

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
March 21, 1994**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on February 22, 1994 at 7:30 P.M. by Secretary Sandra Stark.

ROLL CALL **Members Present:** Secretary Sandra Stark; Trustees Ray Evans, Al Shkoler and Fred West; and Library Director Elizabeth Minter.

Members Absent: President Margaret Dinsmore.

Others Present: Administrative Assistant Charlene Dumitru; Principal Librarian Suad Ammar, and Placentia Resident Robin Masters.

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

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

MINUTES It was moved by Trustee Shkoler, seconded by Trustee West to approve the Minutes of the Regular Meeting of February 22, 1994.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Minutes of the Special Meeting of March 7, 1994.

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

President Dinsmore arrived at 7:35 P.M.

**ORAL
COMMUNICATIONS**

Library Director Minter reported that she had received a plaque in recognition for meeting the literacy needs of the community which was presented to her at the California Literacy Campaign ten year anniversary meeting which was held in San Francisco on March 21, 1994.

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore reported that she and Trustee Shkoler had attended the Independent Special District Selection Committee meeting on March 17, 1994 to elect representatives to the Orange County Local Area Formation Commission (LAFCO).

President Dinsmore also reported that she and Trustee Shkoler attended the annual trustee workshop held at the Los Angeles Public Library on March 5, 1994 and that they participated in a tour of the new central library.

**FRIENDS OF THE
LIBRARY REPORT**

Library Director Minter reported that the Friends of the Library have approved a dues increase effective for 1995. She encouraged all Trustees to pay their renewals as soon as possible.

**LITERACY
VOLUNTEERS OF
AMERICA REPORT**

President Dinsmore reported that March 16, 1994 was the final meeting for several outgoing members of the LVA Placentia Board, Leslie Moreau, Valarie Harris and Lotte Gopalakrishnan. On behalf of the Library Board, President Dinsmore presented LVA honorees with framed certificates of recognition of service at the meeting.

President Dinsmore also reported that Placentia-Yorba Linda Adult School Administrator, Ron Cozort and former Placentia Library Literacy Coordinator, Laura Curran have agreed to serve on the LVA-Placentia Board of Directors. Nomination and election of officers will take place at the April meeting.

**PLACENTIA
LIBRARY
FOUNDATION
REPORT**

Secretary Stark reported that she, Trustee West, Friends President Pat Irot and Attorney David Hiskey would serve as initial members of the Board of Directors for the Placentia Library Foundation and requested that the Board make recommendations of names for the fifth member. A meeting of the Foundation Board was set for Wednesday, April 6, 1994 at 9:00 A.M. to select the final name for the Foundation Board.

CLAIMS

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve Agenda Items 10 through 12: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$0.00; and Current Claims and Payroll in the amount of \$54,816.22.

**FINANCIAL
REPORT**

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

It was moved by Trustee West, seconded by Trustee Shkoler to approve the Agenda Items 13 through 17: Financial Reports for January, 1994; Office General Ledger and Check Registers for January, 1994; Overdue Collection Report for January, 1994; Vending Machine Report for January, 1994; and Gifts Report for January, 1994.

**GENERAL
CONSENT
CALENDAR**

AYES: Dinsmore, Stark, Evans, Shkoler, West
NOES: None
ABSTAIN: None

At the request of Library Director Minter the Board agreed to consider Agenda Items 25, 26 and 29 separately from the rest of the General Consent Calendar.

It was moved by Trustee West, seconded by Trustee Evans to approve Agenda Items 18 through 24, 27 through 28 and 30:

Building Maintenance Report for February, 1994; Personnel Report for February, 1994; Volunteer Report for the Month of February, 1994; Circulation Report for February, 1994; Review of Shared Maintenance costs with the City of Placentia under the Joint Powers Authority; Travel Authorizations; Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District; State Librarian's Report on Status of California Public Libraries, 1993; Public Opinion About the Roles of the Public Library in the Community, Gallup Poll Results; and Designation of Placentia Library District as a Participant in the Reference Evaluation Program by the State Library of California.

**FY 1994-1995
BUDGET**

AYES: Dinsmore, Stark, Evans, Shkoler, West
NOES: None
ABSTAIN: None

Tom Shipkey of Shipkey Insurance arrived at 8:30 P.M.

It was moved by Trustee Shkoler, seconded by Trustee West to oppose SB1666 designed to shift "historical" property tax from enterprise independent special districts.

AYES: Dinsmore, Stark, Evans, Shkoler, West
NOES: None
ABSTAIN: None

**REVIEW CHANGES
IN BROWN ACT**

It was moved by Trustee West, seconded by Trustee Evans to defer consideration of Agenda Item 26, Review of Changes in Brown Act until the Regular Meeting of April 18, 1994.

