

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
March 22, 2004**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on March 22, 2004 at 6:37 P.M.

ROLL CALL

Members Present: President Al Shkoler; Secretary Betty Escobosa; Trustees Richard DeVecchio and Peggy Dinsmore; and Library Director Elizabeth Minter.

Members Absent: Trustee Gaeten Wood

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

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve the Minutes of the February 23, 2004 Regular Meeting, the February 23, 2004 Work Session, and the March 15, 2004 Work Session.

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

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S
REPORT**

President Shkoler reported that he attended the Staff Meeting on March 10. Representatives from First American Trust, the company that manages the Library's pension plan, gave a presentation and answered questions from the staff. President Shkoler said that he did not feel that it was necessary for the representatives to make a presentation to the Board.

President Shkoler reported that he, along with most of the other trustees, attended the PLUM Award Ceremonies. Literacy Coordinator Jim Roberts was honored by the Placentia-Yorba Linda Unified School District as Community Volunteer of the Year.

President Shkoler reported that he attended an activity at the Richard Nixon Library celebrating the Girl Scout's and Pat Nixon's Birthdays. Various ethnic dance groups performed and there were a variety of booths.

TRUSTEE REPORTS

Secretary Escobosa congratulated Jim Roberts on receiving the PLUM Award.

Trustee Dinsmore added her congratulations to Jim Roberts. She also reported that she attended the Chamber Mixer at California National Bank. Literacy Coordinator Jim Roberts reported that he also attended the mixer and Branch Manager Maria Solis told him the Bank has community grant money available.

Trustee DeVecchio did not address the Board.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter reported that Library Aide Ruth Peterson is back at work after a stay in the hospital. Library Clerk Beatrice Quintanar will be going into the hospital for surgery soon.

Library Director Minter reported that a Technology Report has been included in the Board Book.

Library Director Minter reported that the Public Services staff has recommended a major redesign of the Library's website, which has not had any major changes in six years. They are studying other library websites and seeking bids for the work.

Library Director Minter reported that as part of the Orange County Reads One Book Program, the Library sponsored "Read Around the Clock," where volunteers read aloud and sponsors' donations were accepted.

Library Director Minter reported that the Independent Special District Library Directors are planning to meet to discuss current legislative issues.

Library Director Minter congratulated President of the Friends Eleanore Rankin for being named the local feature columnist at the News Times.

Trustee Dinsmore reported that former Volunteer Coordinator Jillian Rakos was still listed as a contact in the News Times. Library Director Minter reported that Pat Irot has previously contacted the paper to request the correction and will do so again.

**FRIENDS OF
PLACENTIA
LIBRARY REPORT**

President of the Friends Eleanore Rankin reported that this year's Author's Luncheon was very successful, making approximately \$9,500 for the Placentia Library Foundation. Tenet Healthcare Foundation also presented a \$3,000 check to the Foundation at the Luncheon.

Eleanore Rankin also reported that she and Pat Irot attended Anaheim Public Library's Foundation Fundraiser. They had three mystery authors answering questions from the audience and conducted both silent and live auctions. Library Director Minter reported that Anaheim Library's Director told her they made approximately \$10,000 on the event.

**PLACENTIA
HISTORY ROOM
REPORT**

The History Room Oversight Committee consisting of Pat Irot, Pat Jertberg, and Maria Schmidt reported that they plan on retiring at the end of the year. They staff the History Room two nights a week and catalogue and preserve historic materials. Library Director Minter said that other staffing arrangements will need to be made and these arrangements will be determined following the outcome of the budget negotiations.

Library Director Minter reported that the next big project for the History Room is to get its copies of the local newspapers digitized. She said that Online Computer Library Center (OCLC) has a branch that will make a full text readable copy. We will seek grant money to fund the project.

