

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
September 15, 1998**

**CALL TO ORDER**                   The Regular Meeting of the Placentia Library District Board of Trustees was called to order on September 15, 1998 at 7:32 P. M. by President Peggy Dinsmore.

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

**Members Absent:** None

**Others Present:** Administrative Assistant Charlene Dumitru; Principal Librarian Suad Ammar; Trustee Candidate Gae Wood, and Friends Representative Renee Scott and California Advocates Lobbyist Mike Belote.

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

**AYES:**           Dinsmore, Evans, Masters, Shkoler, Stark  
                                  **NOES:**           None  
                                  **ABSTAIN:**       None

**MINUTES**                         Minutes were corrected as follows:

                                  General Consent Calendar: Pappas deleted from Aye vote and Stark added to Aye vote.

It was moved by Trustee Masters, seconded by Secretary Evans to approve the Minutes of the Regular Meeting of August 18, 1998, as corrected.

**AYES:**           Dinsmore, Evans, Masters, Shkoler, Stark  
                                  **NOES:**           None  
                                  **ABSTAIN:**       Evans

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

**LEGISLATIVE ACTION**           Mike Belote, Legislative Consultant with California Advocates, addressed the Board regarding whether the District should request a bill in the next legislative session that would restore its full property tax transfer in exchange for consolidating with the City of Placentia

It was moved by Trustee Masters, seconded by President Dinsmore to defer a decision for one year in order to determine new options from the State Legislature.

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

**PRESIDENT'S  
REPORT**

President Dinsmore encouraged Trustees to participate in the Heritage Day Parade. She also discussed information on fundraising from an *American Libraries* article.

**TRUSTEE REPORTS**

No Trustees addressed the Board.

**FOUNDATION  
REPORT**

Library Director Minter reported that the annual Donor Reception would be held November 6, 1998.

Trustee Stark reported that Trustee-designate Gae Wood is a co-chairperson of the American Girl Tea scheduled for May 7-8, 1999. Trustee Stark added that this is the first fund raising event the Foundation has sponsored.

The Board recessed for a break at 8:40 P. M. and reconvened at 8:45 P. M.

**CLAIMS**

It was moved by Secretary Evans, seconded by Trustee Masters to approve Agenda Items 9 through 12:

Nonstandard Claims in the amount of \$0.00  
Claims forwarded by the Library Director and Board of Trustees in the amount of \$37,956.92  
Current Claims and Payroll in the amount of \$70,952.90  
FY1998-99 Cash Flow Analysis with recommendation to ratify transfer on September 9, 1998 of \$35,000 from Fund 702 (Major Equipment) to Fund 07, and \$80,000 from Fund 706 (Bond Redemption) to Fund 707.

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

**FINANCIAL  
REPORTS**

It was moved by Trustee Stark, seconded by Secretary Evans to receive and file Agenda Items 13 through 18:

Financial Reports for August, 1998  
Office General Ledger & Check Registers for August, 1998  
Acquisitions Report for August, 1998  
Overdue Collection Report for August, 1998  
Debit Card System Reimbursement Report for August, 1998  
Gifts Report for August, 1998

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

**GENERAL  
CONSENT  
CALENDAR**

It was moved by Secretary Evans, seconded by Trustee Masters to receive and file Agenda Items 19-32A:

- Building Maintenance Report for August, 1998 (Receive & File)
- Personnel Report for August, 1998 (Receive, File and Ratify Appointments)
- Volunteer Report for August, 1998 (Receive & File)
- Circulation Report for August, 1998 (Receive & File)
- Review of Shared Maintenance Cost with the City of Placentia under the Joint Powers Authority (Receive & File)
- Legislative reports from California Advocates, the California Special Districts Association and the California Library Association (Receive & File)
- Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of August 11, 1998, and the Minutes of the ISDOC General Membership Quarterly Meeting on July 30, 1998. (Receive & File)
- Strategic Planning Report (Receive & File)
- Status Report on Passport Acceptance Agency application process (Receive & File)
- Notice of Annual Meeting of the Placentia Civic Center Authority on Monday, October 5, 1998 at 7:30 P.M. , and Minutes of the Meeting of October 5, 1997 (Receive & File)
- U.S. Pension Defined Contribution Plan Services Agreement (Receive & File, and Approve Signature by Library Director)
- Renewal of Lighting Maintenance Contract for Fiscal Year 1998-99 with Christenson Electric Inc. Lighting Services, at \$285 per month, the same rate as Fiscal Year 1997-998 (Approve Signature by Library Director)
- Submission of the 1998 Local Agency Biennial Notice to the Clerk of the Board of Supervisors, County of Orange, in Compliance with the requirements of the Political Reform Act and the regulations of the Fair Political Practices Commission, stating that no amendments are necessary (Receive & File, Approve Signature by the Library Director, and Approve Submission to the Clerk of the Board of Supervisors, County of Orange.)
- Actions taken by the California Library Services Board (CLSB) at its meeting of August 19-20, 1998 (Receive & File)
- Request from Coachella Valley Mosquito & Vector Control District for support of Mike Rodriguez for election to the California Special Districts Association (CSDA) Board of Directors for Region 6, Seat B (Receive & File, and refer to the

