

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 30, 2003**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on June 30, 2003 at 4:31 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: Public Services Manager/Literacy Coordinator Jim Roberts and Administrative Assistant Donna Siloti.

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

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

LIBRARY TRUSTEE INTERVIEW QUESTIONS The Board compiled a list of five questions to ask each Library Trustee candidate.

LIBRARY TRUSTEE INTERVIEWS The Board interviewed the Library Trustee candidates: Robert J. Dewey, Jean A. Turner, Ken Neidiger, F. Owen Holmes, Jr., and Richard DeVecchio, Ed.D.

It was moved by Trustee Wood and seconded by Secretary Escobosa to nominate Richard DeVecchio to the Orange County Board of Supervisors for appointment to the Placentia Library District Board of Trustees for a term expiring the first Friday of December 2004 in compliance with California Education Code Chapter 9, Section 19612.

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

MINUTES It was moved by Secretary Escobosa and seconded by Trustee Wood to approve the Minutes of the May 13, 2003 Regular Meeting.

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

**ORAL
COMMUNICATIONS**

Feng Min Shan, a Placentia resident, described her efforts to find a location for a group of Chinese residents of Placentia to get together and learn more about the community and each other. She requested the use of the Library's meeting room once a week without charge. The item will be put on the Agenda for the July 21, 2003 meeting.

**PRESIDENT'S
REPORT**

President Shkoler reported that he had received a letter from Pat Irot concerning the Patriot Act. The issue will be added to the Agenda for the next meeting.

TRUSTEE REPORTS

Secretary Escobosa did not address the Board.

Trustee Dinsmore reported that President Shkoler and she attended the Chamber Mixer June 18. She also attended the Chamber Breakfast on June 26 at which she presented a book plaque from the Library to Glenn Miller, the outgoing Chamber President.

Trustee Wood did not address the Board.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter expressed her appreciation for the support she received from the trustees and staff during her vacation.

**FRIENDS OF
PLACENTIA
LIBRARY**

Friends of Placentia Library representative Jill Botha reported that the Friends had a luncheon on June 17 for Jillian Rakos, former Volunteer Coordinator and current interim Children's Librarian, to thank her for her work for the Friends. She also reported that the Bookstore has a new manager, Nancy Lone Tollefson. The silent auction is running again and a signed copy of Kelly Lange's Trophy Wife will be auctioned. She also expressed concern about a patron taking books from the Friends area without paying for them. Library Director Minter suggested she check the security tapes with Public Services Manager Roberts.

**PLACENTIA
HISTORY ROOM
REPORT**

A report from the History Room volunteers is contained in the Board Book.

CLAIMS

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to approve Agenda Items 12 through 15.

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

Claims 4443, 4444, 4445, 4447 and 4448 forwarded by Library Director for a total of \$30,682.21; and Claims 4449, 4450, 4451, 4452, 4453, 4454, 4455, 4456, 4457, 4458, 4459, 4460, 4461, 4462, 4464 and 4465 forwarded by Library Trustees for a total of \$98,615.34 for a total Claims forwarded of \$129,297.55; and Payroll 4463 forwarded by Library Trustees for \$29,765.42 for a grand total of Claims and Payroll of \$159,062.97.

Claims 4466 and 4467 for a subtotal for Claims of \$22,019.56; and Payrolls 4468 for \$30,603.80 and 4469 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$83,227.16.

FY2002-2003 Cash Flow Analysis through June 30, 2003, FY2003-2004 Cash Flow Analysis through June 30, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

AYES: Shkoler, Escobosa, 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 16 through 20.

Financial Reports for May 2003

Official General Ledger & Check Registers for May 2003

Acquisitions Report for May 2003

Collection Agency Report for May 2003

Gifts Report for May 2003

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood and seconded by Secretary Escobosa to receive and file Agenda Items 21 through 42.

Building Maintenance Report for May 2003.

Personnel Report for May 2003

Volunteer Report for May 2003

Circulation Report for May 2003

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.

Status Report on the Two Percent Assessment Appeals Case.

Status Report on Partnerships with Community Organizations.

Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on May 5 & 6, 2003. (Receive & File)

California Special Districts Association (CSDA) announcement of a workshop to be held at Placentia Library District on August 19, 2003 by the Special District Risk Management Authority (SDRMA). (Receive & File)

Application to County of Orange Community Social Programs Funds for grants awarded by Orange County Supervisor Cynthia Coad. (Receive & File)

Notification from the Special District Risk Management Authority (SDRMA) of the California Special Districts Association (CSDA) that its merger with the Special District Workers Compensation Authority has been approved by the members and will become effective July 1, 2003. Copies of additional by law amendments are included. (Receive & File)

Letter from Placentia Mayor Scott P. Brady dated May 27, 2003 regarding the Spanish Literacy Program. (Receive & File)

Agenda and Staff Report on the Fiscal Year 2003-2004 Budget for the Orange County Local Area Formation Commission (LAFCO). (Receive & File)

Grant inquiry for the English Language Literacy Intensive (ELLI) program submitted to the RGK Foundation. (Receive & File)

Grant application submitted to the Public Welfare Foundation for the ELLI program. (Receive & File)

Grant application submitted to the Bank of America Foundation for the ELLI program. (Receive & File)

Grant application submitted to the Coca Cola Foundation for the ELLI program. (Receive & File)

Grant application submitted to the Mighty Ducks Care Foundation for the ELLI program. (Receive & File)

Letter of application submitted to the Wells Fargo Bank Foundation for the Spanish Literacy program and the Placentia Rotary Reading Enrichment Program. (Receive & File)

Grant application submitted to Target Stores for the ELLI program. (Receive & File)

Letter from California State Librarian Kevin Starr dated May 6, 2003 extending the ELLI grant expenditure period to April 30, 2005. (Receive & File)

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

**LEGISLATIVE
ISSUES**

Library Director Minter distributed the latest legislative alerts from the California Special Districts Association and the California Library Association.

STAFF SURVEY

It was moved by Trustee Wood and seconded by Secretary Escobosa to limit the questions in the Staff Survey to question #67 through #90 in a format to include both a check off answer and a written comment for each question and to exclude the questions regarding position and years of service.

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

President Shkoler will work with Library Director Minter on a cover letter. The surveys are to be passed out to the staff no later than July 7 and returned in the self-addressed stamped envelopes to President Shkoler no later than July 18.

**CONTINUING
RESOLUTION FOR
SPENDING**

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to Continue the Spending Authorization of the Fiscal Year 2002-2003 Budget until August 31, 2003.

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

**STAFF
APPRECIATION
DINNER**

It was moved by Trustee Wood and seconded by Trustee Dinsmore to accept Sandra Stark's invitation to host the Staff Appreciation Dinner at her home, to discuss with her the possible dates of July 31, August 21, and September 11, and to authorize a budget of up to \$400.

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

Jill Botha reported that the Friends of Placentia Library had also approved a budget for the dinner of \$400.

**LIABILITY LIMITS
FOR RISK
MANAGEMENT
INSURANCE**

It was moved by Trustee Wood and seconded by Trustee Dinsmore to authorize renewal of the Special District Risk Management Authority liability insurance policy with \$5.0 million limits for General Liability, Automobile Liability and Errors and Omissions coverage.

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

STAFF REPORTS

It was moved by Secretary Escobosa and seconded by Trustee Wood to approve Agenda Items 48-53.

Program Committee Report for May 2003.

Children's Services Report for May 2003.

Placentia Library Literacy Services Report for May 2003.

Placentia Library Web Site Report for May 2003.

Publicity Materials produced for May 2003.

Safety Committee Minutes for May 2003.

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

**JULY
MEETING**

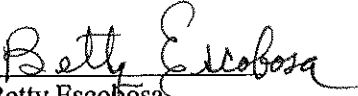
The July Regular Library Board Meeting will be held on Monday, July 21, 2003 at 6:30 P.M. in the Library Conference Room.

**AGENDA
PREPARATION**

President Shkoler requested that the Agenda for the next meeting include a closed session to discuss a personnel matter.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for June 30, 2003 adjourned at 7:35 P.M.


Betty Escobosa
Secretary
Library Board of Trustees