

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 15, 1998**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on December 15, 1998 at 7:30 P. M. by President Peggy Dinsmore.

ROLL CALL

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

Members Absent: None

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Designee Wendy Goodson; and Friends of Placentia Library Representative Marjorie Horrocks.

**ADOPTION OF
AGENDA**

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

It was moved by Trustee Stark to move Item 39 to immediately follow Item 6.

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

The Board voted on the main motion to adopt the Agenda, as amended:

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

**APPOINTMENT OF
LIBRARY
TRUSTEES**

Library Director Minter reported that Saundra Stark took her oath of office on December 3, and that Al Shkoler and Gaeten Wood took their oaths of office on December 4, 1998. The required paperwork was submitted to the Orange County Clerk of Elections

President Dinsmore welcomed Trustee Gaeten Wood to the Board.

MINUTES

It was moved by Trustee Masters, seconded by Trustee Shkoler to approve the Minutes of the November 17, 1998 Regular Meeting as printed.

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

**ORAL
COMMUNICATIONS**

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

**ESTABLISH BOARD
POSITION OF
COMMUNITY
REPRESENTATIVE**

It was moved by Trustee Stark, seconded by Trustee Masters that a position of Community Representative be established for the Library Board of Trustees.

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

**ELECTION OF
BOARD OFFICERS**

President Dinsmore asked Library Director Minter to conduct the election for the office of President.

President Dinsmore nominated Al Shkoler and Trustee Stark nominated Robin Masters for the office of President. Library Director Minter declared the nominations closed. The vote was conducted by roll call.

SHKOLER:	Dinsmore, Masters, Shkoler, Wood
MASTERS:	Stark

Trustee Dinsmore left the meeting at 7:55 P.M.

President Shkoler conducted the election for Secretary.

Trustee Stark nominated Robin Masters. There being no further nominations President Shkoler declared Robin Masters to be elected to the position of Secretary.

**TRUSTEE
APPOINTMENTS**

President Shkoler re-appointed Sandra Stark and appointed Gaeten Wood to the Placentia Library Foundation Board of Directors for 1999.

President Shkoler appointed Gaeten Wood as the Board's representative to the Independent Special Districts of Orange County for 1999.

President Shkoler re-appointed Sandra Stark as the Board's representative to the Special District Workers' Compensation Authority for 1999.

President Shkoler appointed Gaeten Wood as the Board's voting representative to the Special District Local Area Formation Commission (LAFCO) Selection Committee for 1999.

President Shkoler re-appointed Sandra Stark and appointed Robin Masters to the Placentia Civic Center Authority for 1999.

**DATE AND TIME
FOR REGULAR
BOARD MEETINGS**

It was moved by Secretary Masters, seconded by Trustee Wood, that the Regular Meetings of the Placentia Library District Board of Trustees for 1999 be held on the third Wednesday of each month at 7:30 P.M.

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

**PRESIDENT'S
REPORT**

President Shkoler welcomed Administrative Assistant Designee Wendy Goodson to the staff of Placentia Library District.

It was moved by Secretary Masters, seconded by Trustee Stark that a memorial book be purchased in honor of Friends of Placentia Library Treasurer Marjorie Dailey from the Library Board Fund, from the County Exempt account, at a cost of \$100.

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

TRUSTEE REPORTS

Trustee Wood reported that she and Library Director Minter attended a Library of California Forum at the Newport Beach Library on January 14, 1999. All types of libraries in Southern California were present to discuss forming the new regions required by the Library of California legislation.

FRIENDS REPORT

Friends Director Marge Horrocks reported on the Friends Board of Directors meeting on December 7, 1998.

**FOUNDATION
REPORT**

Placentia Library Foundation President Sandra Stark reported on the Foundation Board of Directors meeting held on December 3, 1998. The Board is in the process of recruiting new members. President Stark also reported that the American Girl Pastimes Party™ Committee is working on event plans for Mother's Day weekend.

