

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
UNUSUAL DATE  
January 4, 2006**

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on January 4, 2006, at 1:00 P.M.

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

**Members Absent:** None

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Technology Manager Vernon Napier, Administrative Assistant Wendy Goodson.

**ADOPTION OF AGENDA** It was moved by Trustee Escobosa, and seconded by Trustee DeVecchio to adopt the Agenda as printed.

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

**MINUTES** It was moved by Trustee Escobosa and seconded by Trustee Turner to approve the Minutes of the December 7, 2005 Board of Trustees Work Session as printed.

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

**ORAL COMMUNICATIONS** No members of the public addressed the Board.

**TRUSTEE REPORTS** President Shkoler reported that he and the trustees attended the Placentia Chamber of Commerce Breakfast on November 17, 2005.

**FRIENDS** No Friends' Representative present.

**FOUNDATION** Trustee DeVecchio reported that the Foundation Board of Directors will meet on Saturday, January 7, 2006 for their Strategic Planning Workshop with Jeffrey Wilcox.  
The Foundation Board will meet on January 12, 2006 for their quarterly meeting.  
Trustee DeVecchio will invite Foundation President Jean Lasley to attend the February 21, 2005 Regular Board of Trustees Meeting to give the Foundation Annual Review.

**CLAIMS**

It was moved by Trustee Turner and seconded by Trustee Escobosa to approve Agenda Items 9 through 12.

Claims 4817, 4818, 4819, and 4820 for a total of \$12,831.31.

Current Claims 4821, 4822, 4823, and 4824 for a total of Current Claims for the Fiscal Year 2005-2006 of \$32,029.43 and Payroll #14 (1/4/05) for \$66,838.45 and #15 (1/18/06) for \$38,789.65 for a total of \$137,657.53.

FY2005-2006 Cash Flow Analysis through December 19, 2005 and recommendation that no funds be transferred at this time.

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

**FINANCIAL REPORTS**

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

Financial Reports for November 2005

Office General Ledger & Check Registers for November 2005

Acquisitions Report for November 2005

Entrepreneurial Report for November 2005

Collection Agency Report for November 2005

Gifts Report for November 2005

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

**GENERAL CONSENT CALENDAR**

It was moved by Trustee DeVecchio and seconded by Secretary Wood to receive and file Agenda Items 19-30c.

Building Maintenance Report for November 2005

Personnel Report for November 2005

Volunteer Report for November 2005

Circulation Report for November 2005

Review of Shared Maintenance Costs with the City of Placentia

under the Joint Powers Authority

No Legislative Alerts from the California Special Districts Association

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

Agenda for the Orange County Council of Governments Regular Meeting of the Board of Directors for December 6, 2005. There were minutes this month.

First Quarterly Report to the State library of California for the Library Services & Construction Act Grant (LSTA) 40-6426 entitled Placentia Achieves School Success at the Homeless Intervention Shelter House (P.A.S.S. at H.I.S. House )

Letter from the California Special Districts Association dated November 15, 2005 describing the benefits of membership and a list of the Major Accomplishments of the Association in 2005.

Mandated Cost Claims Receipt for Fiscal Year 20042005 as prepared by Shields Consulting Group and submitted to the State Controller's Office on December 13, 2005.

Application by the Placentia Library Literacy Services to the Public Services Manager Jim Roberts and Literacy Librarian Toby Silberfarb.

Report on the reduction by the State Library of California of the Matching Grant portion of the California Library Literacy Services funding to Placentia Library District and the revised Grant Budget as submitted to the State Library on December 13, 2005.

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

**LEGISLATIVE  
ISSUES**

Library Director had no activity to report.

**WEBSITE PROJECT**

Technology Napier reported in the status of the Website Project and requested that the Board give their individual feedback with ideas and suggestions. A Board of Trustees Work Session is scheduled for January 25, 2006 @ 9 A.M. to review the Website Project.

**NON-EXEMPT  
RECLASSIFICATION  
/REVISION**

Trustee Turner requested that two typographical errors be corrected.