Library Director for voting at the Conference.

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

**LIBRARY REVENUE  
ISSUES AND  
FEASIBILITY OF  
LIBRARY PARCEL  
TAX BALLOT ISSUE**

Library Director Minter reviewed the Library revenue issues as presented in the Board packet. No Board action was taken.

**SEISMIC ANALYSIS**

It was moved by Trustee Shkoler, seconded by Trustee Masters to Approve the City of Placentia's contract with EQE International, Inc. (Newport Beach) to perform specific seismic analyses and prepare construction documents for Placentia Library District at a net cost to the District not to exceed \$10,000.

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

**MEMORIAL FOR  
JOHN TYNES**

It was moved by Trustee Masters, Seconded by Trustee Stark to authorize \$100 from the Library Board Fund in the County Exempt Account to be used to purchase a memorial reference book for John Tynes.

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

**FINANCIAL  
ACTIVITIES FOR  
LIBRARY SUPPORT  
GROUPS**

It was moved by Trustee Shkoler, seconded by Secretary Evans to adopt the following policies for Staff Involvement with the Financial Activities for Library Support Groups and the Policy for Placentia Library District Keys:

Policy for Staff Involvement with Financial Activities for Library Support Groups

The Friends of Placentia Library and the Placentia Library Foundation are Placentia Library support groups that are organized as independent non-profit organizations recognized by the California Secretary of State, and granted 501(c)(3) tax exempt status granted by the Internal Revenue Service. While both of these organizations have been created to support the activities of the Placentia Library, neither receives funding from Placentia Library District. Placentia Library District has no authority over

the decisions of the Boards of directors of either one of these organizations.

Placentia Library District Staff will not participate in the financial/bookkeeping/accounting activities of Placentia Library District's Support organizations. The exceptions are:

Cash or checks received at the Circulation Desk will be entered in the cash register with a receipt given to the donor/purchaser.

Items received by mail will be left unopened, stamped with the date received, and placed in the assigned area for each organization.

Sealed items left at the Circulation Desk will be left unopened, stamped with the date received, and placed in the assigned area for each organization.

#### Policy for Placentia Library District Keys

Inside and outside master building keys may be issued to the following:

Library Administrative Staff, Librarians and Library Assistants

City Police Department and City Yard and, at the discretion of the Library Director, to bonded, licensed contractors who need access to the Library when it is closed to the public for as long as they need access.

Friends of the Library President for as long as she is working on Friends or Placentia History Room projects.

Trustee Al Shkoler for as long as he is working on District equipment

Foundation President and Treasurer for as long as she/he are working on Foundation projects

Each individual receiving a building key, or any other District key, will sign a receipt for each key. The receipt will state that only the person named thereon has permission to use the key to enter the building (the key may not be given/loaned to another person). This record will be kept by the Library Administrative Assistant.

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

**STAFF REPORTS**

It was moved by Trustee Masters , seconded by Trustee Stark to approve  
Agenda Items 37-41:

Program Committee Report for August, 1998  
Children's Services Report for August, 1998  
Publicity Materials produced for August, 1998  
Placentia Library Literacy Services Report for August, 1998  
Safety Committee Minutes for August, 1998

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

The Regular Meeting of the Board of Trustees of the Placentia Library  
District adjourned at 10:32 P. M.



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Ray Evans, Secretary