

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 21, 2001**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on November 21, 2001 at 4:30 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; Public Services Manager and Literacy Coordinator Jim Roberts; and Placentia Yorba Linda Unified School District Assistant Superintendent Executive Services David Verdugo.

**ADOPTION OF
AGENDA**

It was moved by Secretary Braun, seconded by Trustee Wood 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 October 17, 2001 Regular Meeting as printed.

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

**PRESIDENT'S
REPORT**

President Shkoler reported on the Placentia Library Foundation Donor Reception that was held on Friday, November 16, 2001. He reported that Foundation President Gaeten Wood and the Library Staff did a good job preparing for the Reception.

**TRUSTEE'S
REPORT**

Trustee Stark reported that she attended the Special Districts Workers Compensation Authority (SDWCA) retreat from November 14-16, 2001.

Trustee Stark also reported that she attended the most recent Friends meeting. She commented on the dynamic, diversified, positive feeling of the group and the fact that they were very business like and goal oriented.

**SCHOOL DISTRICT
BOND MEASURE**

David Verdugo, Assistant Superintendent of Executive Services for the Placentia Yorba Linda Unified School District, made a presentation regarding the school district's upcoming bond issue campaign and requested the endorsement of the Placentia Library District Board of Trustees.

It was moved by Trustee Wood, seconded by Trustee Stark to authorize the Library Director to prepare a resolution of endorsement for the upcoming bond issue campaign for the December Board Meeting.

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

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter reported that Trustee Peggy Dinsmore was not feeling well due to her recent injury and that flowers were sent to her on behalf of the Library Board of Trustees.

Library Director Minter also reported the Civic Center renovation project was coming along nicely. The tile in the front hallway of the Library was to be finished on Friday, November 23, 2001. Patrons will soon have access to the side door entrance facing Chapman Avenue.

Library Director Minter also reported that the library system changeover was going smoothly and that the Library weeding project was about seventy-five percent completed.

Library Director Minter also reported that the Placentia Library Foundation had received a \$5,000.00 gift from Bill Dooley. Mr. Dooley agreed with a staff recommendation that this money be used to update the travel, geography and atlas sections of the collection.

**FOUNDATION
REPORT**

Foundation Board President and Library Board Trustee Wood reported that the Donor Reception held on Friday, November 16, 2001 went very nicely. She also commented on the positive response from the local restaurants and markets that had contributed to the event.

Trustee Wood also reported that she was pleased to be able to announce the following grants:

- Wells Fargo Grant in the amount of \$1,000.00 for the Spanish Literacy Project
- From the office of Orange County Supervisor Cynthia Coade, a \$5,000.00 Grant for the Spanish Literacy Project
- Placentia Linda Hospital, a grant of \$5,000.00 for general purposes

Trustee Stark presented several concerns with the donor acknowledgement procedures.

**PLACENTIA
HISTORY ROOM**

The dedication of the Placentia Library District History Room will be held on the evening of Tuesday, December 4, 2001.

CLAIMS

It was moved by Secretary Braun, seconded by Trustee Wood to approve Agenda Items 10 through 13.

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4165, 4166, 4167, 4168 and 4169 for a total of \$18,228.45.

Current Claims and Payroll: Claims 4170, 4171, 4172, 4173, 4174, 4175, 4176, 4177 and 4178 for \$36,211.42. Payroll Claims 4179 for \$26,961.00 and 4180 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 \$90,133.42.

FY2001-2002 Cash Flow Analysis through October 17, 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 Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 14 through 19:

Financial Reports for October 2001

Office General Ledger & Check Registers for October 2001

Acquisitions Report for October 2001

Collection Agency Report for October 2001

Debit Card System Reimbursement Report for October 2001

Gifts Report for October 2001

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

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary Braun, seconded by Trustee Stark to receive and file Agenda Items 20-35a:

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

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

Volunteer Report for October 2001 (Receive & File)

Circulation Report for October 2001 (Receive & File)

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

Staff notes from Placentia Civic Center Authority Meeting, November 7, 2001 (Receive & File)

Grant application to American Library Association of Life ! @ Your library program for the Friends of Placentia Library Annual Meeting on April 15, 2001 (Matching grant funds have been allocated by the Friends) (Receive & File)

Legislative Update from California Special Districts Association (CSDA) of November 6, 2001 (Receive & File)

Quarterly Reports to the State Library of California for the Partnerships for Change Implementation Grant for Fiscal Year 2000-2001 (Receive & File)

Award Letter from State Librarian Kevin Starr announcing a \$60,000 grant to Placentia Library District for the English Language Literacy Intensive (ELLI) program (Receive & File)

Management Letter from Munson, Cronick & Associates for the Placentia Library District financial audit for Fiscal Year 2000-2001 (Receive & File)

Plan of Service and Budget Request for Fiscal Year 2001-2002 for the California Library Literacy Service Programs (CLLS) which serves the adult literacy program, as submitted on November 5, 2001 (Receive & File)

Certification from Placentia Library District to the State Library of California for the Public Library Fund for Fiscal Year 2001-2002, as submitted on November 6, 2001 (Receive & File)

Claim for distribution of settlement proceeds from the lawsuit United State and the State of California v Baker & Taylor as submitted to the State of California Department of Justice on November 5, 2001 (Receive & File)

Annual Report of Employee Benefit Plan (IRS Form 5500) for the Placentia Library District Cafeteria, administered by Woodmen Accident and Life, as submitted to the Internal Revenue Service on October 25, 2001 (Receive & File)

Ratification of Certification of Placentia Library District's Intent to adopt the National Retirement Services, Inc. Standardized Money Purchase Pension Plan and Trust, IRS Folder Number: 502B7160701-004 as signed by the Library Director and submitted to National Retirement Services on October 10, 2001 (Receive & File)

Letter of Understanding with Robert Borders & Associates for architectural services for the remodeling of the Literacy tutoring area as part of the ELLI Grant (Receive & File)

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 38-43.

Program Committee Report for October 2001.

Children's Services Report for October 2001.

Placentia Library Literacy Services Report for October 2001.

Placentia Library Web Site Report for October 2001.

Publicity Materials produced for October 2001.

Safety Committee Minutes for October 2001.

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

DECEMBER MEETING

The December Regular Library Board Meeting will be held on Wednesday, December 19, 2001 at 7:30 P.M. in the Library Conference Room. If a request from Trustee Stark is received prior to December 3 the date will be changed to Tuesday, December 17, 2001 at 7:30 P.M.

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ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for November 21, 2001 adjourned at 6:30 P.M.



Geoff Braun, Secretary