

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 19, 1996**

- CALL TO ORDER** The Regular Meeting of the Placentia Library District Board of Trustees was called to order on November 19, 1996 at 7:35 P.M. by President Peggy Dinsmore.
- ROLL CALL** **Members Present:** President Peggy Dinsmore; Secretary Sandra Stark; Trustees Ray Evans, and Robin Masters; and Library Director Elizabeth Minter.
- Members Absent:** Trustee Al Shkoler
- Others Present:** Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; Librarian Julie Shook, Children's Librarian Cyrise Smith; Library Assistant Katie Matas; Clerk II Dottie Cummings; Friends of the Library President Pat Irot, Trustee-elect Jean Pappas; and Placentia Residents Deane Cassidy and Marion Harloe.
- ADOPTION OF AGENDA** It was moved by Trustee Masters, seconded by Trustee Evans to adopt the Agenda as presented.
- AYES: Dinsmore, Stark, Evans, Masters
 NOES: None
 ABSTAIN: None
 ABSENT: Shkoler
- MINUTES** It was moved by Secretary Stark, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of October 15, 1996 as presented.
- AYES: Dinsmore, Stark, Evans, Masters,
 NOES: None
 ABSTAIN: None
 ABSENT: Shkoler
- ORAL COMMUNICATIONS** No members of the public requested to address the Board at this time.
- Trustee Shkoler arrived at 7:38 p.m.
- PRESIDENT'S REPORT** President Dinsmore reported that she attended the California Library Association Conference held on November 15-17 where she attended several programs dealing with State and National elections. Of special interest was a presentation by John Jacobs, political analyst for the *Sacramento Bee*. She reviewed the outcome of various library funding proposals which were on the November ballot throughout the state.
- President Dinsmore also reported that she attended the Southern California Library Literacy Network (SCLLN) meeting on November 19, 1996 at Rancho Santiago College.

**FRIENDS OF THE
LIBRARY REPORT**

Friends of the Library President Pat Irot reported that the semi-annual used book sale was redesigned to be held on only one day and that it resulted in the same revenue as it had previously with the three day sale.

She also reported that Friend's Membership solicitation letters will be mailed in early December

**FOUNDATION
REPORT**

Secretary Stark reported that the quarterly meeting of the Placentia Library Foundation Board of Directors was held on November 13, 1996. She reported that the Annual Giving Campaign letters had been mailed and reminded the Library Board to select a new representative to the Foundation Board.

**MEASURE W
CAMPAIGN
COMMITTEE
REPORT**

Library Director Minter reported that the Measure W Committee will have one final meeting on a date not yet determined. It is waiting for the canvass reports to determine whether or not to recommend to the Board to continue campaign activities at a future election and to determine the disbursement of the funds held in the bank account.

CLAIMS

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 9 through 11:

Nonstandard Claims in the amount of \$0.00
Claims forwarded by the Library Director in the amount of \$2,930.97.
Current Claims and Payroll in the amount of \$82,072.99.

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

It was moved by Trustee Evans, seconded by Trustee Shkoler to authorize transfer of \$10,000 from FUND 706 (Bond Redemption) to FUND 707 (General Fund) to be reversed in December after the tax revenues have been received.

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

**FINANCIAL
REPORTS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 13 through 19:

Financial Reports for October, 1996
Office General Ledger & Check Registers for October, 1996
County of Orange Investment Pool Portfolio Summaries, as prepared by Solomon Brothers Asset Management, Inc., for August, 1996
Acquisitions Report for October, 1996;

Overdue Collection Report for October, 1996
Debit Card System Reimbursement Report for October, 1996
Gifts Report for October, 1996

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee Masters to receive Agenda Items 20-32:

