

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
JANUARY 16, 1996**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on January 16, 1996 at 7:31 P.M. by President Margaret Dinsmore.

**ROLL CALL**

**Members Present:** President Margaret Dinsmore; Secretary Sandra Stark; Trustees Ray Evans and Al Shkoler; and Library Director Elizabeth Minter.

**Members Absent:** Trustee Robin Masters

**Others Present:** Administrative Assistant Charlene Dumitru, and Librarian Julie Shook.

**ADOPTION OF  
AGENDA**

It was moved by Trustee Shkoler, seconded by Trustee Evans, to adopt the Agenda as presented.

AYES: Dinsmore, Stark, Evans, Shkoler  
NOES: None  
ABSTAIN: None  
ABSENT: Masters

**ELECTION OF  
OFFICERS**

President Dinsmore requested that Library Director conduct the election for the office of President.

It was moved by Trustee Shkoler, seconded by Trustee Evans to elect Margaret V. Dinsmore as President of the Board of Trustees.

AYES: Dinsmore, Stark, Evans, Shkoler  
NOES: None  
ABSTAIN: None  
ABSENT: Masters

President Dinsmore conducted the election for the office of Secretary.

It was moved by Trustee Shkoler, seconded by Trustee Evans to elect Sandra M. Stark as Secretary of the Board of Trustees.

AYES: Dinsmore, Stark, Evans, Shkoler  
NOES: None  
ABSTAIN: None  
ABSENT: Masters

**MINUTES**

It was moved by Secretary Stark, seconded by Trustee Shkoler to defer approval of the Minutes of December 19, 1995 until the February Regular Meeting.

AYES: Dinsmore, Stark, Evans, Shkoler  
NOES: None  
ABSTAIN: None  
ABSENT: Masters

**ORAL  
COMMUNICATIONS**

No members of the public requested to address the Board at this time.

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore discussed the California Association of Library Trustees and Commissioners workshop to be held in Corona on Saturday, March 16, 1996 and encouraged all Trustees to attend. She suggested that Friends of the Library President Pat Irot be invited to attend this workshop. President Dinsmore also reported on information from California Special Districts Association regarding the Constitutional Revision Commission.

**FRIENDS OF THE  
LIBRARY REPORT**

Library Director Minter referred to Friends of the Library Report in Agenda Item 7 of the Board packet materials. She also discussed the annual Author's luncheon scheduled for March 9, 1996 and encouraged Trustees to serve as Celebrity Waiters and sell tickets to the luncheon.

Library Director Minter also reported that the Friends are considering purchasing an electronic voice mail telephone answering and messaging system for the Library.

**PLACENTIA  
LIBRARY HISTORY  
ROOM REPORT**

Librarian Julie Shook reported that she met with Marie Schmidt and Pat Irot regarding the Placentia Library History Room. They have weeded the materials and all remaining books have been entered into the circulation system. During the next year the committee will be looking for a software data program designed specifically for historical archives.

**CLAIMS**

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve Agenda Items 9 through 12; Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$0.00; and Current Claims and Payroll in the amount of \$135,320.39.

AYES: Dinsmore, Stark, Evans, Shkoler  
NOES: None  
ABSTAIN: None  
ABSENT: Masters

**FINANCIAL  
REPORTS**

Library Director Minter reported that Agenda Item 13, County of Orange Investment Pool Portfolio Summary had not been received.

It was moved by Secretary Stark, seconded by Trustee Shkoler to receive and file Agenda Items 12 and 14 through 18; Financial Reports for December, 1995; Office General Ledger & Check Registers for December, 1995; Acquisitions Report for December, 1995; Overdue Collection Report for December, 1995; Debit Card System Reimbursement Report for December, 1995; and Gifts Report for December, 1995.

AYES: Dinsmore, Stark, Evans, Shkoler  
NOES: None  
ABSTAIN: None  
ABSENT: Masters

**GENERAL CONSENT  
CALENDAR**

Library Director Minter reported that the bills necessary to prepare Agenda Item 23, Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority had not been received.

It was moved by Trustee Shkoler, seconded by Secretary Stark to receive Agenda Items 19 through 22 and Agenda Item 24: Building Maintenance Report for December, 1995 (Receive & File); Personnel Report for December, 1995 (Receive, File, and Ratify Appointments); Volunteer Report for December, 1995 (Receive & File); Circulation Report for December, 1995 (Receive & File); and Submission of the Letter of Intent for Application to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1996-1997 (Receive & File).

