

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
September 9, 1991

Call to Order

The regular meeting of the Placentia Library District Board of Trustees was called to order at 7:36 P.M. by President Peggy Dinsmore.

Roll Call

Members Present: President Peggy Dinsmore, Secretary Fred West, Trustees Ray Evans, Robert Osborn and Sandra Stark; and Library Director Elizabeth Minter

Members Absent: None

Also Present: Assistant Library Director Sal Addotta, Administrative Assistant Karen Samarin, Principal Librarian Suad Ammar and Dixie Shaw

Adoption of Agenda

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to adopt the Agenda as presented.

Minutes

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to approve the minutes of August 6, 1991.

Oral Communication

Elizabeth Minter presented to Suad Ammar, on behalf of the Library, a framed copy of the Library's Gulf States poster for the outstanding job she has done with the Gulf Exhibit and Display.

Dixie Shaw presented some ideas for the Library: (1) Birthday Club, (2) establish an endowment fund, (3) Participation on Education Committee for a Chamber of Commerce resource booklet.

Consent Calendar

It was moved by Sandra Stark, seconded by Fred West, and carried by Unanimous Voice Vote to approve the Consent Calendar items 6-19.

Health Insurance

Sandra Stark requested that the Board review the health insurance policy with CareAmerica and consider rescinding the \$500 deductible coverage offered to the employees since it is not being used. This item is to be voted on at the October Board meeting.

California Room

Saundra Stark requested that the Board authorize a study to be conducted by staff, on the refocusing of the California Room to the Placentia Room. It was suggested that staff ask the Friends President to chair a group to organize the study. Saundra Stark will be the Board contact for this project.

Heritage Days

Ray Evans, Bob Osborn and Saundra Stark will not be available to participate in the Heritage Day Parade. Cars need to be found for Peggy Dinsmore, Fred West, Elizabeth Minter, Sal Addotta, the Literacy Students, and the young Lifelong Reader.

It was moved by Saundra Stark, seconded by Fred West, and carried by Unanimous Voice Vote, to direct the Library Director to prepare an entry form for the 5 vehicles and sign the Hold Harmless Agreement on behalf of the Board.

California Library Association

It was moved by Saundra Stark, seconded by Ray Evans, and carried by Unanimous Voice Vote to approve the attendance at the California Library Association Conference for 4 employees and 2 trustees from November 15 - November 18, 1991 at a cost not to exceed \$4,000 as presented by Elizabeth Minter in Agenda Item Number 23.

Attendees will be staff members Minter, Addotta, Ammar, and Schneider, Trustee Dinsmore, and West.

Resolution No. 91-5

It was moved by Fred West, seconded by Saundra Stark, and carried by Unanimous Voice Vote to read Resolution No. 91-5 by title only.

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA
LIBRARY DISTRICT TO ESTABLISH A POLICY TO PERMIT THE
LIBRARY DIRECTOR TO SUBMIT CLAIMS WITH HER SIGNATURE
ONLY

It was moved by Saundra Stark, seconded by Fred West, and carried by Unanimous Voice Vote to adopt Resolution No. 91-5 by roll call vote:

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

Request for Hot Water Heater

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to approve the installation of two six-gallon hot water heaters, one to serve the men's and women's staff restrooms and the other to serve the staff lounge sink, and that the Library Director be authorized to solicit quotes and award a contract to the lowest reasonable bidder at a price not to exceed \$575.

Staff Scheduling for Upcoming Wedding

It was moved by Bob Osborn, seconded by Ray Evans, and carried by Unanimous Voice Vote to authorize the Library Director to hire temporary help on October 26, 1991 enabling the staff to attend Library Assistant Cheryl Roberts' wedding.

Replacement of Cash Register

It was moved by Ray Evans, seconded by Bob Osborn, and carried by Unanimous Voice Vote to authorize the replacement of the cash register, and Elizabeth Minter to solicit bids making a selection not to exceed \$650.

November Board Meeting

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to change the Regular Board Meeting date from November 11 to November 4, 1991 for the November Regular Board Meeting due to the Holiday.

Retirement Fund Committee

The Trustees would like to retain the current Committee and authorize the new Library Director, Elizabeth Minter to immediately step in as part of the Committee.

Policy for Payout of an Incumbent's Accumulated Vacation Time

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to adopt the Library Director's recommendation: If an incumbent's position is reduced in hours of service per week on a regular basis, he or she will keep the equivalent of one years vacation at the new rate of accumulation, and be paid for all remaining hours of accrued vacation.

It was moved by Fred West to take a short recess at 10:05 P.M.

The Board of Trustees reconvened at 10:17 P.M. with all members present.

Policy for Issuing Early Vacation Payroll Checks

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to adopt the recommendation of the Library Director: (1) The minimum number of days the staff member must be absent to qualify for the early paycheck is 2 weeks, (2) The minimum number of days of notice that staff member must give in order to have the request processed is 2 weeks.

Amendment to Library Policy 24-85 "FLSA"

It was moved by Fred West, seconded by Sandra Stark to defer Agenda Item 32 to the October Board Meeting so the Library Director may prepare an amendment to the Library Policy 24-85, "FLSA".

Organization Chart FY1991/92

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to adopt the Organization Chart for the Placentia Library District as presented in Agenda Item 33 with the addition of the part-time Clerk I in the Children's Department.

Office Automation Project

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to authorize the Library Director to solicit bids for new computer equipment.

Staff Reports

Ray Evans recommended that the Board recognize Suad Ammar, Project Director for the Gulf Arab States Grant Exhibit.

It was moved by Fred West, seconded by Sandra Stark, and carried by Unanimous Voice Vote to receive and file Agenda Items 35-39 of the Staff Reports.

Agenda Preparation

1. Dixie Shaw presentation
2. SCE rebate - payment
3. HMO medicare employee carriers 65+
4. Rescind policy for Library payment of \$500 deductible for medical insurance co-payment
5. Retirement Fund Committee Meeting with Library Director
6. Smoke alarms

Action Items

1. BearState bills
2. List of bills into packets
3. Look into D & S Systems Contract
4. What other carriers offer HMO for 65+
5. Contact Pat Irot re Placentia Room Project
6. Find vehicles for parade and prepare entry forms
7. Bids for water heater, cash register, new computers

Adjourn

It was moved by Ray Evans, seconded by Fred West, and carried by Unanimous Voice Vote to Adjourn the Regular Meeting at 11:13 P.M.

Fred D. West

Fred D. West, Secretary