

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
August 18, 1999**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on August 18, 1999 at 7:33 P. M. by President Al Shkoler.

ROLL CALL

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

Members Absent: Trustee Sandra Stark

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

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was moved by Secretary Masters, seconded by Trustee Wood to approve the Minutes of the July 21, 1999 Regular Meeting as printed.

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

**ORAL
COMMUNICATIONS**

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

**PRESIDENT'S
REPORT**

President Shkoler reported that he received feedback from the Governor's office thanking the Library for its interest in the funding status.

TRUSTEE REPORTS

Trustee Dinsmore announced her resignation from the California Association of Library Trustees and Commissioners (CALTAC). She also mentioned that CALTAC Board nominations will be accepted through September 10, 1999

CLAIMS

It was moved by Trustee Wood, seconded by Secretary Masters to approve Agenda Items 7 through 10:

Nonstandard Claims in the amount of \$0.00

Claims 3783,3874, and 3785 forwarded by the Library Director in the amount of \$11,265.26.

Current Claims of \$58,677.32, and Payroll Claims 3786, 3787 in the amount of \$42,826.00 for a total of \$101,503.32.

FY1998-99 Cash Flow Analysis through August 18, 1999 and recommendation that the Orange County Treasurer be instructed to transfer \$90,000 from Placentia Library District Fund 706 (Bond Redemption) to Fund 707 (General Fund) to be reversed in May 2000.

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

FINANCIAL REPORTS

It was moved by Secretary Masters, seconded by Trustee Wood to receive and file Agenda Items 11 through 16:

Financial Reports for July,1999

Office General Ledger & Check Registers for July, 1999

Acquisitions Report for July, 1999

Overdue Collection Report for July, 1999

Debit Card System Reimbursement Report for July, 1999

Gifts Report for July, 1999

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

GENERAL CONSENT CALENDAR

It was moved by Secretary Masters, seconded by Trustee Wood to receive and file Agenda Items 17-27:

Building Maintenance Report for July, 1999 (Receive & File)

Personnel Report for July, 1999 (Receive, File and Ratify Appointments)

Volunteer Report for July, 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of July 6, 1999 along with the Agenda and Minutes of the Little Hoover Commission Public Hearing on Special Districts held on June 24, 1999. (Receive & File)

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

Minutes of the Placentia Library District Ad Hoc Committee on Increasing Library Usage meeting of July 28, 1999 (Receive & File)

Ratification of the submission of a Youth Services Materials Grant Application for \$10,000 to the California State Library, and Notification from the California State Library of the award to Placentia Library District of an LSTA Youth Services Materials Grant in the amount of \$10,000 (Receive & File the Application, Ratify Submission of Application with Signature by the Children's

Librarian, and Ratify Acceptance of the Grant

Gates Library Initiative Grant Application for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1998-99

Staff Appreciation Dinner Report for August 5, 1999

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

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

Library Director Minter met with Neal Gruber, Manager of the Orange County Auditor/Controller Tax Unit, on July 27, 1999 to discuss the property tax allocations and cash flow for Fiscal Year 1999-2000.

**PUBLIC HEARING &
ADOPTION OF 1999-
2000 FINES & FEES
POLICY/BUDGET**

It was moved by Secretary Masters, seconded by Trustee Dinsmore to Receive & File the Proofs of Publication for the notices of public hearings for the Proposed Fines and Fees Schedule for 1999-2000 Fiscal Year for the Placentia Library District, and the Proposed Budget for 1999-2000 Fiscal Year for the Placentia Library District that were published in the *Placentia News Times* on August 5, 1999.

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

Public Hearing for 1999-2000 Proposed Fines and Fees Schedule for the Placentia Library District was opened at 7:47 P.M. and closed at 7:48 P.M. No comments were recorded.

It was moved by Trustee Wood, seconded by Secretary Masters to read Resolution 99-3, Proposed Fines and Fees Schedule for 1999-2000 fiscal Year for the Placentia Library District, by title only.

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

It was moved by Secretary Masters, seconded by Trustee Wood to adopt Resolution 99-3, Fines and Fees Schedule for 1999-2000 Fiscal Year for the Placentia Library District.

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

Public Hearing for 1999-2000 Budget for the Placentia Library District was opened at 7:50 P.M. and closed at 7:51 P.M. No comments were recorded.

It was moved by Trustee Dinsmore, seconded by Secretary Masters to read Resolution 99-4, Budget for Fiscal Year 1999-2000 for the Placentia Library District, by title only.

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

It was moved by Secretary Masters, seconded by Trustee Wood to adopt Resolution 99-4, Budget for Fiscal Year 1999-2000 for the Placentia Library District.

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

IEC PRESENTATION

Nancy Rorabaugh presented the cost analysis and final project costs for the proposed energy conservation measures.

It was moved by Trustee Wood, seconded by Secretary Masters to Receive & File the Proof of Publication for the notice of public hearing on the Proposed Energy Conservation Program for the Placentia Library District that was published in the *Placentia News Times* on August 12, 1999.

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

Public Hearing on the Proposed Energy Conservation Program for the Placentia Library District was opened at 8:16 P.M. and closed at 8:17 P.M. No comments were recorded.

It was moved by Trustee Wood, seconded by Secretary Masters to approve the proposed contract with IEC, Inc. for Installation of energy conservation measures at Placentia Library District and authorize signature by the Library Board President; authorize the Library Director to negotiate a Lease-Purchase Agreement to Fund the IEC Conservation Program to be presented to the Library Board at it's September Regular Meeting; and authorize Library Director to seek legal counsel to review Contract.

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

STAFF SURVEY RESULTS

President Shkoler reported that the Employee Survey resulted in generally positive responses from employees. He has requested that the results of this survey be disseminated to all employees.

TECHNOLOGY PLAN FOR LIBRARY

It was moved by Secretary Masters, seconded by Trustee Dinsmore to adopt the Technology Plan for Placentia Library District for energy discounts, telephone incentives, and submission for the Gates Library Initiative in order to finalize the District's application.

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

STAFF REPORTS

It was moved by Secretary Masters, seconded by Trustee Wood to

approve Agenda Items 33-39:

Placentia Library Web Site Development Report for July, 1999

Program Committee Report for July, 1999

Children's Services Report for July, 1999

Publicity Materials Produced in July, 1999

Placentia Library Literacy Services Report for July, 1999

Safety Committee Minutes for July, 1999

Report on Y2K Preparation for July, 1999

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

CLOSED SESSION

It was moved Trustee Wood, seconded by Secretary Masters to approve a closed session pursuant to California Government Code Section 54957 to discuss the performance evaluation of the Library Director, a personnel matter.

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


The Closed session began at 9:00 P.M. and ended at 9:30 P.M. No action was taken in the Closed session.

**AGENDA
PREPARATION**

Agenda Item to discuss Library Director's salary.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for Aug 18, 1999 adjourned at 9:30 P.M.



Robin J. Masters, Secretary