

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
December 9, 1991

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order at 7:36 P.M. by President Dinsmore.

ROLL CALL

Members present: President Peggy Dinsmore; Secretary Fred West; Trustees Ray Evans, Bob Osborn and Sandra Stark; and Library Director Elizabeth Minter.

Members absent: None

Others present: Assistant Library Director Sal Addotta; and Administrative Assistant Karen Samarin.

ADOPTION OF AGENDA

Library Director Minter reported that Agenda Item 13, Check Registers, needed to be deleted because it was not ready.

It was moved by Secretary West, seconded by Trustee Evans to adopt the Agenda as amended.

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

MINUTES

It was moved by Trustee Evans, seconded by Trustee Osborn to approve the Minutes of November 4, 1991, Regular Meeting as corrected.

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

ORAL COMMUNICATIONS

None

ELECTION OF OFFICERS

President Dinsmore asked Library Director Minter to conduct the election of the president:

Trustee Osborn nominated, Secretary West seconded, Peggy Dinsmore as President for calendar year 1992. There being no further nominations the Board voted to elect as nominated.

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

President Dinsmore conducted the election of the Secretary.

President Dinsmore nominated, Trustee Evans seconded, of Fred West as Secretary for calendar year 1992. Trustee Stark nominated, Trustee West seconded, the nomination of Ray Evans as Secretary for calendar year 1992.

President Dinsmore conducted the election by a show of hands with three votes received by Fred West and two votes received by Ray Evans. President Dinsmore declared Fred West elected Secretary for calendar year 1992.

**FRIENDS OF THE
PLACENTIA LIBRARY**

Library Director Minter reported that at its meeting on December 2, 1991, the Friends Board scheduled its annual meeting for Thursday, January 23, 1992, at 6:45 P.M. in the Library Meeting Room.

She also reported that the Friends Board requested that the Library accept the bid of ALS Services in the amount of \$3,400 for the microcomputer being given to the Library by the Friends in honor of retired Library Director David Snow. The Friends have presented a check to the Library for \$3,000 earlier this year and will present the remaining \$400 in January, 1992.

The World War II theme booksale held on December 7, 1992, was a success. An art and novel theme sale is scheduled for the evening of February 5, 1992.

**LITERACY
VOLUNTEERS OF
AMERICA**

President Dinsmore announced that the annual LVA Christmas Party is scheduled for Sunday, December 8, 1991. She invited Trustees and Staff to participate.

She also requested that the Trustees notify their friends that charitable contributions can be sent to "LVA Placentia" for the David Snow Scholarship Fund.

**BOARD PRESIDENT
REPORT**

President Dinsmore reported on the trustee activities at the California Library Association Conference in Oakland, November 13-18, 1991.

She also expressed her concerns about the CLA organizational changes as they affect the trustees.

FINANCIAL CLAIMS

No Nonstandard Claims in excess of \$300 were presented.

It was moved by Secretary West, seconded by Trustee Stark, to ratify the Library Director's approval of Claims dated November 20, 1991, and December 9, 1991, in the amount of \$7,513.99; and to approve Current Claims dated December 9, 1991, in the amount of \$27,768.35 and Payrolls 1 & 2 in the amount of \$57,600.00.

AYES: Dinsmore, Evans, Osborn,
Stark, West

NOES: None

ABSTAIN: None

ABSENT: None

**FINANCIAL REPORT
(Item 7)**

It was moved by Secretary West, seconded by Trustee Evans, to approve Agenda Item 12, (Financial Report for October 1991), Agenda Item 14 (Overdue Collections Report for October 1991), and Agenda Item 15 as amended.

AYES: Dinsmore, Evans, Osborn,
Stark, West,

NOES: None

ABSTAIN: None

ABSENT: None

**GENERAL CONSENT
CALENDAR (Items
8 through 10)**

It was moved by Trustee Stark, seconded by Secretary West, to receive and file Agenda Items 16, 17, and 19 of the General Consent Calendar: Circulation Report for October and November, 1991; Volunteer Report for October and November, 1991; and Building Maintenance Report; and to receive, file and ratify Agenda Item 18, Personnel Report.

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

**MEDICAL INSURANCE
FOR EMPLOYEES
AGES 65 AND OVER**

It was moved by Trustee Stark, seconded by Secretary West, to receive and file the report from Anderson and Anderson and to delay decision until a decision is made about the regular medical plan for the staff.