AYES: Dinsmore, Stark, Evans, Shkoler, West
NOES: None
ABSTAIN: None

**SEATING OF
INDEPENDENT
SPECIAL DISTRICT
REPRESENTATIVES
ON THE LOCAL
AGENCY
FORMATION
COMMISSION OF
ORANGE COUNTY**

It was moved by Trustee Shkoler, seconded by Secretary Stark to receive and file Agenda Item 30, Report on Seating of Independent Special District Representatives on the Local Agency Formation Commission of Orange County.

AYES: Dinsmore, Stark, Evans, Shkoler, West
NOES: None
ABSTAIN: None

The Board agreed to consider Agenda Item 34 out of sequence for the convenience of Tom Shipkey of Shipkey Insurance Agency.

**REVIEW OF
BUILDING AND
LIABILITY
INSURANCE
PROPOSALS FOR
1994-1995**

It was moved by Trustee Shkoler, seconded by Trustee West to approve renewal of property and liability insurance coverage with Employers Mutual through Shipkey Insurance Agency at a rate of \$12,603.00 and the addition of \$1 million liability coverage for \$600 for April 1, 1994 through March 31, 1995 and to approve payment of Claim 3114 in the amount of \$13,203.00.

AYES: Dinsmore, Stark, Evans, Shkoler, West
NOES: None
ABSTAIN: None

**RENEWAL OF
CALIFORNIA
LIBRARY
ASSOCIATION
PERSONAL AND
INSTITUTIONAL
MEMBERSHIPS**

It was moved by Trustee West, seconded by Trustee Shkoler to reconsider the action taken at the February 22, 1994, Regular Meeting to approve payment of personal memberships to California Library Association (CLA).

AYES: Stark, Evans, Shkoler, West
NOES: Dinsmore
ABSTAIN: None

It was moved by Secretary Stark, seconded by Trustee Evans to approve payment of personal memberships in CLA only for those Trustees and Staff requesting that they be paid.

AYES: Dinsmore, Stark, Evans, Shkoler, West
NOES: None
ABSTAIN: None

**REVIEW OF
PROCEDURES FOR
THE COMPUTER
TYPEWRITER
ROOM**

It was moved by Trustee West, seconded by Trustee Shkoler to adopt the Computer/Typewriter Room Public Use Policy and to amend the Finds and Fees Schedule as Adopted June 21, 1993, to include the Computer rental fee of \$4.00 per hour, prorated in 15 minute intervals.

AYES: Dinsmore, Stark, Evans, Shkoler, West
NOES: None
ABSTAIN: None

STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee West to receive and file Agenda Items 35 through 41: Program Report for the Month of February, 1994; Children's Services Report for the Month of February, 1994; Acquisitions Report for February, 1994; Publicity Materials produced for the Month of February, 1994; Placentia Library Literacy Services Report for the Month of February, 1994; Families for Literacy Project Report for the Month of February, 1994; and Solicitation of Paperback Books from Local Bookstores.

AYES: Dinsmore, Stark, Evans, Shkoler, West
NOES: None
ABSTAIN: None

It was moved by Secretary Stark, seconded by Trustee Evans pursuant to the Brown Act, Section 54957.6 that the Board go into closed session to discuss the job performance and salary of the Library Director.

AYES: Dinsmore, Stark, Evans, Shkoler, West
NOES: None
ABSTAIN: None

The Board went into closed session at 9:10 P.M.

The Board reconvened in open session at 9:54 P.M.

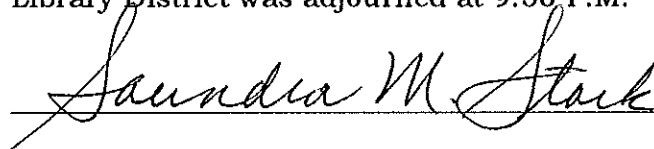
**PERFORMANCE
EVALUATION AND
SALARY FOR THE
LIBRARY
DIRECTOR**

It was moved by Trustee Shkoler, seconded by Trustee West that the increase in annual salary to \$70,800.00 approved at the Special Meeting of March 7, 1994, be made effective January 1, 1994.

AYES: Dinsmore, Stark, Evans, Shkoler, West
NOES: None
ABSTAIN: None

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District was adjourned at 9:56 P.M.

A handwritten signature in cursive script, reading "Sandra M. Stark", is written over a horizontal line.

Sandra M. Stark, Secretary