It was moved by Trustee DeVecchio and seconded by Trustee Escobosa to adopt the revised job description statements for Manager of Public Services and Manager of Technical Services as corrected.

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

It was moved by Secretary Wood and seconded by Trustee Turner to adopt as a first reading the job description of Manager of Administrative Services as revised December 19, 2005 with the revision of 2303.1.2 terminology from "recruitment" to "employment".

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

Trustee Turner requested that typographical errors be corrected.

It was moved by Trustee DeVecchio and seconded by Secretary Wood to adopt as a first reading the revised job description for Library Director as corrected.

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

It was moved by Trustee DeVecchio and seconded by Trustee Turner to revise the Placentia Library District Salary Scale for Fiscal Year 2005-2006, effective January 1, 2005, for Exempt Employees to include a ten step scale beginning at \$22.14 per hour for the new classification of Manager of Administrative Services, and for the Library Director to place the current Administrative Assistant on that scale with an increase in rate of no less than five percent and no more than ten percent.

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

It was moved by Secretary Wood and seconded by Trustee Turner to eliminate the position of Administrative Assistant from the Placentia Library District Policy Manual, the Salary Scale for Exempt Employees

and the Personnel Allocation Chart effective January 1, 2006.

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

It was moved by Trustee Escobosa and seconded by Secretary Wood to adopt the "Organizational Chart for Fiscal Year 2005-2006.

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

**ELECTION OF  
BOARD OFFICERS**

It was moved by Secretary Wood and seconded by Trustee Turner to elect incumbent President Shkoler to President.

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

It was moved by Secretary Wood and seconded by Trustee Escobosa to elect Jean Turner to Secretary.

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

**APPOINTMENT OF  
LIBRARY BOARD  
REPRESENTATIVES  
FOR 2006**

Trustee DeVecchio is appointed to the Placentia Library Foundation Board of Directors

Secretary Turner is appointed to the Independent Special Districts of Orange County (ISDOC)

Secretary Turner is appointed to the Special District Local Area Formation Commission (LAFCO) Selection Committee

Trustee Escobosa is appointed to the Placentia Civic Center Authority Commission

Trustee Wood is appointed to the Orange County Council of Governments

**SELECTION OF  
BOARD MEETING  
DATES**

It was moved by Trustee Wood and seconded by Trustee Escobosa to read Resolution 05-09, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2006.

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

It was moved by Trustee Escobosa and seconded by Trustee Wood to adopt Resolution 05-09, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2006.

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

**DATE FOR  
FEBRUARY AND  
MARCH 2006  
REGULAR LIBRARY  
BOARD MEETING**

The date for the February 20, 2006 meeting is changed to February 21, 2006 due to the federal holiday.  
The date for the March 20, 2006 meeting is changed to March 28, 2006.

**STAFF REPORTS**

It was moved by Secretary Wood and seconded by Trustee Escobosa to approve agenda items 38-47:

Library Director's Report for November 2005

Program Committee Report for November 2005.

Children's Services Report for November 2005.

Placentia Library Literacy Services Report for November 2005.

Reference and Adult Services Report for November 2005.

History Room Report for November 2005.

Placentia Library Web Site Report for November 2005.

Technology Report for November 2005.

Publicity Materials produced for November 2005.

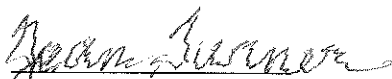
Safety Committee Minutes for November 2005.


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

**PREPARATION** Agenda Preparation for the November Regular Meeting will be held on Monday, January 16, 2006 at 6:30 P.M.

**ADJOURNMENT** The Regular Meeting of the Board of Trustees of the Placentia Library District for January 4, 2006 adjourned at 3:15 P.M.

**JANUARY MEETING** The January 16 Regular Library Board Meeting will be held on Monday, Jan 16, 2006 at 6:30 P.M. in the Library History Room.

  
Jean Turner  
Secretary  
Library Board of Trustees

  
Al Shkoler  
President  
Library Board of Trustees