

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
MAY 16, 1994**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on May 16, 1994 at 7:32 P.M. by President Margaret Dinsmore.

ROLL CALL **Members Present:** President Margaret Dinsmore; Secretary Saundra Stark; Trustees Ray Evans, Al Shkoler and Fred West; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Administrative Assistant Charlene Dumitru; Principal Librarian Suad Ammar; Placentia residents Robin Masters and Dixie Shaw; and BSI Consultants, Inc. Vice President Dennis Klingelhofer. P.E..

ADOPTION OF AGENDA Library Director Minter requested that Agenda Item 22, Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority be deleted as the anticipated invoices from the City of Placentia had not been received.

President Dinsmore requested that Agenda Item 25a, Request for Reconsideration of the Board's Action to Deny a Request for Dispensation from Payment of Meeting Room Rental Fees for Monthly Meetings by the Placentia Chapter of the American Association of Retired Persons; and Agenda Item 25, Presentation of the Preliminary Report on the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District, be addressed first to accommodate visitors Dixie Shaw and Dennis Klingelhofer.

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

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

MINUTES It was moved by Secretary Stark, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of April 18, 1994 as presented.

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

REQUEST FOR
RECONSIDERATION
OF THE BOARD'S
ACTION TO DENY A
REQUEST FOR
DISPENSATION
FROM PAYMENT OF
MEETING ROOM
RENTAL FEES FOR
MONTHLY
MEETINGS BY THE
PLACENTIA
CHAPTER OF THE
AMERICAN
ASSOCIATION OF
RETIRED PERSONS

It was moved by Trustee West, seconded by President Dinsmore to reconsider the Meeting Room Policy reaffirmed at the Regular Meeting of the Board of Trustees of April 18, 1994.

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

PRESENTATION OF
THE PRELIMINARY
REPORT ON THE
STUDY OF
ALTERNATIVES FOR
DELIVERY OF
PUBLIC LIBRARY
SERVICES TO THE
CONSTITUENTS OF
THE PLACENTIA
LIBRARY DISTRICT

Dennis Klingelhofer, Vice President of BSI Consultants, Inc. discussed issues of consolidation as outlined in the working draft 94-03-28 prepared by BSI Associates. Both legal and financial issues were discussed. Mr. Klingelhofer stated that it is the recommendation of BSI Consultants that it is most advantageous for the Placentia Library District to remain an Independent Special District.

President Dinsmore asked the Trustees to review the draft report in detail and to submit consensus or recommendations to the Library Director by May 24, 1994. The final report is to be presented at the Regular Board Meeting of June 20, 1994.

The Board recessed for a break at 8:55 P.M. and reconvened at 9:02 P.M.

Library Director Minter referred the Board to the written communications received from LAFCO representatives from the Trabuco Canyon Water District and the Costa Mesa Sanitary District included in the Board Agenda Packet of May 16, 1994.

ORAL
COMMUNICATIONS

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

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore reported on the California Library Association Legislative Days which she attended on May 2 and 3, 1994. President Dinsmore reported that she spoke with Senator John Lewis, left a message for Senator Marian Bergeson, but had not been able to meet with Assemblyman Ross Johnson. She also reported that CLA President Ann Thomas had attended the CALTAC Board Meeting.

**FRIENDS OF THE
LIBRARY REPORT**

President Dinsmore referred to the written Friends of the Library Report included in the Board Agenda Packet of May 16, 1994.

**PLACENTIA
LIBRARY
FOUNDATION
REPORT**

Secretary Stark reported that members of the Placentia Library Foundation Organizing Committee met on Wednesday, May 11, 1994 and continued work on the by-laws.

It was moved by Trustee Shkoler, seconded by Trustee Evans that funds raised by the sale of candles for the 75th Anniversary Celebration will be used to begin the Foundation Endowment Fund.

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

**LITERACY
VOLUNTEERS OF
AMERICA BOARD
OF DIRECTORS
REPORT**

President Dinsmore reported that Bob Tunstall had agreed to serve as Treasurer of the Literacy Volunteers of America Placentia Chapter Board of Directors.

CLAIMS

It was moved by Trustee Shkoler, seconded by Trustee West to approve Agenda Items 10 through 12: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$4,792.62; and Current Claims and Payroll in the amount of \$66,386.29.

