

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
July 18, 2005**

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on July 18, 2005, at 6:30 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 and Administrative Assistant Wendy Goodson

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

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

**MINUTES** It was moved by Secretary Wood and seconded by Trustee Escobosa to approve the Minutes of the June 15, 2005 Regular Meeting as amended.

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

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

**TRUSTEE REPORTS** President Shkoler reported that Strategic Planning Workshop on July 15, 2005 at the Kellogg West Conference went well.

Library Director Minter introduced Vernon Napier, the new Technology Manager.

**FRIENDS** No Friends representative present.

**FOUNDATION** Trustee DeVecchio reported that the Foundation Board of Directors were scheduled to meet on July 14, 2005 but the meeting was rescheduled to July 19, 2005.

**CLAIMS**

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

Claims 4760,4770,4771, and 4772 for a total of \$74,691.72.  
Current Claims 4769, 4770, 4771, and 4772 for a total of Current Claims for the Fiscal Year 2004-2005 of \$18,889.46 and Payroll #3 (8/3/05) for \$38,789.65 and #4 (8/17/05) for \$38,789.65 for a total of \$116,368.95.

FY2004-2005 Cash Flow Analysis through July 18, 2005 and recommendation that no funds be transferred at this time. (Receive & File).

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

President Shkoler requested that an Agenda Item to change the Claims Signature authority be added to the August 15, 2005 Regular Board Meeting. He also requested that all claims paperwork that is processed in between Board Meetings be available for review at the Regular Meetings.

**FINANCIAL REPORTS**

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

Financial Reports for June 2005

Office General Ledger & Check Registers for June 2005

Acquisitions Report for June 2005

Entrepreneurial Report for June 2005

Collection Agency Report for June 2005

Gifts Report for June 2005

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

**GENERAL CONSENT CALENDAR**

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio to receive and file Agenda Items 19-24.

Building Maintenance Report for June 2005

Personnel Report for June 2005

Volunteer Report for June 2005

Circulation Report for June 2005

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

Legislative Alerts from the California Special Districts Association and the California Library Association

Poet Laureate Report

Agenda for Orange County Council of Governments (OCCOG) Board of Directors Meeting for June 23, 2005 and Minutes of the May 26, 2005 Meeting. (Agenda attachments are available during administrative office hours in the District office). Notice of the OCCOG 2005 General Assembly to be held on Thursday, August 25, 2005, 8:00 A.M. – 1:00 P.M. at the Lake Forest II Sun & Sail Club, 24752 Toledo Way, Lake Forest.

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

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio to receive and file Agenda Items 25, Status Report on Partnerships with Community Organizations

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

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio to receive and file Agenda Item 26, Status Report on Active Grant Applications

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

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio to receive and file Agenda Item 29, Letter from State Librarian Susan Hildreth awarding Placentia Library District \$48,634 for an LSTA Grant

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

**LEGISLATIVE  
ISSUES**

Library Director reported that the Salinas bill is moving forward and the California Special District Association (CSDA) is in favor of it.

**STRATEGIC  
PLANNING**

Library Director reported the Strategic Planning Workshop went very well. The participants' input resulted numerous ideas for the future of the Library. The tear sheets of information that were constructed will be transcribed and emailed/mailed to the participants. Future follow up meetings will be scheduled and a mission statement committee will also meet to discuss the current Library mission statement.

**FISCAL YEAR 2005-  
2006 BUDGET**

It was approved by Secretary Wood and seconded by Trustee Escobosa to approve the reclassification of 1.0 FTE Librarian I position to 1.0 FTE Librarian II.

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

It was approved by Trustee Turner and seconded by Secretary Wood to approve the reclassification of 1.0 FTE Library Clerk I position 1.0 FTE Library Clerk II.

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

President Shkoler requested feedback from the Board and staff regarding their opinions of the addition of the Administrative Services Manager position. All action items concerning the Administrative Services Manager position is deferred at this time.

It was moved by Secretary Wood and seconded by Trustee Escobosa to authorize the Library Director to solicit proposals for a wage and classification study for the Management level positions.

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

**PERSONNEL  
ALLOCATION  
SCHEDULE AND  
ORGANIZATION  
CHART**

It was moved by Secretary Wood and seconded by Trustee DeVecchio to adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2005-2006 excluding the Administrative Services Manager position.

**LAFCO BUDGET  
ALLOCATION**

It was moved by Secretary Wood and seconded by Trustee Turner to  
Read Resolution 05-04 by title only:

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 Resolution 05-04 with a roll call vote:

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

**STAFF  
APPRECIATION  
DINNER**

Library Director Minter requested feedback on where to have the Staff  
Appreciation Dinner in October. Library Director Minter reported that  
former Trustee Sandra Stark had invited the Board to hold the event at  
her home this year. The Board asked Minter to check with Stark for  
several dates in October.

**STAFF REPORTS**

It was moved by Trustee Escobosa and seconded by Trustee Turner to  
approve agenda items 36-46:

Library Director's Report for June 2005

Program Committee Report for June 2005.

Children's Services Report for June 2005.

Placentia Library Literacy Services Report for June 2005.

Reference and Adult Services Report for June 2005.

History Room Report for June 2005.

Placentia Library Web Site Report for June 2005.

Technology Report for June 2005.

Publicity Materials produced for June 2005.

Safety Committee Minutes for June 2005.

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

**PREPARATION**

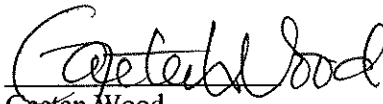
Agenda Preparation to include an item for Claims Signature Authorization.

**ADJOURNMENT**

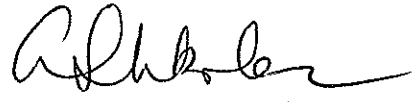
The Regular Meeting of the Board of Trustees of the Placentia Library District for July 18, 2005 adjourned at 9:15 P.M.

**AUGUST  
MEETING**

The August Regular Library Board Meeting will be held on Monday, Aug 15, 2005 at 6:30 P.M. in the Library Conference Room.



Gaetén Wood  
Secretary  
Library Board of Trustees



Al Shkoler  
President  
Library Board of Trustees