

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
JULY 10, 1992

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

ROLL CALL **Members Present:** President Peggy Dinsmore; Secretary Fred West; Trustee Saundra Stark; and Library Director Elizabeth Minter.

Members Absent: Trustees Bob Osborn and Ray Evans

ADOPTION OF AGENDA It was moved by Secretary West, seconded by President Dinsmore to adopt the Agenda as presented.

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

MINUTES Direction was given to amend the minutes of the June 15 meeting as follows:
 List Trustee Bob Osborn as present;
 Add word "tentative" to approval of collective bargaining agreement.

It was moved by Secretary West, seconded by Trustee Stark to approve the minutes as amended.

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

ORAL COMMUNICATIONS None

BOARD PRESIDENT'S REPORT President Dinsmore reported on her attendance at the American Library Association Conference in San Francisco and discussed the various workshops that she had attended.

LITERACY VOLUNTEERS OF AMERICA REPORT President Dinsmore reported on on LVA activities and commended the response to the tutor training workshop.

**FINANCIAL
CLAIMS**

It was moved by Trustee Stark, seconded by Secretary West to approve Agenda Items 7 through 10: Nonstandard Claims in excess of \$300; Claims forwarded by the Library Director; and Current Claims and Payroll as presented; and Establishment of Ceiling for Payroll Authorizations for RY 1992-93.

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

**FINANCIAL
REPORT**

Agenda Item 11, Financial Report for June was not available because data had not yet been received from the county.

It was moved by Trustee Stark, seconded by Secretary West to approve Agenda Items 12 through 14: Office Ledger and Check Registers for June, 1992; Overdue Collection Report for June, 1992; and Vending Machine Report for June, 1992 as presented.

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

Trustee Ray Evans arrived at 8:23 p.m.

**GENERAL CONSENT
CALENDAR**

A request was made by Trustee Stark to discuss Agenda Item 20, Travel Authorizations, separately from the rest of the consent calendar.

It was moved by Secretary West, seconded by Trustee Stark, to receive and file Agenda Items 15 through 17, 19, and 21 through 23 of the General Consent Calendar: Volunteer Report for June 1992; Personnel Report for June, 1992, Building Maintenance Report for June 1992; Final Report on Staff Appreciation Dinner; Travel Authorizations; Report on Purchase of Replacement Security System; Report on Purchase of Pages for Placentia Library District in the Placentia Quarterly; Transmittal of Report on Election Process for Library Trustees in 1992.

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

It was moved by Secretary West, seconded by Trustee Evans to approve Agenda Item 20, Travel Authorizations.

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

**COLLECTIVE
BARGAINING
AGREEMENT**

It was moved by Secretary West, seconded by Trustee Evans to read Resolution 92-5 by title only.

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

It was moved by Secretary West, seconded by Trustee Evans to adopt Resolution 92-5 as presented. Motion was approved by roll call vote.

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

**FY1992-93
BUDGET**

It was moved by Trustee Stark, seconded by Secretary West to read Resolution 92-7 by title only.

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

It was moved by Trustee Stark, seconded by Trustee Evans to adopt Resolution 92-7 as presented. Motion was approved by roll call vote.

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

RECLASSIFICATION OF PERSONNEL AS DESCRIBED BY LIBRARY DIRECTOR

It was moved by Trustee Stark, seconded by Trustee Evans to approve reclassifications effective July 1, 1992 of Librarian Cindy McClain and Librarian Kay Schneider to Librarian II; of Literacy Coordinator Melanie Daniels from Administrative Assistant/Literacy Coordinator to Librarian II/Literacy Coordinator; and of Esther Guzman from Page to Library Aide.

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

NEW POSITION

It was moved by Trustee Evans, seconded by Secretary West to authorize the addition of a .50 FTE Librarian position for the Children's Department effective September 1, 1992.

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

ORGANIZATIONAL CHART

It was moved by Secretary West, Seconded by Trustee Evans to adopt the Placentia Library District Organization Chart for FY1992-93 as presented.

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

The regular meeting of the Placentia Library District Board of Trustees adjourned for a break at 9:38 p.m. and reconvened at 9:46 p.m.

**HOLIDAY &
CLOSING
SCHEDULE FOR
CALENDAR YEARS
1992 AND 1994**

It was moved by Trustee Stark, seconded by Secretary West to modify the proposed Holiday & Closing Schedule for 1993 to eliminate July 5, 1993 as a closed day and to add the day after Christmas, Sunday, December 26, 1993 as a day the library will be closed.

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

It was moved by Trustee Stark, seconded by Trustee Evans to modify the proposed Holiday & Closing Schedule for 1994 to eliminate the day after Christmas, Monday, December 26, 1993 as a day the library will be closed.

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

It was moved by Trustee Stark, seconded by Trustee Evans to read Resolution 92-4 by title only.

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

It was moved by Trustee Stark, seconded by Trustee Evans to adopt Resolution 92-4. Motion was approved by roll call vote.

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

**RENEWAL OF
DENTAL AND
VISION PLANS**

It was moved by Secretary West, seconded by President Dinsmore to accept the proposal offered by the Principal Non-PPO Dental Plan as the Library's Dental Insurance Coverage.

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

**ESTABLISH
SALARY SCHEDULE
FOR EXEMPT
STAFF FOR
FISCAL YEAR
1992-93**

It was moved by Secretary West, seconded by Trustee Evans to read Resolution 92-6 by title only.

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

It was moved by Secretary West, seconded by Trustee Evans to approve Resolution 92-6. Motion was approved by roll call vote.

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

**REDEFINE DATE
OF BOARD
MEETING**

It was moved by Trustee Stark, seconded by Trustee Evans to redefine the date of the Regular Meeting of the Placentia Library District Board of Trustees to be the 3rd Monday of the month.

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

**REQUEST FOR
WAIVER OF
PAYMENT FOR
DEPENDENT
INSURANCE
COVERAGE**

It was moved by Secretary West, seconded by Trustee Evans to deny a waiver of the amount of \$1086.24 for dependent health insurance premiums as requested by employee Cheryl Willauer as such a waiver would be a "gift of public funds"; and to direct Library Director Minter to negotiate an appropriate payback schedule with the employee that is acceptable to both parties.

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

**SELECTION OF
AUDITOR FOR
FY1991-92**

It was moved by Trustee Stark, seconded by Trustee Evans to accept the bid from Anderson, Lynn, Bezich, Munson & Cronick Accounting Corporation of \$2,950 to do the Fiscal Year 1991-92 fiscal audit, and to authorize the Library Director to sign the contract agreement.

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

STAFF REPORTS

It was moved by Secretary West, seconded by Trustee Stark to receive and file Staff Reports, Agenda Items 32 through 37.

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

ADJOURNMENT

It was moved by Secretary West, seconded by Trustee Evans to adjourn the July 13, 1992 Regular Meeting of the Board of Trustees of the Placentia Library District.

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

The Regular Meeting of the Placentia Library Board of Trustees was adjourned at 10:42 p.m.



Fred D. West, Secretary