

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 20, 1998

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on January 20, 1998 at 7:33 P. M. by President Peggy Dinsmore.

ROLL CALL **Members Present:** President Peggy Dinsmore, Secretary Ray Evans; Trustees Robin Masters, Saundra Stark and Jean Pappas; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; Friends of Placentia Library President and League of Women Voters Observer Pat Irot.

ADOPTION OF AGENDA It was moved by Trustee Masters, seconded by Trustee Stark to adopt the Agenda as presented.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
 NOES: None
 ABSTAIN: None

MINUTES It was moved by Trustee Masters, seconded by Trustee Stark to approve the Minutes of the Regular Meeting of January 20, 1998 as presented.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
 NOES: None
 ABSTAIN: None

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

PRESIDENT'S REPORT President Dinsmore reported that she and Literacy Coordinator Katie Matas attended the Southern California Libraries Literacy Network meeting on January 8, 1998 at the Santa Fe Springs Library. President Dinsmore also reported that she will be attending the Chamber Breakfast on January 22, when the Miss Placentia candidates will be presented.

TRUSTEE REPORTS Trustee Stark reported that she attended the surprise 80th birthday party for James Dinsmore on December 28, 1997. The family requested that contributions be made to Placentia Library Foundation in lieu of gifts.

Trustee Pappas commented that the recent *Notations* newsletter was very impressive. She particularly enjoyed the photographs which were included.

FRIENDS OF THE LIBRARY Friends of the Library President Pat Irot invited each Trustee to be a Celebrity Waiter at the Annual Author's Brunch on March 7, 1998.

Library Director Minter reported that four Princess Diana Beanie Baby Bears were donated to the Author's Brunch by Bolin's Mail Sender. Two of the Beanie Babies will be awarded by raffle at the Author's Luncheon, the other two will be sold through a live auction,

Pat Irot reported that funds in the amount of \$33.00 left at the dissolution of Placentia Pride will be donated to the Foundation Adopt-A-Book account.

CLAIMS

It was moved by Trustee Masters, seconded by Secretary Evans to approve Agenda Items 8 through 10:

Nonstandard Claims in the amount of \$0.00
Claims forwarded by the Library Director in the amount of \$5,823.91
Current Claims and Payroll in the amount of \$79,586.31.

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

It was moved by Trustee Stark, seconded by Secretary Evans to transfer \$30,000 from Operating Fund 707 to Major Equipment Fund 702 to reverse previous inter-fund transfer.

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

FINANCIAL REPORTS

It was moved by Trustee Stark, seconded by Trustee Masters to receive and file Agenda Items 12 through 17:

Financial Reports for December, 1997
Office General Ledger & Check Registers for December, 1997
Acquisitions Report for December, 1997
Overdue Collection Report for December, 1997
Debit Card System Reimbursement Report for December, 1997
Gifts Report for December, 1997

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

GENERAL CONSENT CALENDAR

It was moved by Trustee Stark, seconded by Trustee Masters to receive and file Agenda Items 18 through 29:

Building Maintenance Report for December, 1997
Personnel Report for December, 1997 (Receive, File
and Ratify Appointments)
Volunteer Report for December, 1997 (Receive & File)
Circulation Report for December, 1997 (Receive & File)
Review of Shared Maintenance Cost with the City of Placentia
under the Joint Powers Authority (Receive & File)
Status report on the preparation of a Strategic Plan for Placentia
Library District (Receive & File)
Notification of change of date for Independent Special Districts of
Orange County from Thursday, January 29 to Thursday,
February 26 at 11:30 A. M. at the Offices of Municipal Water
District of Orange County (MWDOC) at 10500 Ellis Avenue,
Fountain Valley (Receive & File)
Proposed by-laws revision for special Districts Advisory
Committee for the Local Agency Formation Commission of
Orange County (Receive & File)
Legislative update from the California Library Association
(Receive & File)
Minutes of the Executive Committee of the Independent Special
Districts of Orange County (ISDOC) of December 2, 1997.
(Receive & File)
Orange County Investment Pool (OCIP) information from Patrick
Shea, Pillsbury, Madison & Sutro, LLP. (Receive & File)
Summary of California Assembly Committee on Local
Government Interim Hearing on LAFCO held on November
17, 1997. (Receive & File).

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

**REVIEW OF
LIBRARY REVENUE
ISSUES**

Library Director Minter reviewed current budget issues as presented in the material in the Board packet. Discussion of continuation of the contract with California Advocates was continued until the February Regular Board Meeting pending meeting with Mike Belote. Discussion on the establishment of a Study Committee was continued until the February Regular Board Meeting.

**POLICY
HANDBOOK
REVIEW**

The Board directed Article VI of the Board of Trustees Handbook be amended as follows:

Page 2, Line 19 change date from 1984 to 1994
Page 1, Line 12 the words "Public Library" be changed to lower
case letters

It was moved by Trustee Pappas, seconded by Secretary Evans to Receive Article IV of the Board of Trustees Handbook and continue discussion at the February Regular Meeting.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Pappas, seconded by Secretary Evans to approve Travel Authorizations as follows:

1. Approve mileage reimbursement for President Dinsmore and Trustee Stark to attend the Special Districts Risk Management Authority Education Day in Ontario on February 19, 1998.
2. Ratify payment of \$112 for Library Volunteer Pat Irot to attend the California Studies Conference X, February 5-7, 1998 in Los Angeles.

**CERTIFICATES OF
DEPOSIT**

It was moved by Trustee Masters, seconded by Secretary Evans to leave all payroll emergency and Certificate of Deposit accounts at California State Bank and to purchase an additional Certificate of Deposit in the amount of \$2,500 from the Savings Account.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

STAFF REPORTS

It was moved by Trustee Pappas, seconded by Trustee Masters to Approve Agenda Items 33-37:

Program Committee Report for December, 1997
Children's Services Report for December, 1997
Publicity Materials produced for December, 1997
Placentia Library Literacy Services Report for December, 1997
Safety Committee Minutes for December, 1997


AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

**AGENDA
PREPARATION**

1. Work session on board procedures regarding approval of fiscal year budget.
2. Proposal for Study Group on allocation of funds.

3. Review and Adoption of Policy Handbook, Section I, Item C, Board of Trustees Handbook, Article IV: Board Organization and Proceduress.
4. Renewal of Contract with California Advocates.
5. Feasibility of a Library Parcel Tax Measure

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 9:45 P.M.



Ray Evans, Secretary