

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 15, 1997

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on July 15, 1997 at 7:32 P. M. by President Peggy Dinsmore

ROLL CALL

Members Present: President Peggy Dinsmore, Secretary Ray Evans; Trustees Saundra Stark, Robin Masters and Jean Pappas; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; and Friends of Placentia Library President Pat Irot.

ADOPTION OF AGENDA

It was moved by Trustee Masters, seconded by Trustee Stark to adopt the Agenda as presented.

AYES: Dinsmore, Evans, Masters, Pappas, Stark

NOES: None

ABSTAIN: None

MINUTES

It was moved by Trustee Pappas, seconded by Trustee Masters to approve the Minutes of the Regular Meeting of June 24, 1997 as presented.

AYES: Dinsmore, Masters, Pappas, Stark

NOES: None

ABSTAIN: Evans

ORAL COMMUNICATIONS

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

PRESIDENT'S REPORT

President Dinsmore reported that she received a letter from Library Patron Robert Kavigan regarding the District's Internet Access policy. The Library Director has invited Mr. Kavigan to attend a Library Board Meeting and to express his concerns to the Board.

TRUSTEE REPORTS

Trustee Pappas reported that she attended an author's book signing at Book Carnival in Orange. She suggested that the Library purchase a number of signed editions to raffle off at the Annual Author's Luncheon.

Trustee Stark reported that the letters for the Annual Giving Campaign for Placentia Library Foundation have been printed and are being prepared for mailing.

CLAIMS

It was moved by Trustee Masters, seconded by Trustee Stark to approve Agenda Items 7 through 10:

Nonstandard Claims in the amount of \$0.00
Claims forwarded by the Library Director in the amount of
\$1,108.28
Current Claims and Payroll in the amount of \$64,141.70

FY 1997-1998 Cash Flow Analysis and recommendation that no funds be transferred at this time.

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

FINANCIAL REPORTS

It was moved by Trustee Stark, seconded by Trustee Masters to receive and file Agenda Items 11 through 16:

Financial Reports for June, 1997
Office General Ledger & Check Registers for June, 1997
Acquisitions Report for June, 1997
Overdue Collection Report for June, 1997
Debit Card System Reimbursement Report for June, 1997
Gifts Report for June, 1997

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

GENERAL CONSENT CALENDAR

The Board requested that Agenda Item 19: Volunteer Report for June, 1997 and Agenda Item 23 Status report on the preparation of a Strategic Plan for Placentia Library District, be considered separately.

It was moved by Trustee Evans, seconded by Trustee Masters to receive and file Agenda Items 17 through 18, 20 through 22, and 24 through 28:

Building Maintenance Report for June, 1997
Personnel Report for June, 1997 (Receive, File and Ratify Appointments)
Circulation Report for June, 1997 (Receive & File)
Review of Shared Maintenance Cost with the City of Placentia under the Joint Powers Authority (Receive & File)

Legislative reports from California Advocates, California Special Districts Association, and the California Library Association (Receive & File)
Report on plans for the Staff Recognition Dinner (Receive & File)
Ratification of acceptance of a grant award from the State Library of California Grant to fund a direct mailing to all Placentia residents for the Placentia Library Foundation (Ratify Acceptance and Receive & File)
Minutes of the Independent Special Districts of Orange County Executive Committee, June 10, 1997 (Receive & File)
Orange County Investment Pool (OCIP) Bankruptcy Litigation Updates (Receive & File)
Minutes of the final meeting of the Measure W Campaign Committee (Receive & File)

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

Trustee Stark questioned the accuracy of the Volunteer Report and requested that the Volunteer Coordinator verify the names reported as current volunteers.

It was moved by Trustee Stark, seconded by Trustee Pappas to Receive and File Agenda Item 19: Volunteer Report for June, 1997

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

Trustee Pappas questioned the cause of the delay in setting the next meeting to discuss the Strategic Plan for the District. Library Director Minter responded that the fault has been entirely hers and that other special projects have taken up her time.

