

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
August 26, 1997

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees continued from August 19, 1997 was called to order on August 26, 1997 at 7:32 P. M. by President Peggy Dinsmore.

ROLL CALL

Members Present: President Peggy Dinsmore, Secretary Ray Evans; Trustees Sandra 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.

**EMPLOYEE
SERVICE
RECOGNITION**

President Dinsmore presented a five-year service pin to Library Aide Esther Guzman and congratulated her on her five years of service to the District. Library Aide Guzman expressed her gratitude to the Trustees and to the District for the encouragement and support given to her.

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was moved by Trustee Masters, seconded by Trustee Pappas to approve the Minutes of the Regular Meeting of July 15, 1997 as presented.

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

The Board requested that the Minutes of the Special Meeting of July 29, 1997 be corrected to indicate arrival of Trustee Stark at 7:40 P.M. and to record her vote in favor of the purchase of a service contract in the amount of \$100 per hour, not to exceed \$2,000 to Devon Dougherty, Irvine, for solicitation letter and brochure preparation, and mailing services specification development for a direct mailing to all Placentia residents for the Library Foundation in compliance with the State Library of California Grant.

It was moved by Trustee Stark, seconded by Trustee Masters to approve the Minutes of the Special Meeting of July 29, 1997 as corrected.

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

**ORAL
COMMUNICATIONS**

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

**PRESIDENT'S
REPORT**

President Dinsmore discussed the California Library Association Conference scheduled for November 15 - 18 in Pasadena. She also reported on the request received by the Goleta Sanitary District for support of Senate Bill 712 regarding procedures of the Local Agency Formation Commissions (LAFCO).

It was moved by Trustee Pappas, seconded by Trustee Masters to send a letter in support of SB712 to Representative Mike Sweeney, Chair of the Assembly Local Government Committee.

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

TRUSTEE REPORTS

None

CLAIMS

It was moved by Trustee Masters, seconded by Trustee Stark to approve Agenda Items 7 through 9:

Nonstandard Claims in the amount of \$0.00
Claims forwarded by the Library Director in the amount of
\$2,352.43
Current Claims and Payroll in the amount of \$92,290.41

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

It was moved by Trustee Pappas, seconded by Secretary Evans to Receive & File cash flow analyses of August 19 and August 26, 1997, and authorize an interfund cash loan in the amount of \$36,000 from Fund 706 to Fund 707 to be repaid after the receipt of tax revenue in December.

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

**FINANCIAL
REPORTS**

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

Financial Reports for July, 1997
Office General Ledger & Check Registers for July, 1997
Acquisitions Report for July, 1997
Overdue Collection Report for July, 1997

Debit Card System Reimbursement Report for July, 1997
Gifts Report for July, 1997

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Masters, seconded by Secretary Evans to receive and file Agenda Items 17 through 28:

Building Maintenance Report for July, 1997
Personnel Report for July, 1997 (Receive, File and Ratify
Appointments)
Volunteer Report for July, 1997 (Receive & File)
Circulation Report for July, 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)
Status report on the preparation of a Strategic Plan for Placentia
Library District (Receive & File)
Report on the Staff Recognition Dinner held on July 17, 1997
at Sophia's Restaurant (Receive & File)
Proposition 208 Fact Sheet prepared by the Fair Political Practices
Commission (Receive & File)
Annual Report to the State Library of California for the California
Literacy Campaign Matching Funds Grant for Fiscal Year
1996-1997 (Receive & File)
Annual Report to the California Department of Education for the
Federal Adult Basic Education Grant (321 Grant) for Fiscal
Year 1996-1997 (Receive & File)
Approve Letter of Authorization for Munson, Cronick &
Associates, CPA to conduct the Fiscal Year 1996-1997
Financial Audit for Placentia Library District. (Receive & File,
and authorize signature by the Library Director)

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

**REVIEW OF
LIBRARY REVENUE
ISSUES**

Library Director Minter presented a review of the material in the Board Packet. She reported that Mike Belote of California Advocates had advised her that the State Controller's Staff legal opinion on the Sill's Bill could still occur if the County of Orange takes action in the matter.

