

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
September 16, 2001**

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 16, 2001 at 2:00 P.M..

**ROLL CALL** **Members Present:** President Al Shkoler; Secretary Geoff Braun; Trustees Sandra Stark and Gaeten Wood; and Library Director Elizabeth Minter.

**Members Absent:** Trustee Peggy Dinsmore.

**Others Present:** Administrative Assistant Elisa Herrera-Thomas; and Technical Services Manager Julie Shook.

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

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

**MINUTES** It was moved by Trustee Wood, seconded by Secretary Braun to approve the Minutes of the August 15, 2001 Regular Meeting as printed.

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

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

**PRESIDENT'S REPORT** President Shkoler reported that the Business and Professional Women's Organization of Orange County nominated Orange County Supervisor Cynthia Coad as the 2001 Business Woman of the Year. In addition to this nomination, Lisa Andrews will also be honored as the Outstanding Young Professional of the Year. President Shkoler announced that the Library Board of Trustees received an invitation to attend the awards ceremony on October 17, 2001.

**TRUSTEE'S REPORT** Trustee Stark reported that she had recently attended the Special Districts Workers Compensation Authority (SDWCA) Board of Director's Meeting in Bakersfield.

Trustee Wood reported that the Foundation's Major Gifts Committee is preparing several solicitations.

**LIBRARY  
DIRECTOR  
REPORT**

Library Director Minter reported that a Police and Fire Recognition Breakfast will be held by the Chamber of Commerce on October 25, 2001. Library Director Minter also reported that the Placentia Heritage Day Parade will be held on October 13, 2001. Public Services Manager/Literacy Coordinator Jim Roberts has arranged a place for the Library Board of Trustees in the parade. Library Director Minter asked the Trustees attending the California Special District Association in Sacramento to attend the Worker's Compensation and Risk Management workshops so that the District could get the attendance credits.

**CLAIMS**

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

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4135, 4136, 4137, 4138, 4139 and 4140 for a total of \$28,001.23.

Current Claims and Payroll: Claims 4141, 4142, 4143, 4144, 4145, 4146, 4147, 4148 and 4149 for \$65,168.30. Payroll Claims 4150 for \$26,961.00 and 4151 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 \$119,090.30.

FY2001-2002 Cash Flow Analysis through September 16, 2001 with recommendation that no funds be transferred at this time.

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

**FINANCIAL  
REPORTS**

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

Financial Reports for August 2001

Office General Ledger & Check Registers for August 2001

Acquisitions Report for August 2001

Collection Agency Report for August 2001

Debit Card System Reimbursement Report for August 2001

Gifts Report for August 2001

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 19-30:

Building Maintenance Report for August 2001. (Receive & File)

Personnel Report for August 2001 (Receive, File & Ratify Appointments)

Volunteer Report for August 2001 (Receive & File)

Circulation Report for August 2001 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)

Proofs of Publication from the Placentia News Times for the Notice of Public Hearing for the Proposed Fines & Fees Schedule Published on August 9, 2001 and the Notice of Public Hearing for the Proposed Budget published on August 9, 2001 (Receive & File)

Status Report on Fire Extinguisher Day (Receive & File)

Letter of Understanding from Jeffery P. Thompson, JD, Walsh & Decluse, LLP dated August 23, 2001, who advising Placentia Library District in a current employment matter upon Recommendation of the Special District Risk Management Authority (Receive & File)

Library of California Board Actions, August 15-16, 2001 (Receive & File)

Certification of Eligibility and Funding and Statement of Intent for Fiscal Year 2001-2002 for the California Library Literacy Services (Receive & File and Ratify Submission)

Placentia Civic Center Authority Minutes of June 14, 2001 and Agenda for August 15, 2001 (Receive & File)

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

**LEGISLATIVE  
ISSUES**

Library Director Minter recommended that a directive for future action be determined at this time regarding the Legislative Issues for Fiscal Year 2001-2002.

**CIVIC CENTER  
AUTHORITY**

The Board discussed the budget and financing issues and requested that this item be carried forward to the October Board Meeting.

**PLACENTIA  
HISTORY ROOM**

It was moved by Trustee Wood, Seconded by Secretary Braun to approve the motion to establish Mondays and Wednesdays from 6:00 to 9:00 P.M. as the hours for public access for the Placentia History Room.

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

**STAFF REPORTS**

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

Program Committee Report for August 2001.

Children's Services Report for August 2001.

Placentia Library Literacy Services Report for August 2001.

Placentia Library Web Site Report for August 2001.

Publicity Materials produced for August 2001.

Safety Committee Minutes for August 2001.

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

**OCTOBER MEETING**

The October Regular Library Board Meeting will be held on Wednesday, October 17, 2001 at 4:30 P.M. in the Library Conference Room.

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**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for September 16, 2001 adjourned at 4:17 P.M.



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Geoff Braun, Secretary