

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
APRIL 18, 1994**

**CALL TO ORDER**           The Regular Meeting of the Placentia Library District Board of Trustees was called to order on April 18, 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; and Principal Librarian Suad Ammar.

**ADOPTION OF AGENDA**           It was moved by Trustee Shkoler, seconded by Secretary Stark to adopt the Agenda as presented.

**AYES:**       Dinsmore, Stark, Evans, Shkoler, West

**NOES:**       None

**ABSTAIN:**   None

**MINUTES**                Direction was given to correct the Minutes of March 21, 1994, page 2, Foundation Report from Thursday, April 7 to Wednesday, April 6, 1994; to delete the word "to" and insert the word "that" on page 5 in the motion to go into closed session.

It was moved by Secretary Stark, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of March 21, 1994 as corrected.

**AYES:**       Stark, Evans, Shkoler, West

**NOES:**       None

**ABSTAIN:**   Dinsmore

Direction was given to correct the Minutes of March 27, 1994, page 1, Adoption of Agenda by replacing the word "abstain" with "absent" in the vote for that item and to indicate that Trustee Shkoler abstained from voting on the purchase of vending system for printers.

It was moved by Trustee West, seconded by Trustee Shkoler to approve the Minutes of the Special Meeting of March 27, 1994.

**AYES:**       Dinsmore, Shkoler, West

**NOES:**       None

**ABSTAIN:**   Stark, Evans

**ORAL  
COMMUNICATIONS**

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

**FRIENDS OF THE  
LIBRARY REPORT**

Library Director Minter reviewed the Friends of the Library Report included in the Board Agenda Packet of April 18, 1994.

**PLACENTIA  
LIBRARY  
FOUNDATION  
REPORT**

Trustee West reported that the Placentia Library Foundation Organizing Committee met on Wednesday, April 6, 1994. The Committee is preparing the Foundation's Mission Statement, Budget, Articles of Incorporation and By-laws.

Secretary Stark reported that several fund-raising possibilities had been discussed and were under consideration.

**CLAIMS**

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve Agenda Items 8 through 10: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$15,300.93; and Current Claims and Payroll in the amount of \$99,544.17.

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

**FINANCIAL  
REPORT**

It was moved by Trustee West, seconded by Trustee Shkoler to approve the Agenda Items 11 through 15: Financial Reports for March, 1994; Office General Ledger and Check Registers for March, 1994; Overdue Collection Report for March, 1994; Vending Machine Report for March, 1994; and Gifts Report for March, 1994.

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

**GENERAL  
CONSENT  
CALENDAR**

It was moved by Secretary Stark, seconded by Trustee West to approve Agenda Items 16 through 20: Building Maintenance Report for March, 1994; Personnel Report for March, 1994; Volunteer Report for the Month of March, 1994; Circulation Report for March, 1994; and Review of Shared Maintenance costs with the City of Placentia under the Joint Powers Authority.

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

It was moved by Secretary Stark, seconded by Trustee West to approve attendance of President Dinsmore at CLA/CALTAC Legislative Day and CALTAC Board meeting at a cost not to exceed \$375.00; to approve attendance of Literacy Coordinator Katie Matas at SCLLN 1994 Conference/Planning Retreat at a cost not to exceed \$200.00 to be paid from the Literacy Grant; and to approve registrations at American Booksellers Association Exhibits for five staff members and one trustee.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve submission of the Application for Fiscal Year 1994-1994 Families for Literacy Grant to the State Library of California and to receive and file the application.

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

It was moved by Trustee Shkoler, seconded by Trustee West to approve the purchase of an IBM compatible 486 computer for use by the literacy staff. Funds not to exceed \$1400.00 are to be paid from the Placentia Library Literacy Services account.

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

The Board recessed for a break at 8:28 P.M. and reconvened at 8:34 P.M.

**FY1994-1995  
BUDGET**

It was moved by Trustee Shkoler, seconded by Trustee Stark to receive and file the Report for Agenda Item 24, FY1994-1995 Budget, included in the Board Agenda Packet of April 18, 1994.

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

**REVIEW CHANGES  
IN BROWN ACT**

The Board reviewed Agenda Item 25, Review of Changes in Brown Act. No action was taken.

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

The Board reviewed Agenda Item 26, Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District. No action was taken.

**ESTABLISHMENT  
OF OPERATING  
POLICY FOR THE  
COIN-OPERATED  
COMPUTER  
PRINTERS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to adopt the Operating Policy for the Coin-Operated Computer Printers as presented in the Board Agenda Packet of April 18, 1994.

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

**PROFESSIONAL  
LIABILITY  
INSURANCE  
RENEWAL FOR  
1994-1995**

It was moved by Secretary Stark, seconded by Trustee West to approve transfer of directors and officers liability insurance coverage to Federal Insurance Company through Shipkey Insurance Agency at a rate of \$3,375 for May 1, 1994 through April 30, 1995 and to approve payment of Claim 3126 in the amount of \$3,374.

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

**AARP REQUEST  
FOR USE OF  
MEETING ROOM  
FOR MONTHLY  
MEETINGS AT NO  
CHARGE**

It was moved by Trustee Shkoler, seconded by Trustee West to decline the request from the Placentia Chapter of the American Association of Retired Persons (AARP) for an exemption from paying the Meeting Room rental fee for its monthly meetings. The Board requested that the minutes

reflect that under current economic conditions the fee policy for use of the Meeting Room should remain in effect.

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

**PROGRAM PLANS  
FOR 75th  
ANNIVERSARY  
CELEBRATION**

Without formal motion, the Board endorsed staff recommendation of program plans for the 75th Anniversary celebration and suggested that the Anniversary Program be scheduled for Sunday, October 16, 1994.

**STAFF REPORTS**

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

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

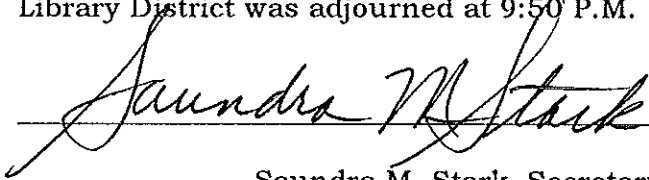
**AGENDA  
PREPARATION**

The following items were identified for inclusion on the May 16, 1994, Regular Board Meeting Agenda:

1. Staff Recognition Dinner,
2. Policy for maintenance of tape recordings of Library Board Meetings,
3. Placentia Library Foundation request to use the 75th Anniversary Cake as its Inaugural fundraiser,
4. Placentia History Room update.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District was adjourned at 9:50 P.M.

  
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Sandra M. Stark, Secretary