

**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**August 25, 2003**

**CALL TO ORDER**                      President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on August 25, 2003 at 6:34 P.M.

**ROLL CALL**                              **Members Present:** President Al Shkoler; Secretary Betty Escobosa; Trustees Peggy Dinsmore and Gaeten Wood; and Library Director Elizabeth Minter.

**Members Absent:** None

**Others Present:** Trustee Nominee Richard DeVecchio, Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, President of Friends of Placentia Library Eleanore Rankin and Administrative Assistant Donna Siloti.

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

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

**OATH OF OFFICE**                      Library Director Elizabeth Minter administered the Oath of Office for Richard C. DeVecchio as Trustee for Placentia Library District.

**MINUTES**                                It was moved by Trustee Wood and seconded by Trustee Dinsmore to approve the Minutes of the July 21, 2003 Regular Meeting.

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

**ORAL COMMUNICATIONS**              President of the Friends of Placentia Library Eleanore Rankin reported that a get-acquainted picnic was held for the bookstore volunteers. She also reported that the Sunday Book Sales were going very well and that the next meeting of the Friends will be on September 8.

**PRESIDENT'S REPORT**                      President Shkoler reported that Secretary Escobosa and he attended the CSDA Build a Binder Workshop on August 19. He said they had received information concerning human resources issues that could be incorporated in the Library's Policy Manual

**TRUSTEE REPORTS**                      Secretary Escobosa did not address the Board.

Trustee Dinsmore recommended the article "Mini Tips for Trustees and Commissioners" found in the latest issue of the newsletter published by the California Association of Trustees and Commissioners (CALTAC). Trustee Dinsmore also suggested the Board nominate Assembly Woman Lynn Daucher for the award sponsored by CALTAC. Library Director Minter said she would call Daucher's office and inquire into what actions she has taken to support the state's libraries.

Trustee Wood reported that she did not attend the Independent Special Districts of Orange County (ISDOC) Quarterly Meeting on July 31, 2003. Trustee Wood also reported that she would not be able to attend the Orange County Council of Governments (OCCOG) Annual General Assembly on August 28 and she would be unable to continue as the Library's delegate to OCCOG. Trustee DeVecchio said he would see if he could attend the meeting.

**LIBRARY  
DIRECTOR'S  
REPORT**

Library Director Minter did not address the Board.

**CLAIMS**

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

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

Claims 4479, 4480, 4481, 4482, 4483 and 4484 forwarded by Library Director for a total of \$27,458.22.

Claims 4485, 4486 and 4487 for a subtotal for Claims of \$57,174.93; and Payrolls 4488 for \$30,603.80 and 4489 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$118,382.53.

FY2003-2004 Cash Flow Analysis through August 25, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL  
REPORTS**

It was moved by Trustee Dinsmore and seconded by Trustee Wood to receive and file Agenda Items 13 through 17.

Financial Reports for July 2003

Official General Ledger & Check Registers for July 2003

Acquisitions Report for July 2003

Collection Agency Report for July 2003

Gifts Report for July 2003

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive and file Agenda Items 18 through 22, 24, 26 through 28, 30 through 32, and 34 through 36.

Building Maintenance Report for July 2003.

Personnel Report for July 2003

Volunteer Report for July 2003

Circulation Report for July 2003

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

Status Report on the Two Percent Assessment Appeals Case.

Status Report on Active Grant Applications.

Annual Report to the State Library of California for the Families for Literacy (FFL) Grant for Fiscal Year 2002-2003.

Report on Staff Appreciation Dinner.

Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 2002-2003.

Annual Report to the State Library of California for the English Language Literacy Intensive (ELLI) Grant for Fiscal Year 2002-2003.

3<sup>rd</sup> Quarter Report to the State Library of California for the Staff Education Grant for Fiscal Year 2002-2003.

California Library Outlets Survey 2002-2003 for Placentia Library District as transmitted to the California State Library on August 21, 2003.

State Library description of Literacy programs and funding for Fiscal Year 2003-2004.

Local Area Formation Commission Agenda for August 21, 2003.

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Item 23.

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Item 25.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to receive and file Agenda Item 29.

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive, file and ratify the application for Agenda Item 33.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to receive, file and approve Agenda Item 37.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to receive and file Agenda Item 38.

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

**LEGISLATIVE  
ISSUES**

Library Director Minter reported that there will be no changes in the District's property tax allocation. Transaction Based Reimbursements are included in the State Budget but the rate of reimbursement has not been determined. Library Director Minter estimates we will receive approximately \$10,000.

