

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
AUGUST 15, 1994**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on August 15, 1994 at 7:30 P.M. by Secretary Sandra Stark.

ROLL CALL

Members Present: Secretary Sandra Stark; Trustees Ray Evans, Al Shkoler, and Fred West; and Library Director Elizabeth Minter.

Members Absent: President Margaret Dinsmore

Others Present: Administrative Assistant Charlene Dumitru; Principal Librarian Suad Ammar; and Placentia resident Robin Masters.

**ADOPTION OF
AGENDA**

Library Director Minter requested that the Agenda be amended to delete Agenda Item 10: Financial Reports for July, 1994, as the final reports from the Orange County Auditor had not yet been received.

It was moved by Trustee Shkoler, seconded by Trustee West to adopt the Agenda as amended to delete Agenda Item 10.

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

President Margaret Dinsmore arrived at 7:35 P.M.

MINUTES

It was moved by Secretary Stark, seconded by Trustee West to correct the Minutes of the Regular Meeting of the Board of Trustees of June 20, 1994, by amending the record of the vote for District Action Accepting LSCA Title II Funding for the Placentia Main Library Disabled Access Remodeling Project to indicate AYES from Dinsmore, Shkoler, and West; and NOES from Evans and Stark.

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

It was moved by Trustee Shkoler, seconded by Trustee West to approve the Minutes of the Regular Meeting of the Board of Trustees of July 18, 1994 as submitted.

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

**ORAL
COMMUNICATIONS**

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

**PRESENTATION OF
GIFT TO THE
LIBRARY**

Girl Scout Troop 711, under the leadership of Barbara Slater and Linda Cansdale presented the Library with a gift of \$80.00 derived from cookie sales for the purchase of new children's books for the Library.

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore directed the Board to the article by Ralph Heim contained in the Board packet.

CLAIMS

It was moved by Trustee Shkoler, seconded by Secretary Stark to approve Agenda Items 7 through 9: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$9,070.16; and Current Claims and Payroll in the amount of \$86,532.97.

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

**FINANCIAL
REPORT**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 11 through 14: Office General Ledger and Check Registers for July 1994; Overdue Collection Report for July, 1994; Debit Card System Reimbursement report for July, 1994; and Gifts Report for July, 1994.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee West to receive, file and approve Agenda Items 15 through 26: Building Maintenance Report for July, 1994 (Receive & File); Personnel Report for July, 1994 (Receive, File & Ratify Appointments); Volunteer Report for July, 1994 (Receive & File); Circulation Report for July, 1994 (Receive & File); Travel Authorizations (Approve); Award Carpet Maintenance Contract for Fiscal Year 1994-1995 (Approve and authorize signature of the contract by the Library Director); Report on Election of Staff Pension Fund Committee Representatives (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 1993-1994 (Receive & File); Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1993-1994 (Receive & File); Annual Report to the California Department of Education for the Federal Adult Basic Education Grant for Fiscal Year 1993-1994 (Receive & File); Request from the Placentia Price Committee to use the District's address for the Committee's address for its Articles of Incorporation (Approve).

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

**ACCEPTANCE OF
THE FINAL
REPORT ON THE
STUDY OF
ALTERNATIVES
FOR DELIVERY OF
PUBLIC LIBRARY
SERVICES TO THE
CONSTITUENTS OF
THE PLACENTIA
LIBRARY DISTRICT**

It was moved by Trustee West, seconded by Trustee Evans to accept the Final Report on the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District and to authorize final payment to BSI Consultants, Inc.

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

**APPROVAL OF
CONTRACT WITH
DAN L ROWLAND
AND ASSOCIATES,
AIA, INC.,
ARCHITECTURE
AND PLANNING,
FOR A FIXED FEE
AMOUNT OF
\$13,61700**

It was moved by Trustee Shkoler, seconded by Trustee Evans to modify the contract with Dan L Rowland and Associates in section 11.5.2 to read "amounts unpaid sixty (60) days after the invoice date shall bear interest.." and to approve the contract as modified for a fixed fee amount of \$13,617, with the exclusions as noted on page 8 of the contract, for the LSCA Title II Handicapped Remodeling Project, and authorize the Library Director to sign the Contract on behalf of Placentia Library District.

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

**REVISION OF
MEETING ROOM
POLICY**

It was moved by Secretary Stark, seconded by Trustee Shkoler to add two large floor fans to the equipment available in the Meeting Room and to amend Meeting Room Policies and Regulations to include a \$125 per day surcharge for non-exempt renters of the Meeting Room, for use of the HVAC system on days when the Library has no scheduled hours of public service and the HVAC system is scheduled to be off. This surcharge is to be in addition to the regular rental fee. Groups wishing to rent the Meeting Room without using the HVAC system will not have to pay the surcharge.

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

It was moved by Secretary Stark, seconded by Trustee Evans to amend the above motion to include an effective date of October 1, 1994.

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

**ESTABLISH DATE
FOR NOVEMBER
BOARD MEETING**

It was moved by Trustee Shkoler, seconded by Secretary Stark to establish November 14, 1994 as the date for the Regular Meeting of the Board of Trustees for the month of November, 1994.

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

STAFF REPORTS

It was moved by Trustee West, seconded by Trustee Evans to receive and file Agenda Items 31 through 37: Program Report for the Month of July, 1994; Children's Services Report for the Month of July, 1994; Acquisitions Report for July, 1994; Publicity Materials produced for the Month of June 1994; Placentia Library Literacy Services Report for the Month of July, 1994; Families for Literacy Project Report for the Month of July, 1994; and Placentia Pride Committee Report for the Month of July, 1994.

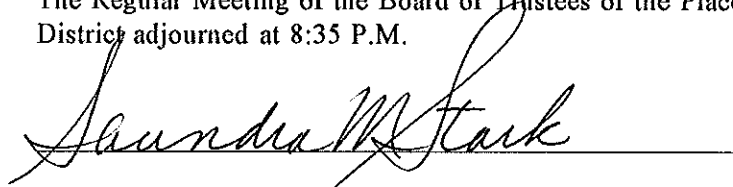
AYES: Dinsmore, Stark, Evans, Shkoler, West
NOES: None
ABSTAIN: None

**AGENDA
PREPARATION FOR
THE SEPTEMBER
19, 1994 REGULAR
MEETING**

Consider amending Meeting Room Policy to charge rental fee by time periods.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 8:35 P.M.

A handwritten signature in cursive script, reading "Sandra M. Stark", is written over a horizontal line.

Sandra M. Stark, Secretary