No Board action was taken at this time.

**ADOPTION OF
BUDGET FOR
FISCAL YEAR 1997-
1998**

It was moved by Trustee Stark, seconded by Trustee Masters read Resolution 97-4, a Resolution of the Board of Trustees of Placentia Library District of Orange County to Adopt Fiscal Year 1997-1998 Budget for the Placentia Library District.

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

It was moved by Trustee Stark, seconded by Trustee masters to adopt Resolution 97-4. Motion was passed by roll call vote.

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

**REVIEW OF
IMPLEMENTATION
OF INTERNET
SERVICES POLICY**

It was moved by Trustee Pappas, seconded by Trustee Stark to Receive and File the report on the Internet Services Policy.

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

**DONOR
RECOGNITION
POLICY**

It was moved by Trustee Stark, seconded by Secretary Evans to continue discussion of the Donor Recognition Policy at the January meeting.

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

**DISTRICT POLICY
REVIEW**

It was moved by Trustee Stark, seconded by Secretary Evans to continue discussion of the District Policy Review until the November meeting.

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

**CONTRACT FOR
DIRECT MAIL
SERVICE**

It was moved by Trustee Masters, seconded by Trustee Stark to award contract for Direct Mail Service to JART Computer and Mailing Services as recommended by Devon Dougherty and to authorize Library Director Minter to reduce the amount of service being purchased in order to reduce the total cost.

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

**TRAVEL
AUTHORIZATIONS
FOR CALIFORNIA
SPECIAL DISTRICTS
ASSOCIATION 1997
ANNUAL
CONFERENCE**

It was moved by Trustee Stark, seconded by Secretary Evans that no Trustees or Employees will register for the California Special Districts Association 1997 Annual Conference. Library Director Minter and Trustees are authorized to attend several business meetings which do not require registration.

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

**BALLOT FOR
SPECIAL DISTRICT
WORKERS
COMPENSATION
AUTHORITY
(SDWCA)**

It was moved by Trustee Pappas, seconded by Trustee Masters to authorize Secretary Stark to cast the District's vote on the Special District Workers Compensation Authority Ballot.

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

**BALLOT FOR
SPECIAL DISTRICT
RISK
MANAGEMENT
AUTHORITY
(SDRMA)**

It was moved by Trustee Stark, seconded by Secretary Evans to authorize Library Director Minter to attend the Special District Risk Management Authority (SDRMA) Annual Meeting in Anaheim on September 25, 1997 and to cast the District's vote at the meeting.

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

**LIGHTING
MAINTENANCE
CONTRACT 1997-
1998**

It was moved by Trustee Masters, seconded by Trustee Pappas to award Lighting Maintenance Contract for 1997-1998 to Tri-County Lighting, 611 N. Poplar St., Orange at a cost of \$79.00 per month and \$1.30 per lamp for cleaning, plus initial inspection service call, for an annual total not to exceed \$3,391.00

**HERITAGE DAY
PARADE**

It was moved by Trustee Stark, seconded by Trustee Pappas that the District will participate in the Heritage Parade with one antique automobile and five storybook characters.

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

STAFF REPORTS

It was moved by Trustee Masters, seconded by Trustee Stark to receive and file Agenda Items 39 through 43:

Program Committee Report for July, 1997
Children's Services Report for July, 1997
Publicity Materials produced for July, 1997

Placentia Library Literacy Services Report for July, 1997
Safety Committee Minutes for July, 1997

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

**OCTOBER BOARD
MEETING**

It was the consensus of the Board to skip the Regular Board Meeting for October, 1997, as Library Director Minter and Trustee Stark will not be available for the meeting. In case of an emergency, a Special Board Meeting may be convened.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 9:42 P.M.



Ray Evans, Secretary