It was moved by Trustee Pappas, seconded by Trustee Stark to Receive and File Agenda Item 23: Status report on the preparation of a Strategic Plan for Placentia Library District.

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

**LIBRARY REVENUE
ISSUES**

Library Director Minter presented a review of the material in the Board Packet.

It was moved by Trustee Stark, seconded by Trustee Masters to Receive & File Agenda Item 29: Review of Library Revenue Issues

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

BUDGET FY1997-1998

It was moved by Trustee Stark, seconded by Trustee Masters to defer action on the Budget for Fiscal Year 1997-1998 until the next Special or Regular Meeting, pending resolution of the ERAF issues by the State of California.

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

BOARD OFFICER SELECTION POLICY

It was moved by Trustee Pappas, seconded by Trustee Masters to discontinue discussion of the Board Officer Selection Policy and continue the annual election of Board Officers as done previously.

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

TRAVEL AUTHORIZATIONS

It was moved by Trustee Pappas, seconded by Secretary Evans to approve blanket travel authorizations for Fiscal Year 1997-1998 as follows:

Santiago Library System (SLS) and Metropolitan Cooperative Library System (MCLS) Council Meetings, Committee Meetings, and Workshops for staff and trustees.

SLS/MCLS Executive Search Committee meetings as part of the Library Director's responsibilities as Chair of SLS for Fiscal Year 1997-1998

State Library meetings and workshops that do not involve overnight travel for staff and trustees.

Chamber of Commerce mixers, monthly breakfast meetings and committee meetings for staff and trustees.

National Society of Fund Raising Executives monthly workshops and luncheon meetings for staff and trustees.

California Library Association and/or California Association of Library Trustees and Commissioners meetings and workshops for staff and trustees.

Southern California Library Literacy Network and Orange County Literacy Network meetings and activities for staff and trustees.

Orange County Ventura Users Group meetings and for staff.

Meetings with Anaheim and Yorba Linda Public Library staff.

Meetings with California Advocates Representatives, and Buena Park Library staff and trustees, for staff and trustees.

Public Library Executives and Assistants of Southern California (PLEASC) meetings for staff.

Courses in the Fund Raising Certificate Program at the University of California, Irvine, and computer courses in the Extension program at Cal State Fullerton or other local institutions selected by the Library Director for staff and trustees.

Meetings with California Advocates Representatives and legislators in Sacramento, including travel and meal expenses for staff and trustees.

Meetings of the California Library Services Board in Sacramento and other cities in California, including travel and meal expenses as part of the Library Director's responsibilities as Chair of Santiago Library System for Fiscal Year 1997-1998. Library Director's responsibilities as Chair of Santiago Library

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

It was moved by Secretary Evans, seconded by Trustee Pappas to approve Current Travel Authorization for Library Director Minter to attend the California Special Districts Association Legislative Meeting in Sacramento on August 9, 1997, as a cost not to exceed \$345.70.

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

**EMPLOYEE
DENTAL AND
VISION INSURANCE
BENEFITS**

It was moved by Trustee Stark, seconded by Trustee Masters to renew employee dental insurance coverage with Principal Mutual, and employee vision insurance coverage with Vision Plan of America, maintaining the same level of coverage as the prior year, and to authorize the Library Director to sign all contract documents.

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

**DONOR
RECOGNITION
POLICY**

It was moved by Trustee Stark and seconded by Trustee masters to defer discussion of establishing an *ad hoc* Donor Recognition Committee until the August meeting.

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

**SANTIAGO
LIBRARY SYSTEM**

Library Director Minter reviewed the responsibilities to be assumed with her election as Chairperson of Santiago Library System (SLS) for Fiscal Year 1997-1998.

No Board Action was taken.

STAFF REPORTS

It was moved by Trustee Masters, seconded by Trustee Stark to receive and file Agenda Items 36 through 40:

Program Committee Report for June, 1997
Children's Services Report for June, 1997
Publicity Materials produced for June, 1997
Placentia Library Literacy Services Report for June, 1997
Safety Committee Minutes for June, 1997

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

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 9:17 P.M.



Ray Evans, Secretary