Building Maintenance Report for October, 1996 (Receive & File)
Personnel Report for October, 1996 (Receive, File and Ratify Appointments)
Volunteer Report for October, 1996 (Receive & File)
Circulation Report for October, 1996 (Receive & File)
Review of Shared Maintenance Cost with the City of Placentia under the Joint Powers Authority (Receive & File)
Legislative reports from California Advocates and the California Special Districts Association (Receive & File)
Program Budget Requests for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1996-1997 as submitted to the State Library of California based upon the allocation approved by the California Library Services Board (Receive & File).
Quarterly Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1997-1997 (Receive & File)
Transmittal of By-Laws as amended by the Independent Special Districts of Orange County, and the Minutes of the Executive Committee Meeting of September 10, 1996 (Receive & File)
Service and financial agreement between the Placentia Library District and the Coalition for Children, Adolescents, and Parents (CCAP) and the Families First Collaborative (FFC) (Receive, File & Authorize Signature by the Library Director)
Status report on the Orange County Investment Pool (OCIP) issues in the Orange County bankruptcy case as prepared by Patrick C. Shea, Attorney of Record, Pillsbury, Madison & Butro, LLP. (Receive & File)
Retirement dinner in honor of Trustee Al Shkoler (Receive & File, and Authorize the purchase of dinners for Trustees, Library Director Minter, Principal Librarian Ammar, Friends of the Library President Irot, and Gloria Shkoler, to be paid from the Library Board Account in the County Exempt Fund)
North Orange County business & Professional Women's Organization dinner honoring Library Volunteer Dixie Shaw as its 1996-97 Woman of Achievement (Receive & File, and Authorize Purchase of 6 Tickets).

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

**FISCAL YEAR 1996-
1997 BUDGET
AMENDMENT**

Following an explanation by Library Director Minter of the budget revenue and expense line items, it was moved by Trustee Shkoler, seconded by Secretary Stark to Receive and File Revised Revenue and Expenditure Estimates.

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

It was moved by Trustee Shkoler, seconded by Secretary Stark to Adopt Revised Organization Chart and Personnel Allocation by Activity for Fiscal Year 1996-1997 effective January 1, 1997.

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

It was moved by Trustee Evans, seconded by Trustee Shkoler to Authorize the Library Director to proceed with the reduction in staff as authorized by the Organization Chart as revised November 19, 1996, and in compliance with the Placentia Library District Personnel Policy and the Memorandum of Understanding with the Orange County Employees Association.

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

It was moved by Secretary Stark, seconded by Trustee Evans to establish the days of service as Sunday through Thursday, with the Library to be closed on Friday and Saturday.

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

It was moved by Trustee Shkoler, seconded by Trustee Masters to establish the hours as public service as follows:

Sunday	1:00 P. M. to 5:00 P. M
Monday	NOON to 9:00 P. M.
Tuesday	NOON to 9:00 P. M.
Wednesday	NOON to 9:00 P. M.
Thursday	10:00 A. M. to 6:00 P. M.

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

It was moved by Trustee Evans, seconded by Trustee Masters to close the Library from December 22, 1996 through January 4, 1997 and to allow the staff to use vacation time or take unpaid leave during that period.

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

It was moved by Secretary Stark, seconded by Trustee Evans to Instruct the Library Director to place legal notices and newspaper advertisements notifying the public of the changes in public service schedules.

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

**PUBLIC INTERNET
USE POLICY**

It was moved by Trustee Masters, seconded by Trustee Evans to adopt the Internet Use Policy for the Placentia Library District as presented.

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

STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 35 through 39:

Program Committee Report for Month of October, 1996
Children's Services Report for Month of October, 1996
Publicity Materials produced for the Month of October, 1996
Placentia Library Literacy Services Report for Month of
October, 1996
Safety Committee Minutes for October, 1996

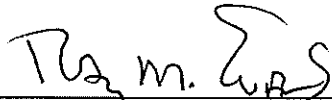
AYES: Dinsmore, Stark, Evans, Masters, Shkoler
NOES: None
ABSTAIN: None

**DECEMBER BOARD
MEETING**

It was moved by Secretary Stark, seconded by Trustee Evans to defer the December Regular Board Meeting until January.

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

The Regular Meeting of the Board of Trustees of the Placentia Library
adjourned at 9:37 P. M.

A handwritten signature in cursive script that reads "Ray M. Evans". The signature is written in black ink and is positioned above a horizontal line.

Ray M. Evans, Secretary