AYES: Dinsmore, Stark, Evans, Shkoler  
NOES: None  
ABSTAIN: None  
ABSENT: Masters

**ORANGE COUNTY  
BANKRUPTCY  
SETTLEMENT  
AGREEMENT**

Library Director Minter discussed the status of the Orange County Bankruptcy and the proposed settlement agreement. No Board action was taken.

**TRUSTEE MAILING  
ON BEHALF OF THE  
FOUNDATION**

Library Director Minter reported that she received a telephone response from State Library Legal Counsel Paul Smith stating that it is within the scope of the Public Records Law for the Library Board to use its patron registration records to send letters to its cardholders.

It was moved by Secretary Stark, seconded by Trustee Shkoler to mail a letter from the Library Board to registered Library cardholders requesting support of the Library Foundation.

AYES: Dinsmore, Stark, Evans, Shkoler  
NOES: None  
ABSTAIN: None  
ABSENT: Masters

Martin Baghranian of Advanced Inter Systems arrived at 8:27 P. M

**SELECT VENDOR  
FOR PHOTOCOPIER  
CONTRACT**

It was moved by Trustee Evans, seconded by Trustee Shkoler to award the contract for lease purchase of the Photocopier Contract to Edgemont Business Systems, 6101 Gateway Drive, Cypress, CA 90630, in the amount of \$446.36 per month for the lease, plus cost of maintenance based on quoted price prorated to actual usage.

AYES: Dinsmore, Stark, Evans, Shkoler  
NOES: None  
ABSTAIN: None  
ABSENT: Masters

**SELECT VENDOR  
FOR LOCAL AREA  
NETWORK  
PURCHASE,  
INSTALLATION  
AND MAINTENANCE  
CONTRACT**

It was moved by Trustee Shkoler, seconded by Trustee Evans to:

1. Receive and File the Proof of Publication of the Legal Notice in the *Orange County Register*.
2. Award purchase and installation contract to Advanced Inter Systems, Anaheim, CA in the amount of \$68,767.35.
3. Purchase four (4) months of comprehensive service contract with the option to switch to a fifty (50) hour block of service calls, prepaid, at the end of the initial contract period.
4. Authorize payment of \$34,383.68 when the contract is signed, payment of \$27,506.93 when the Library Director has accepted that every function required in the bid is installed and fully operational, and a final payment of \$6,876.74 after thirty (30) days (excluding the days that the Library is closed) of consecutive operation of the system. All amounts are to be paid from Fund 703 (Automation Replacement).
5. Authorize the Orange County Treasurer to transfer \$21,000 from Fund 702 (Equipment and Structural Repair) to Fund 703 (Automation Replacement).
6. Authorize payment of service agreement costs from Fund 707 (General Fund).
7. Authorize the Library Director to complete contract negotiations and sign all documents relating to this agreement.

AYES: Dinsmore, Stark, Evans, Shkoler  
NOES: None  
ABSTAIN: None  
ABSENT: Masters

**SELECTION OF  
BOARD  
REPRESENTATIVE  
AND ALTERNATE  
TO THE SPECIAL  
DISTRICT  
WORKERS  
COMPENSATION  
AUTHORITY BOARD  
OF DIRECTORS**

It was moved by Trustee Shkoler, seconded by President Dinsmore to elect Secretary Stark as Delegate to the Special District Workers Compensation Authority Board of Directors.

AYES: Dinsmore, Stark, Evans, Shkoler  
NOES: None  
ABSTAIN: None  
ABSENT: Masters

It was moved by President Dinsmore, seconded by Secretary Stark to elect Library Director Minter as Alternate Delegate to the Special District Workers Compensation Authority Board of Directors.

AYES: Dinsmore, Stark, Evans, Shkoler  
NOES: None  
ABSTAIN: None  
ABSENT: Masters

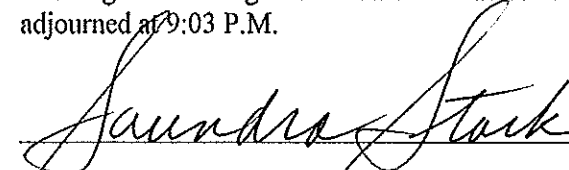
**STAFF REPORTS**

It was moved by Secretary Stark, seconded by Trustee Evans to receive and file Agenda Items 30 through 35: Program Report for Month of December, 1995; Children's Services Report for Month of December, 1995; Publicity Materials produced for the Month of December, 1995; Placentia Library Literacy Services Report for Month of December, 1995; Families for Literacy Project Report for Month of December, 1995; and Safety Committee Minutes for December, 1995.

AYES: Dinsmore, Stark, Evans, Shkoler  
NOES: None  
ABSTAIN: None  
ABSENT: Masters

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library adjourned at 9:03 P.M.

  
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Sandra M. Stark, Secretary