

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
SEPTEMBER 21, 1992

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order at 7:35 P.M. by Secretary Fred West.

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

Members Absent: President Peggy Dinsmore.

Others Present: Assistant Library Director Sal Addotta; Administrative Assistant Charlene Dumitru; Library Trustee Elect Al Shkoler; staff member and Orange County Employee Association Representative Cheryl Willauer; staff member Estella Wnek, and John Willauer.

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

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

President Peggy Dinsmore arrived at 7:37 P.M.

MINUTES It was moved by Trustee Osborn, seconded by President Dinsmore to approve the Minutes of the Regular Meeting of the Board of Trustees of August 17, 1992 as presented

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

It was moved by Trustee Stark, seconded by President Dinsmore to approve the Minutes of the Special Meeting of the Board of Trustees of September 3, 1992 as presented.

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

**ORAL
COMMUNICATIONS**

Library Director Minter reported that the annual meeting for the Civic Center Authority will take place on October 24, 1992 and the Annual Dinner and installation of officers for the Association of Independent Special Districts of Orange County will be on October 29, 1992.

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore requested that discussion on routine Agenda items be limited so that the focus could be kept on the more important budget issues.

**LITERACY
VOLUNTEERS OF
AMERICA REPORT**

President Dinsmore reported on changes on the LVA board and voiced appreciation for Library Trustee participation in the LVA annual meeting.

**FINANCIAL
CLAIMS**

It was moved by Trustee Stark, seconded by Trustee Evans to approve Agenda Items 7 through 9: Nonstandard Claims in excess of \$300; Claims forwarded by the Library Director; and Current Claims and Payroll, as presented.

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

**FINANCIAL
REPORT**

It was moved by Secretary West, seconded by Trustee Evans to approve Agenda Items 10 through 13: Financial Report for August, 1992; Office Ledger and Check Registers for August, 1992; Overdue Collections Report for August, 1992; and Vending Machine Report for August, 1992, as presented.

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

**GENERAL
CONSENT
CALENDAR**

Request was made by Trustee Stark to consider Agenda Item 20, Travel Authorizations, separately from the other items in the General Consent Calendar.

It was moved by Secretary West, seconded by Trustee Osborn, to receive and file Agenda Items 14, 15, 16, 17, 17, 19, 21 and 22 of the General Consent Calendar: Volunteer Report for August, 1992; Personnel Report for August, 1992, Building Maintenance Report for August, 1992; Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority; Authorization to submit application for a mini-grant from the California Council for the Humanities for a discussion series on community identity; Ratification of submission of an application to the California Association of Library Trustees and Commissioners (CALTAC) for its annual award program; Report on Election process for Library Trustees in 1992, as presented.

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

Direction was given by Trustee Stark to consider each division of Agenda Item 20, Travel Authorizations separately.

It was moved by Trustee Stark, Seconded by President Dinsmore to approve Item 3 of Agenda Item 20, attendance for Literacy Coordinator Melanie Daniels at the California State Literacy Conference at a cost of \$325.00.

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

It was moved by Trustee Stark, seconded by Trustee Osborn to deny attendance by Literacy Coordinator Melanie Daniels at the Literacy Volunteers of America National Conference in Denver unless funds become available through LVA grants.

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

It was moved by Trustee West, seconded by Trustee Osborn to ratify Items 1 and 2 of Agenda Item 20, attendance of Library Director Minter at the California Special Districts Association Annual Conference at an expense of \$125.00; and registration for Principal Librarian Suad Ammar at California State University, Fullerton for Intermediate Wordperfect 5.1 at an expense of \$110.00; and to approve items 5 and 6 of Agenda Item 20, attendance of Assistant Director Addotta at the Americans with Disabilities Act Workshop on Employment at an expense of \$70.00; and attendance of Assistant Director Addotta and President Dinsmore at the California Library Association Annual Conference at a cost not to exceed \$400.00.

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

The Regular Meeting of the Board of Trustees recessed at 8:31 P.M. and reconvened at 8:39 P.M.

**FY1992-93
BUDGET**

Direction was given for Library Director Minter to contact other Special District Libraries to determine if any are considering contacting legal counsel to address the legal ramifications of the State Budget for the purpose of opposing the legislation.

It was moved by Trustee Stark, seconded by Trustee Evans to authorize Library Director Minter to propose the retirement the incentives presented in Agenda Item 23 to eligible staff members and to determine what the results will be on the budgets for FY1992-93 and 1993-94.

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

It was moved by Secretary West, seconded by Trustee Evans to identify Fund 5061 as the proposed source to supplement operating fund shortfalls as needed for FY1992-93.

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

**HERITAGE DAYS
PARADE**

It was moved by Secretary West, seconded by Trustee Evans that Library Director Minter prepare the Entry Form and sign the Hold Harmless Agreement on behalf of the Board for participation in the Heritage Days Parade.

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

**CALIFORNIA
LIBRARY
ASSOCIATION
ANNUAL
CONFERENCE**

Direction was given that Assistant Director Addotta, President Dinsmore and Trustee Elect Shkoler will attend the California Library Association and Annual Conference and that they include the State Librarian's Breakfast and the CALTAC Awards Luncheon.

**RATE FOR
LITERACY TUTOR
TRAINING**

It was moved by Secretary West, seconded by Trustee Evans that a non-refundable fee of \$30.00 be charged for literacy tutor training for each student who is not going to be a tutor in the Placentia Library District Literacy Program and that a non-refundable fee or surcharge over a "Placentia" registration fee, of \$5.00 be charged for literacy tutor workshops for each tutor who is not actively tutoring the Placentia Library District Literacy Program, effective November 1, 1992.

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

STAFF REPORTS

It was moved by Secretary West, seconded by Trustee Evans to receive and file staff Reports, Agenda Items 27 through 33, Program Report for the month of August; Literacy Office Activities; Summer Reading Program; Information for Teachers Project; California Special District Association Conference; and Publicity Materials produced for month of August.

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

ADJOURNMENT

The Regular Meeting of the Placentia Library
District Board of Trustees was adjourned at
10:40 P.M.

Fred D. West

Fred D. West, Secretary