

AGENDA  
REGULAR MEETING  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
7:30 P.M.  
October 14, 1991

1. Roll Call: Administrative Assistant

2. Adoption of Agenda

Presentation: Library Director  
Recommendation: Adopt by Motion

3. Minutes of the September 9, 1991, Regular Meeting

Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communication

At this time members of the public may make presentation to the Library Board.

5. Friends of the Placentia Library

**CLAIMS (Items 6-8)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 6-8 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

6. Nonstandard Claims in excess of \$300 (Approve)

7. Claims forwarded by the Library Director (Approve)

8. Current Claims and Payroll (Approve)

**FINANCIAL REPORT (Items 9-12)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 9-12 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

9. Financial Report for September, 1991 (Receive & File)
10. Check Registers (Receive & File)
11. Overdue Collection Report (Receive & File)
12. Vending Machine Report (Receive & File)

**GENERAL CONSENT CALENDAR (Items 13-16)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 13-16 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

13. Circulation Report for September, 1991 (Receive & File)
14. Volunteer Report (Receive & File)
15. Building Maintenance Report (Receive & File)
16. Annual Report of Financial Transactions of Special Districts (Receive & File)
17. Draft of Audit for the year ended June 30, 1991 (Receive & File)

**CONTINUING BUSINESS**

18. Health insurance coverage for employees 65+

Presentation: Library Director  
Recommendation: Authorize Anderson & Anderson to prepare recommendation.

19. Establish policy for the Library's Staff Retirement Fund Committee.

Presentation: Library Director  
Recommendation: Adopt Policy by Motion

**NEW BUSINESS**

20. Staff co-payment of medical insurance premium.

Presentation: Library Director  
Recommendation: Determine level of benefit

21. Tile Flooring

Presentation: Library Director  
Recommendation: Determine whether to repair or replace floor tile in lobby area.

22. Travel authorization for Literacy Coordinator to attend Literacy Volunteers of America Annual Conference, November 14-16 in Orlando, Florida.

Presentation: Library Director  
Recommendation: Approve as requested

23. Fines and Fees Policy

Presentation: Library Director  
Recommendation: Give direction for negotiation with the member libraries of the Circulation System.

**STAFF REPORTS**

24. California Room (Addotta)  
25. Santiago Library System Report (Minter)  
26. Grandparent and Book Grant Report (Schneider)  
27. Family and Literacy Grant Report (Daniels)  
28. Gulf Arab States Grant & Schedule (Ammar)  
29. Camp Library Program (Schneider)  
30. Staff scheduling for Cheryl Roberts' wedding (Addotta)  
31. Replacement of Cash Register (Minter)  
32. Office Automation Project (Minter)

- 33. Agenda Preparation
- 34. Adjourn

**CALENDAR**

October 15 (Tues)	SLS - SAB Meeting Santa Ana	7:30 P.M.
October 16 (Wed)	Civic Center JPA Annual Meeting P.M.	6:30
November 4 (Mon)	Library Board Meeting	
November 16-19	California Library Association Conference Oakland	

\*\*\*\*\*CERTIFICATION OF POSTING\*\*\*\*\*

I, Karen Samarin, Administrative Assistant for the Placentia Library District hereby certify that the agenda for the October 14, 1991 regular meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, October 10, 1991.

Karen Samarin