CLAIMS

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

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

Claim 4569 forwarded by Library Trustees for a total of \$35,900; and Claims 4567, 4568, 4570, 4571, 4572, and 4573 forwarded by Library Director for a total of \$13,010.89; with a combined total of \$48,910.89 for this report.

Claims 4574, 4575, 4576, 4577, 4578 and 4579 for a subtotal for Claims of \$20,936.17; and Payrolls 4580 for \$30,603.80 and 4581 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$82,143.77.

FY2003-2004 Cash Flow Analysis through March 22, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL
REPORTS**

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

Secretary Escobosa expressed concern that several accounts on the Financial Reports are over budget. Library Director Minter reported that the overages in those accounts were made up in other accounts that are under budget, such as Salaries. She reported that Computer Maintenance is over budget because of the need to upgrade the Administrative computers so that they could interface with Anaheim Public Library's system and the expense of the LAN upgrade.

Financial Reports for February 2004

Office General Ledger & Check Registers for February 2004

Acquisitions Report for February 2004

Collection Agency Report for February 2004

Gifts Report for February 2004

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore

NOES: None

ABSTAIN: None

ABSENT: Wood

**GENERAL CONSENT
CALENDAR**

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

Building Maintenance Report for February 2004.

Personnel Report for February 2004

Volunteer Report for February 2003

Circulation Report for February 2003

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

Legislative Alerts from the California Library 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 February 26, 2004 Orange County Council of Governments. The next meeting is Thursday, March 25, 2004 at 9:00 A.M.

Report to the staff on the status of the investments in the Placentia Library District Money Purchase Pension Plan (Pension Fund) by First American Trust, effective January 31, 2004, presented March 10, 2004.

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore

NOES: None

ABSTAIN: None

ABSENT: Wood

**LEGISLATIVE
ISSUES**

Library Director Minter distributed the latest e-mails from California Special Districts Association (CSDA) and California Library Association

(CLA) concerning recent legislative developments. She reported that the State Legislature is still talking about realigning property taxes. They are also considering making Special District Libraries a local responsibility. This concept was studied previously by the Legislature with the results included in the Little Hoover Commission Report. Library Director Minter will provide copies of the report to the trustees. She urged the trustees to watch for additional updates.

Library Director Minter reported that it looks like there may be two referendums on the November ballot concerning allocation of property taxes. She feels that it is unlikely the Legislature will pass any legislation regarding property tax shifts prior to the November election.

**TRAVEL/TRAINING
AUTHORIZATIONS**

It was determined that President Shkoler will attend the Independent Special District Selection Committee Meeting on April 29, 2004 and vote on behalf of Placentia Library District. It was also determined that the Placentia Library District would not nominate a candidate to the Independent Special District Selection Committee.

**DATE & TIME FOR
APRIL BOARD
MEETING**

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to change the date of the April Board Meeting to Monday, April 26, 2004 at 6:30 P.M.

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

STAFF REPORTS

It was moved by Trustee Dinsmore and seconded by Trustee DeVecchio to approve Agenda Items 35-40.

Program Committee Report for February 2004.

Children's Services Report for February 2004.

Placentia Library Literacy Services Report for February 2004.

Placentia Library Web Site Report for February 2004.

Publicity Materials produced for February 2004.

Safety Committee Minutes for February 2004.

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

The Regular Library Board Meeting was suspended at 7:34 P.M.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 7:40 P.M. to discuss a personnel matter regarding the Library Directory.

The Closed Session ended at 8:43 P.M. No Action was taken.

The Worksession that was scheduled to be held after this meeting was rescheduled for Monday, March 29, 2004 at 9:00 A.M. in the Conference Room.

**AGENDA
PREPARATION**


Agenda Preparation for the April Regular Meeting will be held on Monday, April 26, 2004 at 6:30 P.M. President Shkoler requested that a closed session be included at the end of the Agenda.


ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for March 22, 2004 adjourned at 8:44 PM.

**APRIL
MEETING**

The April Regular Library Board Meeting will be held on Monday, April 26, 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