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

**FINANCIAL
REPORT**

It was moved by Trustee West, seconded by Trustee Shkoler to approve the Agenda Items 13 through 17: Financial Reports for April, 1994; Office General Ledger and Check Registers for April, 1994; Overdue Collection Report for April, 1994; Vending Machine Report for April, 1994; and Gifts Report for April, 1994.

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

**GENERAL
CONSENT
CALENDAR**

President Dinsmore requested that Agenda Item 23, Travel Authorizations, be considered separately.

It was moved by Trustee West, seconded by Trustee Evans to approve and file Agenda Items 18 through 21: Building Maintenance Report for April, 1994; Personnel Report for April, 1994; Volunteer Report for the Month of April, 1994; and Circulation Report for April, 1994.

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

It was moved by Trustee Shkoler, seconded by Trustee West to approve Agenda Item 23, Travel Authorizations.

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

**REVIEW OF
PUBLIC OFFICIALS
LIABILITY
INSURANCE
COVERAGE FOR
1994-1994**

No action was taken on this item as insurance representative Tom Shipkey, President of Shipkey Insurance Services was not present.

**FY1994-1995
BUDGET**

It was moved by Trustee Shkoler, seconded by Trustee West to adopt Budget Guidelines for Fiscal Year 1994-1995 as presented by Library Director Minter.

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

**PROGRAM PLANS
FOR 75th
ANNIVERSARY
CELEBRATION**

It was agreed that the date for the Library 75th Anniversary Celebration will be October 16, 1994.

It was moved by Trustee Shkoler, seconded by Trustee West that the photography contest rules be modified to allow staff members to enter the contest.

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

It was moved by Secretary Stark, seconded by Trustee West that the photography contest rules be modified to allow staff members to be awarded trophies for winning photographs in the contest.

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

**MAINTENANCE OF
TAPE RECORDINGS
OF LIBRARY
BOARD MEETINGS**

It was moved by Trustee West, seconded by Trustee Evans that:

pursuant to the provisions of Section 54953.5 of the Brown Act as amended in 1994, audio and/or video tapes of open meetings of the Placentia Library District Board of Trustees will be maintained in the District Administrative Office by the District Administrative Assistant for 12 calendar months following the month of the meeting.

Requests to listen to or view the tapes shall be made to the District's Administrative Assistant during regular District Administrative Office Hours.

Tapes will be placed in the Library Conference Room under the supervision of the Administrative Assistant. There is no charge for listening to audio or video tapes in the Conference Room.

Copies of audio tapes will be available for purchase at a cost of \$5.00 per tape. Copies of video tapes will be available for purchase at a cost of \$10.00 per tape.

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

**PROPOSAL TO
SPONSOR A BOY
SCOUT LIBRARY
EXPLORERS POST**

It was moved by Secretary Stark, seconded by Trustee Shkoler to authorize establishment of an Explorer Post at the Placentia Library for 1994-1995 at a cost not to exceed \$100.00 with funds to be taken from the Friend's Directors Fund.

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

**1994 STAFF
APPRECIATION
DINNER**

It was moved by Trustee Shkoler, seconded by Trustee Evans that the 1994 Staff Appreciation Dinner be held on July 14, 1994 at the home of Saundra and Allan Stark at a cost not to exceed \$700.00, with 50% of the cost paid by the Friends of the Library and 50% paid by the Library Board from the County Exempt Fund.

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

**ESTABLISHMENT
OF
APPROPRIATION
LIMITATION FOR
FBU 707 FOR FY
1994-95**

It was moved by Trustee Shkoler, seconded by Trustee West to read Resolution 94-4, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the Fiscal Year 1994-1995, by title only.

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

It was moved by Trustee West, seconded by Trustee Shkoler to adopt Resolution 94-4. Motion was approved by roll call vote.

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

STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 32 through 38: Program Report for the Month of April, 1994; Children's Services Report for the Month of April, 1994; Acquisitions Report for April, 1994; Publicity Materials produced for the April, 1994; Placentia Library Literacy Services Report for the Month of April, 1994; Families for Literacy Project Report for the Month of April, 1994; and Placentia Pride Committee Report for April, 1994.

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

**AGENDA
PREPARATION FOR
JUNE 20, 1994**

The following items were identified for inclusion on the June 20, 1994, Regular Board Meeting Agenda:

1. Policy on Election Costs

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District was adjourned at 10:20 P.M.

Sandra M. Stark, Secretary