The Public Library Foundation Fund (PLF) is funded at \$15 million, and our share is \$23,225. The California State Controller has stated that if the State's finances don't improve, these funds will not be distributed.

Several years ago, Placentia Library District contracted with Steve Shields Consultants to prepare the District's claims for State Mandated reimbursements. Mr. Shields has reported that the claims will not be paid this year but will continue to accrue interest until they are paid. The District's refund exceeds \$20,000. Library Director Minter is working with Mr. Shields to file the Fiscal Year 2002-2003 claim.

Library Director Minter reported that she listened to a workshop concerning the funding for the State Library literacy programs. There will be one application for all the programs. A flat grant will be awarded for each program plus a per capita stipend for each student and tutor in the program as well as a local funding match.

**PUBLIC HEARING  
FOR FINES & FEES  
POLICY**

President Shkoler opened the public hearing for the Fines and Fees Schedule. No one addressed the Board. President Shkoler closed the Public Hearing.

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to read Resolution 03-08 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines and Fees Schedule for FY 2003-2004 of Placentia Library District of Orange County .

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

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to adopt Resolution 03-08 by roll call vote.

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

**PUBLIC HEARING  
FOR FISCAL YEAR  
2003-2004 BUDGET**

President Shkoler opened the public hearing for the Budget. No one addressed the Board. President Shkoler closed the Public Hearing.

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to read Resolution 03-09 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2003-2004 Budgets for the Placentia Library District of Orange County .

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 Resolution 03-09 by roll call vote.

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

**STAFF SURVEY**

President Shkoler distributed a summary of the Staff Surveys. Library Director Minter requested in a memo to President Shkoler that this issue be discussed in a subsequent public session as she was not given 24 hour notice of the contents of the summary required by the Brown Act. Library Director Minter also recommended that the Board hire a Human Resources consultant to manage the processing and investigation of the charges and complaints found in the Summary. A special board meeting was scheduled for September 15, 2003, at 6:30PM.

**PATRIOT ACT**

Library Director Minter reported that she had spoken to two other library directors in Orange County and they had agreed that the Patriot Act should be discussed at the next Santiago Library System council meeting in November. She recommended that the Board pass the Placentia Library District Privacy Policy which states that the Library will comply with all state and federal laws, but also do everything possible to protect the privacy of the Library's patrons.

It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt the Placentia Library District Privacy Policy.

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

**TRAVEL  
AUTHORIZATION**

It was determined that none of the trustees will be attending the California Special Districts Association (CSDA) Annual Conference and Governance Academy.

It was determined that President Shkoler, Secretary Escobosa, Trustee Wood, Trustee Dinsmore and her husband, Library Director Minter, and Public Services Manager/Literacy Coordinator Jim Roberts will attend the State of the City Breakfast. The Library will reserve a table for 8.

**BALLOT FOR CSDA  
BOARD OF  
DIRECTORS FOR  
REGION 6**

It was moved by Trustee Wood and seconded by Secretary Escobosa to vote for Gary Croucher for the CSDA Board of Directors for Region 6 and to authorize Library Director Minter to sign and submit the ballot to CSDA.

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

**PAGE HOURLY  
RATE AND STEP  
SCALE**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to revise the Pages salary scale to include a fourth step at 18 months for \$7.81.

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

**STAFF REPORTS**

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Agenda Items 47-52.

Program Committee Report for July 2003.

Children's Services Report for July 2003.

Placentia Library Literacy Services Report for July 2003.

Placentia Library Web Site Report for July 2003.

Publicity Materials produced for July 2003.

Safety Committee Minutes for July 2003.

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

**SEPTEMBER  
MEETING**

The September Regular Library Board Meeting will be held on Monday, September 22, 2003 at 6:30 P.M. in the Library Conference Room.

**AGENDA  
PREPARATION**

Library Director Minter reported that the Agenda for the regular September meeting will include review of the Personnel section of the Policy Manual. She requested that the trustees bring in their manuals so the updated pages could be inserted.

**ADJOURNMENT**


The Regular Meeting of the Board of Trustees of the Placentia Library District for August 25, 2003 adjourned at 7:55 P.M.

**CLOSED SESSION**

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 7:55 P.M. to discuss a personnel matter.

The Closed Session ended at 8:45 P.M.

President Shkoler reported that there was no report from the Closed Session.

  
Betty Escobosa  
Secretary  
Library Board of Trustees