

**MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
August 3, 2004**

CALL TO ORDER

Secretary Escobosa called the Special Meeting of the Placentia Library District Board of Trustees to order on August 3, 2004 at 1:11 P.M.

ROLL CALL

Members Present: Secretary Betty Escobosa; Trustees Richard DeVecchio and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: None

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

President Al Shkoler arrived at 1:12 P.M.

**ADOPTION OF
AGENDA**

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt the Agenda as printed.

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

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

Trustee Peggy Dinsmore arrived at 1:20 P.M.

**LIBRARY HOURS OF
PUBLIC SERVICE**

Trustee DeVecchio asked why the Library was able to expand its public service hours. Library Director Minter answered that it was due to increases in property tax revenue, the stabilization of revenue from passports and careful budgeting.

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt new hours of public service:

Sunday	1:00 P.M. – 5:00 P.M.
Monday-Wednesday	9:00 A.M. – 9:00 P.M.
Thursday	9:00 A.M. – 6:00 P.M.
Friday	Closed
Saturday	9:00 A.M. – 5:00 P.M.

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

**REVIEW OF POLICY
HANDBOOK**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to adopt as first reading Policy #3010 Illness and Injury Prevention Program as printed.

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

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to adopt as first reading Policy #3020 Budget Preparation as amended.

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to adopt as first reading Policy #3030 Fixed Asset Accounting Control as printed.

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to adopt as first reading Policy #3035 Investment of District Funds as printed.

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

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to adopt as first reading Policy #3037 Customer Payment Arrangements as printed.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt as first reading Policy #3040 Expense Authorization & Petty

Cash as printed.

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

It was moved by Trustee Dinsmore and seconded by Trustee Wood to adopt as first reading Policy #3042 Employment of Outside Contractors & Consultants as printed.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt as first reading Policy #3045 Travel Reimbursement as amended.

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

It was moved by Trustee Dinsmore and seconded by Trustee DeVecchio to adopt as first reading Policy #3080 Purchasing as printed.

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

Library Director Minter will amend Policy #3085 Surplus Property to include #3085.3 Disposition of Electronic Equipment and bring it back to the Board for approval.

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt as first reading Policy #3090 Records Retention as amended

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to adopt as first reading Policy #6010 Materials Selection Policy as

amended.

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to adopt as first reading Policy #6020 Internet Access Policy as printed.

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

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to adopt as first reading Policy #6025 Public Internet Use Policy as printed.

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

Library Director Minter will add the Privacy Policy to the Manual.

It was moved by Trustee Dinsmore and seconded by Trustee Wood to adopt as first reading Policy #6030 Circulation Policy as printed.

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

Policy #6035 Fines & Fees Schedule was previously adopted by the Board.

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to adopt as first reading Policy #6037 Debit Card Policy as printed.

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

It was moved by Trustee Wood and seconded by Trustee Dinsmore

to adopt as first reading Policy #6040 Beverage & Food Policy as amended.

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

It was moved by Trustee Wood and seconded by Trustee Dinsmore to adopt as first reading Policy #6050 Meeting Room Policy as amended.

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to adopt as first reading Policy #6060 Patron Behavior & Latchkey Children as printed.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt as first reading Policy #6065 Public Behavior Policy as amended.

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

It was moved by Trustee Dinsmore and seconded by Trustee Wood to adopt as first reading Policy #6070 Art Displays & Exhibits as printed.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt as first reading Policy #6080 Use of Facilities & Services by the City of Placentia as printed.

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

The Regular Library Board Meeting was suspended at 2:56 P.M.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 3:05 P.M. to discuss a personnel matter regarding the Library Director.

The Closed Session ended at 4:10 P.M. No Action was taken.

**AGENDA
PREPARATION**

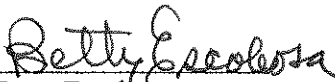
Agenda Preparation for the August Regular Meeting will be held on Monday, August 23, 2004 at 6:30 P.M.

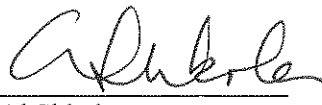
ADJOURNMENT

The Special Meeting of the Board of Trustees of the Placentia Library District for August 3, 2004 adjourned at 4:10 P.M.

**AUGUST
MEETING**

The August Regular Library Board Meeting will be held on Monday, August 23, 2004 at 6:30 P.M. in the Library Conference Room.


Betty Escobosa
Secretary
Library Board of Trustees


Al Shkoler
President
Library Board of Trustees