

**LIBRARY  
DIRECTOR'S  
REPORT**

Library Director Minter introduced the following new Library employees: Toby Silberfarb – ELLI/FFL Coordinator, Caroline Gurkweitz-part time Reference Librarian, Laranne Millonzi-Development Director/Volunteer Coordinator.

Library Director Minter also reported that Childrens Librarian Jillian Rakos submitted her letter of resignation. Her last day will be December 28. Jillian will be moving to Seattle.

**FRIENDS OF  
PLACENTIA  
LIBRARY REPORT**

Friends of Placentia Library President Eleanore Rankin reported that the Friends' Sunday Book Sales were going well and she thanked Public Services Manager Jim Roberts for his help in setting up.

President Rankin reported that the Friends are in the midst of its annual membership drive and its mailing will go out by the end of the month.

**PLACENTIA  
LIBRARY  
FOUNDATION  
REPORT**

Placentia Library Foundation President Gaeten Wood expressed her appreciation to Library Director Minter and Development Director Millonzi for preparing the Thanksgiving cards that were sent out by the Foundation. The cards were an alternative to the annual Donor Reception.

President Wood reported that at the Foundation's November meeting she submitted her resignation. Another Library Board member is needed for the Foundation Board. This item will be included on the December Agenda.

**CLAIMS**

It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve Agenda Items 11 through 14.

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

Claims 4512, 4513, 4514, 4515, 4516, 4517, 4518, and 4519 forwarded by Library Director for a total of \$56,818.28.

Claims 4520, 4521, 4522 and 4523 for a subtotal for Claims of \$21,172.39; and Payrolls 4524 for \$30,603.80 and 4525 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$82,379.99.

FY2003-2004 Cash Flow Analysis through November 24, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL  
REPORTS**

It was moved by Trustee Dinsmore and seconded by Trustee DeVecchio to receive and file Agenda Items 15 through 19.

Financial Reports for October 2003

Official General Ledger & Check Registers for October 2003

Acquisitions Report for October 2003

Collection Agency Report for October 2003

Gifts Report for October 2003

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Items 20 through 29 and Item 31.

Building Maintenance Report for October 2003.

Personnel Report for October 2003

Volunteer Report for October 2003

Circulation Report for October 2003

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

Legislative Alerts from the California Special Districts Association.

Status Report on the Two Percent Assessment Appeals Case.

Status Report on Partnerships with Community Organizations.

Status Report on Active Grant Applications.

Poet Laureate Report.

Meeting Notice and Agenda for the October 13, 2003 and the November 20, 2003 Orange County Council of Governments and the minutes of the June 26 and October 23, 2003 Meetings.

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

Trustee DeVecchio inquired about Sandra Stark's position with the Library. Library Director Minter explained that she is the Library's consultant and is on the Board of Directors for the Special Districts Risk Management Authority.

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

Report on the Board of Directors activities for the Special District Workers' Compensation Authority (SDWCA).

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive and file Agenda Item 32 and to authorize Library Director Minter to request training by California Association of Library Trustees and Commissioners (CALTAC).

Memo from State Librarian Kevin Starr announcing that Library Board Training is Available.

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive and file Agenda Item 33.

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

Request from California Special Districts Association President William Miller requesting personal contributions to the statewide ballot initiative to put voters in charge of whether local tax dollars should be diverted from local district programs to fund state services.

**LEGISLATIVE  
ISSUES**

Library Director Minter reported that there is no new information regarding the State Budget. She also reported that the Literacy program's allocation from the State Library is \$51,000, far short of its budgeted cost. The Library has supplemented the Literacy program in the past and is currently pursuing additional grants.

**REVIEW POLICY  
MANUAL SECTION  
2000 (PERSONNEL)**

Library Director Minter reported that Personnel Consultant Gail Koff had reviewed and revised the Personnel Section of the proposed Policy Manual. It was decided that the Personnel Section would be reviewed by the trustees at a special meeting on January 13, 2004 at 10:00 A.M.

**CONTRACT WITH  
CITY OF  
PLACENTIA FOR  
FINANCING CIVIC  
CENTER  
RENOVATION  
PROJECT**

Library Director Minter reported that she had researched consolidating the Library's debt. She requested loan information from Carl Yoder at Delta Public Finance and from CSDA Finance Authority. They both reported that consolidation was not possible because of difficulties with the loan for the Civic Center Renovation Project. Because the project was done through the Civic Center Joint Powers Authority, the Library does not clearly own the property and the amount of the loan is too small to obtain financing. Both organizations did offer to refinance the Energy Rehab Project Loan with Delta offering a rate of 4.50% and CSDA offering a rate of 4.10%.

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to authorize President Shkoler and Library Director Minter to proceed with refinancing the energy rehab loan currently with ABM AMBRO with California Special Districts Association (CSDA) Finance Authority at a rate of 4.1%.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve the contract with the City of Placentia for financing \$293,690.70 for the Civic Center Renovation Project and to authorize President Shkoler and Secretary Escobosa to sign the contract.

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

**REVIEW OF ITEMS  
IN BOARD AGENDA  
BOOK**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to include in the Board Agenda Books the State Library Grants in their entirety and shortened versions of other Library grants, with the details of those grants to be kept on file.

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

**TRAVEL/TRAINING  
AUTHORIZATIONS**

It was moved by Trustee Wood and seconded by Trustee Dinsmore to accept all four recommendations for travel/training authorization as stated in the Agenda.

Authorize travel and registration fees for Library Director Minter to attend the Council of State Library Agencies preconference on January 7 and 8 to be paid from the Santiago Library System Staff Development Account.

Authorize travel and registration fees for Technology Manager Shook to attend the preconference on "Wireless in Libraries" on January 9 to be paid from the Santiago Library System Staff Development Account.

Authorize travel and registration for Librarians and Library Assistants to attend the Exhibits to be paid from the District General Fund.

Determine if any trustees are interested in attending the American Library Trustee Association reception and/or the Exhibits and authorize travel and registration to be paid from the District General Fund.

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

**REVIEW OF  
LIBRARY BOARD  
MINUTE  
SIGNATURE POLICY**

It was moved by Trustee Escobosa and seconded by Trustee Wood that the Library Board Minutes be signed by both the President and Secretary; and in their absence, any two trustees present at the meeting.

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 40-45.

Program Committee Report for October 2003.

Children's Services Report for October 2003.

Placentia Library Literacy Services Report for October 2003.

Placentia Library Web Site Report for October 2003.

Publicity Materials produced for October 2003.

Safety Committee Minutes for October 2003.

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

The Regular Library Board Meeting was suspended at 7:45 P.M.

**CLOSED SESSION**

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 8:00 P.M. to discuss a personnel matter regarding the Library Directory.

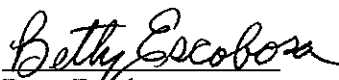
The Closed Session ended at 8:45 P.M. No Action was taken.

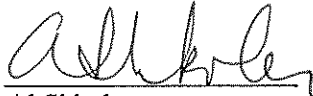
**DECEMBER MEETING**

The December Regular Library Board Meeting will be held on Monday, December 22, 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 November 24, 2003 adjourned at 8:46 PM.

  
Betty Escobosa  
Secretary  
Library Board of Trustees

  
Al Shkoler  
President  
Library Board of Trustees