

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 20, 1999

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on January 20, 1999 at 7:30 P. M. by President Al Shkoler.

ROLL CALL

Members Present: President Al Shkoler; Trustees Robin Masters, Sandra Stark and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: Trustee Peggy Dinsmore

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Wendy Goodson.

ADOPTION OF AGENDA

It was moved by Trustee Stark, seconded by Secretary Masters to adopt the Agenda as printed.

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

MINUTES

It was moved by Trustee Stark, seconded by Trustee Wood to approve the Minutes of the December 15, 1998 Regular Meeting as printed.

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

ORAL COMMUNICATIONS

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

PRESIDENT'S REPORT

President Shkoler is planning on conducting the Board meetings according to Robert's Rules of Order.

TRUSTEE REPORTS

Trustee Wood reported that she attended the Friends of Placentia Library Board Meeting January 4, 1999, and was pleased to hear there were many positive events occurring.

Trustee Stark reported that all the Trustees and City and District others were present for the Ribbon Cutting Ceremony for the Library's Passport Acceptance Agency on January 13, 1999.

Trustee Dinsmore arrived at 7:35 P.M.

Trustee Dinsmore reported that she attended the joint meeting of the Independent Special Districts of Orange County (ISDOC) and the Orange County Local Area Formation Commission (LAFCO) Special District Selected Committee on January 14, 1999. She reported that Bill Goodwin, Los Alisos Water District, was elected LAFCO representative, replacing Robert J. Huntley, Municipal Water District of Orange County, and that Arlene Schafer, Costa Mesa Sanitation District, was elected LAFCO alternate.

FRIENDS REPORT

No Friends Representative in attendance.

FOUNDATION REPORT

Placentia Library Foundation Director Sandra Stark reported that the new President of the Foundation is M.A. McHenry and the new treasurer is Sandra Stark. She also reported that Bob Tunstall is the newest member of the Foundation.

Foundation member Gaeten Wood reported that the American Girl Pastimes Party™ Committee is working on event plans for Mother's Day weekend.

CLAIMS

It was moved by Trustee Stark, seconded by Secretary Masters to approve Agenda Items 9 through 12:

Nonstandard Claims in the amount of \$0.00

Claims 3680, 3681, 3682, 3683 forwarded by the Library Director in the amount of \$7,052.33.

Current Claims of \$19,938.84, and Payroll Claims 3689, 3690, 3691 in the amount of \$60,975.00 for a total of \$80,913.84.

FY1998-99 Cash Flow Analysis with recommendation that no funds be transferred.

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

FINANCIAL REPORTS

It was moved by Trustee Stark, seconded by Trustee Wood to receive and file Agenda Items 13 through 18:

Financial Reports for December, 1998

Office General Ledger & Check Registers for December, 1998

Acquisitions Report for December, 1998

Overdue Collection Report for December, 1998

Debit Card System Reimbursement Report for December, 1998

Gifts Report for December, 1998

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Masters to receive and file Agenda Items 19, 20, 21, 23, 24, 25, and 27:

Building Maintenance Report for December, 1998 (Receive & File)

Personnel Report for December, 1998 (Receive, File and Ratify Appointments)

Volunteer Report for December, 1998 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of December 8, 1998. (Receive & File)

Strategic Planning Report (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)

Letters from Mesa Consolidated Water District and Los Alisos Water District requesting support for candidates for the Local Area Formation Commission election of an independent special District delegate (Receive & File)

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

It was moved by Trustee Stark, seconded by Trustee Dinsmore to receive and file Agenda Item 22:

Circulation Report for December, 1998 (Received & File)

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

It was moved by Trustee Dinsmore, seconded by Trustee Stark to receive and file Agenda Item 26:

Legislative information from California Special Districts Association (CSDA) and the California Library Association (Receive & File)

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

It was moved by Trustee Dinsmore, seconded by Secretary Masters to receive and file Agenda Item 28:

Response to Interrogatories for Orange County Investment Pool (OCIP) Bankruptcy lawsuit with Standard & Poor's as prepared and submitted by the Library Director on December 17, 1998.

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

It was moved Trustee Dinsmore, seconded by Secretary Masters to receive and file Agenda Item 29:

Orange County Investment Pool (OCIP) Bankruptcy update from Patrick Shea, Attorney for OCIP (Receive & File)

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

**LIBRARY REVENUE
ISSUES AND
FEASIBILITY OF
LIBRARY PARCEL
TAX BALLOT ISSUE**

It was moved by Trustee Stark, seconded by Trustee Wood to review and file report.

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

**DECLINE IN
CIRCULATION**

Library Director Minter stated there will be meeting with City Council on February 2, 1999 at 4:30 p.m. to discuss extending Library hours as well as other special projects.

President Shkoler established an Ad Hoc Public Relations Committee consisting of Trustees, Staff and representatives of the community to develop a plan to promote the Library and increase its circulation and usage. The first meeting will be held on Wednesday, January 27, 1999 at 7:00 P.M.

It was moved by Secretary Masters, seconded by Trustee Stark to receive and file report.

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

**POSITION
RECLASSIFICATION**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve the reclassification of one position in the Circulation Department from Clerk I to Clerk II effective January 15, 1999.

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

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Stark, seconded by Trustee Wood to authorize the payment of registration and travel costs for Library Director Elizabeth Minter, President Al Shkoler, Trustee Margaret (Peggy) Dinsmore to attend the California Special Districts Association (CSDA) training workshop on March 10, 1999 from 8:30 A.M. to 4:00 P.M. at the Municipal Water District at a cost of \$85 per person plus mileage.

AYES: Dinsmore, Masters, Shkoler, Stark, Wood
NOES: None

ABSTAIN: None
ABSENT: None

**REINVESTMENT OF
CERTIFICATES OF
DEPOSIT**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to leave Certificates at California State Bank as a rate of 4.9%; and purchase two (2) additional Certificates of Deposit in the amount of \$2,500 from the savings account.

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

STAFF REPORTS

It was moved by Secretary Masters, seconded by Trustee Wood to approve Agenda Items 33-37:

Program Committee Report for December, 1998

Children's Services Report for December, 1998

Publicity Materials produced in December, 1998

Placentia Library Literacy Services Report for December, 1998

Safety Committee Minutes for December, 1998

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

**AGENDA
PREPARATION**

No action was taken on this item.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for January 20, 1998 adjourned at 8:40 P.M.



Robin J. Masters, Secretary