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

**STAFF RESPONSE
AND MEDICAL
INSURANCE
SUGGESTIONS**

It was moved by Trustee Stark, seconded by Trustee Evans, to receive and file the staff responses to the medical insurance program and suggestions for future changes.

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

**AWARD OFFICE
AUTOMATION
PROJECT**

It was moved by Secretary West, seconded by Trustee Evans, to receive and file the Proof of Publication of the Notice Inviting Bids for the Office Automation Project.

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

It was moved by Trustee Evans, seconded by Secretary West, to award the contract in the amount of \$18, 931.61 to B & C Computer Engineering Company, 1005 South Ortega Way, Placentia. This includes all items in the original bid package plus items identified separately for the Children's Department.

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

It was moved by Trustee Evans, seconded by Trustee Osborn, to authorize the President and Secretary of the Board to sign the Purchase Agreement, and for the Library Director to issue a Notice to Proceed to B & C Computer Engineering Company.

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

**FY 1990/91 FISCAL
AUDIT**

It was moved by Trustee Evans, seconded by Secretary West, to receive and file the FY 1990/91 Fiscal Audit, and to authorize the Library Director to solicit proposals from local certified public accountant firms to establish a general ledger and accounting system for all District funds handled outside the County of Orange general ledger.

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

RECESS

President Dinsmore called a recess at 8:45 P.M.. The meeting was reconvened by President Dinsmore at 8:58 P.M. with all members present.

**FOLLOWING BOARD
MEETING**

It was moved by Trustee Stark, seconded by Secretary West, to have the February Board

meeting at its regular date, February 10, 1992.

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

**HOMEWORK AND
PARENT ASSISTANCE
AT COMMUNITY
CENTERS**

It was moved by President Dinsmore, seconded by Trustee Evans, to approve the allocation of a materials budget of \$1,000 plus a current set of World Book Encyclopedias for each homework assistance and parent education center established at a Community Center; for the use of staff time for planning, selecting, purchasing and processing items for the collections; and to work with the Placentia City Manager and his staff for implementation at the soonest possible date.

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

**INJURY AND
ILLNESS
PREVENTION
PROGRAM**

The Board asked that the staff who participated in the development of the Injury and Illness Prevention Program be commended for their thorough and thoughtful document.

It was moved by Secretary West, seconded by Trustee Evans, to adopt the Placentia Library District Injury and Illness Prevention Program as presented.

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

**PURCHASE LIST FOR
FRIENDS OF THE
LIBRARY**

It was moved by Trustee Stark, seconded by Secretary West, to approve the Purchase Request List for the Friends of the Library as presented by the Library Staff: Liquid

crystal projector system, \$4,000; TV monitor with built in VCR, \$450; die-cut letter and decoration set, \$1,200; plain paper microfilm/microfiche reader printer, \$8,000; and a slide projector for circulation to the public, \$400.

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

**DEVELOPING PLAN
OF SERVICE**

Library Director Minter was asked to proceed with identifying potential facilitators who are familiar with public library planning issues.

Secretary West volunteered to assist Library Director Minter with developing a list of names of potential community participants.

It was the consensus of the Board that the group for the planning exercises will consist of 5 trustees, 5 staff and approximately 10 community members.

The trustees agreed to give Library Director Minter a list of Saturdays in January and February, 1992, that would be possible dates for the planning sessions.

**TREATMENT OF WORK
RELATED
INJURY/ILLNESS**

Assistant Director Addotta was instructed to get additional information about the selection of physicians for treatment during the first thirty days after an injury or onset of illness.

**PERSONNEL
POLICIES**

It was moved by Trustee Stark, seconded by Secretary West, to adopt the Appointment and Examinations Policy, the Bilingual Pay Policy, and the Leaves of Absence for Part Time Employees Policy.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None
ABSENCE: None

STAFF REPORTS

Staff reports, Agenda Items 32 through 41, were reviewed.

**AGENDA
PREPARATION**

The Library Director was asked to include information about the Trustee Workshop scheduled for March 7, 1992, in Glendora.

ADJOURN

President Dinsmore adjourned the Regular Meeting at 10:58 P.M.



Fred D. West, Secretary