CLAIMS

It was moved by Secretary Masters seconded by Trustee Stark to approve Agenda Items 14 through 17:

Nonstandard Claims in the amount of \$0.00

Claims 3668, 3669, 3670, 3671, 3672 and 3673 forwarded by the Library Director in the amount of \$8,358.92.

Current Claims 3674, 3675, 3676, and 3677, and Payroll Claims 3678 and 3679 in the amount of \$64,528.92.

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

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

**FINANCIAL
REPORTS**

It was moved by Secretary Masters, seconded by Trustee Wood to receive and file Agenda Items 18 through 23:

Financial Reports for November, 1998

Office General Ledger & Check Registers for November, 1998

Acquisitions Report for November, 1998

Overdue Collection Report for November, 1998

Debit Card System Reimbursement Report for November, 1998

Gifts Report for November, 1998

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Masters to receive and file Agenda Items 24 through 37:

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

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

Volunteer Report for November, 1998 (Receive & File)

Circulation Report for November, 1998 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of November 10, 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)

Midyear Grant Report for National Literacy Act, Section 321, 1998-99. (Receive & File)

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

1997-98 Annual Report from the Special District Risk Management Authority (Receive & File)

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

Summary Report from the Orientation and Training Workshop for Public Library Trustees, Commissioners, Friends and Supporters sponsored by the State Library of California on May 1, 1998 in Riverside (Receive & File)

California Library Services Board (CLSB) actions taken at its November 12-13, 1998 Meeting and a press release from the State Library of California announcing the election of James R. Dawe as president of the CLSB for 1999 (Receive & File)

Letter from Munson, Cronick & Associates regarding District preparations for Year 2000 information systems issues (Receive & File)

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

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

Library Director Minter reviewed the Library revenue issues as presented in the Board packet. No action was taken on this item.

**DECLINE IN
CIRCULATION**

Library Director Minter presented historical data on various elements of the Library Circulation Issue.

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.

**VOLUNTEER
STATISTICS**

Trustee Stark reviewed the uses of statistics on volunteer services to the District. No action was taken on this item.

**TRAVEL
AUTHORIZATIONS**

It was moved by Secretary Masters, seconded by Trustee Wood to authorize the payment of registration and travel costs for Library Trustee Gaeten Wood and Administrative Assistant Wendy Goodson to attend the two-day California Special Districts Association seminar on "Practicalities of District Management and Governance" on February 4-5, 1999 in Palm Springs, at a cost of \$150 apiece plus travel, lodging and meals.

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

**SIGNATURE
AUTHORIZATION
RESOLUTION**

It was moved by Secretary Masters, seconded by Trustee Stark to read Resolution 98-8, "A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Grant Signature Authority to Library Trustees, the Library Director and Designated Staff with the Orange County Auditor, Sanwa Bank California, Bank of America, and California State Bank."

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

It was moved by Secretary Masters, seconded by Trustee Stark to adopt Resolution 98-8. Motion was approved by roll call vote.

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

**LAFCO SELECTION
COMMITTEE**

It was moved by Trustee Stark, seconded by Secretary Masters to authorize Trustee Gaeten Wood to cast the District's ballot in the Orange County Local Area Formation Commission (LAFCO) Selection Committee election of an independent special district Delegate and Alternate on January 14, 1999.

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

STAFF REPORTS

It was moved by Secretary Masters, seconded by Trustee Wood to approve Agenda Items 44-48:

Program Committee Report for November, 1998

Children's Services Report for November, 1998

Publicity Materials produced in November, 1998

Placentia Library Literacy Services Report for November, 1998

Safety Committee Minutes for November, 1998

AYES: Evans, Masters, Shkoler, Stark

NOES: None

ABSTAIN: None

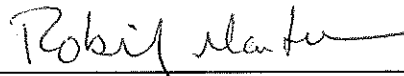
ABSENT: Dinsmore

**AGENDA
PREPARATION**

No action was taken on this item.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for December 20, 1998 adjourned at 9:05 P.M.



Robin J. Masters, Secretary