

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

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on March 20, 2002 at 6:40 P.M..

ROLL CALL **Members Present:** President Al Shkoler; Secretary Geoff Braun; Trustee Peggy Dinsmore; and Library Director Elizabeth Minter.

Members Absent: Trustees Sandra Stark and Gaeten Wood.

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

ADOPTION OF AGENDA Due to the absence of Trustees Stark and Wood, Agenda Items 30, 32 and 33 were deferred until the April meeting.

It was moved by Trustee Dinsmore, seconded by Secretary Braun to defer agenda items 30, 32 and 33 until the April meeting and to adopt the Agenda as amended.

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

MINUTES It was moved by Secretary Braun, seconded by Trustee Dinsmore to approve the Minutes of the February 20, 2002 Regular Meeting.

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

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

PRESIDENT'S REPORT President Shkoler attended the Creating Entrepreneurial Libraries sponsored by Info People, held at the Arcadia Library on March 4, 2002. He felt it would behoove the Library to take a more active interesting profit making interests for the Library. Some suggestions included providing a link to Amazon.com from the Placentia Library District website where the Library would receive a percentage of the sales. Also, Secretary Braun suggested the idea of selling merchandise with the Placentia Library District Logo on a website for Café Press.

TRUSTEE'S REPORT Trustee Dinsmore reported on an article she had read regarding the fact that some parents are leaving their children at public libraries as a means of babysitting. She was appalled at the problems that this caused, including kidnapping.

**LIBRARY
DIRECTOR
REPORT**

Library Director Minter reported on the Public Library Association (PLA) Conference that was held in Phoenix, AZ from March 13-16, 2002. She reported that the staff in attendance was able to view several great exhibits as well as view a new system from the 3M Company that would enable the Library to digitize the entire collection and use a machine to shelf read.

Library Director Minter also reported that a Fire Extinguisher Safety Meeting will be held on Thursday, April 11, 2002 by the Orange County Fire Authority. The purpose of this meeting is to make staff aware of proper procedure if there was a fire. Each staff member will have the opportunity to put out a fire.

Library Director Minter also reported that she has purchased a glass display case for the Friends of the Library to display books for silent auction. Hopefully it will arrive in time to it to the Friends at its Annual Meeting on April 15, 2002.

CLAIMS

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

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4222, 4223 and 4224 for a total of \$16,249.23.

Current Claims and Payroll: Claims 4225, 4226, 4227, 4228, 4229, 4230, 4231, and 4232 for \$109,123.60. Payroll Claims 4232 for \$26,961.00 and 4233 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 \$163,045.60.

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

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

**FINANCIAL
REPORTS**

It was moved by Secretary Braun, seconded by Trustee Dinsmore to receive and file Agenda Items 13 through 18:

Financial Reports for March 2002

Office General Ledger & Check Registers for March 2002

Acquisitions Report for March 2002

Collection Agency Report for March 2002

Debit Card System Reimbursement Report for March 2002

Gifts Report for March 2002

AYES: Braun, Dinsmore, Shkoler,

NOES: None

ABSTAIN: None

ABSENT: Stark, Wood

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Dinsmore, seconded by Secretary Braun to receive and file Agenda Items 19-29:

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

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

Volunteer Report for March 2002 (Receive & File)

Circulation Report for March 2002 (Receive & File)

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 (Receive & File)

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

Report on the Friends of the Placentia Library Author's Luncheon held on March 2, 2002. (Receive & File)

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

Letter from State Librarian Dr. Kevin Starr awarding Placentia Library District a Federal Library Services and Technology Act (LSTA) Grant for the Live at the Library Homework Help Program. The Grant provides access to the Live Homework Help software for eight months, valued at \$500 per month. (Receive & File)

Library of California Board Actions, February 20-22, 2002
(Receive & File)

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

APPEALS CASE

A review of the Two Percent Assessment Appeals Case found that the Placentia Library District would initially be impacted by the \$130,00 cumulative loss, with an annual initial loss of \$66,000.

An article in the California Section of the Los Angeles Times reported that the judge in the case is requesting information that has not yet been turned over by the County. The delay is due to the fact that it will cost the County approximately \$2 million just to calculate who will receive a refund and who is eligible to receive a refund. Due to this delay, the case has been postponed until further notice.

STAFF REPORTS

It was moved by Trustee Dinsmore, seconded by Secretary Braun to approve Agenda Items 34-39.

Program Committee Report for March 2002.

Children's Services Report for March 2002.

Placentia Library Literacy Services Report for March 2002.

Placentia Library Web Site Report for March 2002.

Publicity Materials produced for March 2002.

Safety Committee Minutes for March 2002.


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

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 March 20, 2002 adjourned at 7:26 P.M.



Geoff Braun, Secretary