

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 19, 1994**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on September 19, 1994 at 7:30 P.M. by President Margaret Dinsmore.

ROLL CALL

Members Present: President Margaret Dinsmore; Secretary Sandra Stark; Trustees Ray Evans and Fred West; and Library Director Elizabeth Minter.

Members Absent: Trustee Al Shkoler

Others Present: Substitute Administrative Assistant Gloria Clark; and Trustee-elect Robin Masters.

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was moved by Trustee West, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of the Board of Trustees of August 15, 1994, as submitted.

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

**ORAL
COMMUNICATIONS**

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

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore reported that on September 17, 1994, she spoke with Congressman Ed Royce and that he expressed interest in attending the District's Seventy-fifth Anniversary Celebration on October 16, 1994. She also reported that she, Trustee West and Staff member Katie Matas attended a Pension Fund Fiduciary Workshop and Luncheon presented by Dean Witter, Inc. on August 17, 1994, and that she and Katie Matas had also attended the Southern California Library Literacy Network meeting in Santa Fe Springs on September 8, 1994.

**FRIENDS OF THE
LIBRARY**

President Dinsmore reported that she attended the meeting of the Friends of the Library held on September 7, 1994. She commended Friends President Pat Irot for working over 100 hours on the Library's 75th Anniversary Celebration.

**LITERACY
VOLUNTEERS OF
AMERICA**

President Dinsmore reported that she plans to attend the Literacy Volunteers of America Annual Meeting scheduled for Monday, September 16, 1994. She requested that all Board members make an effort to attend. Cartoonist Phil Yeh will be the guest speaker.

**SYSTEM ADVISORY
BOARD**

Director Minter reported that the Library will host the next System Advisory Board Meeting scheduled for October 26, 1994. She also reminded the Board that the Annual Banquet for the California Library Services Board in honor of the local System Advisory Board is scheduled for November 10, 1994 at the Hyatt Regency.

CLAIMS

It was moved by Trustee West, seconded by Trustee Evans to approve Agenda Items 10 through 12: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$4,937.41; and Current Claims and Payroll in the amount of \$104,698.86.

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

**FINANCIAL
REPORT**

It was moved by Trustee West, seconded by Trustee Evans to approve Agenda Items 13 through 17: Financial Reports for July and August, 1994; Office General Ledger and Check Registers for August 1994; Overdue Collection Report for August, 1994; Debit Card System Reimbursement report for August, 1994; and Gifts Report for August, 1994.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee West, seconded by Trustee Evans to receive, file and approve Agenda Items 18 through 28: Building Maintenance Report for August, 1994 (Receive & File); Personnel Report for August, 1994 (Receive, File & Ratify Appointments); Volunteer Report for August, 1994 (Receive & File); Circulation Report for August, 1994 (Receive & File); Board Election Report (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Annual Report to the State Library of California (Receive & File); Application for Legal Resources Grant (Receive & File and Approve Application); CLC Matching Grant Certification (Receive & File and Approve Application); Fiscal Year 1993-1994 Audit of Financial Transactions (Receive & File); Status Report on the Disabled Access Remodeling Project (Receive & File).

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

**REVIEW OF PLANS
FOR 75TH
ANNIVERSARY**

Library Director Minter reported on the Heritage Day Parade. Board President Dinsmore and Friends of the Library President Pat Irot will ride in the first car; Trustees West and Stark will ride in the second car, Evans, and Shkoler will ride in the third car; and Principal Librarian Suad Ammar will ride with Library Director Minter in the fourth car.

Library Director Minter also reported that before the 75th Anniversary Ceremony, a brunch is planned for Huell Howser, the Library Board and other participants in the 75th Anniversary Program.

**MEETING ROOM
RENTAL CHARGES**

It was moved by Trustee West, seconded by Trustee Evans to revise the Meeting Room Policy rental fees to \$30.00 for up to four (4) hours and \$10.00 per hour for each additional hour effective November 1, 1994.

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

Administrative Officer Jo Ann T. Jordan and Investment Officer Deborah Castellani of First American Trust, Senior Administrative Consultant Mia A. Berroya of Dun and Bradstreet and Reference Librarian Julie Shook arrived at 8:00 P.M.

**REVIEW OF
PENSION PLAN**

The Board reviewed the District's Pension Plan with Mia Berroya, representing the Plan's Administrator, Dun and Bradstreet and also with Jo Ann T. Jordan and Deborah Castellani representing the Plan's Trustee and Investment Management, First American Trust.

The Board recessed at 9:14 P.M. and reconvened at 9:20 P.M.

It was moved by Trustee West, seconded by Trustee Evans to Read Resolution 94-8, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt an Amendment to the Placentia Library District of Orange County Money Purchase Pension Plan.

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

It was moved by Trustee West, seconded by Trustee Evans to adopt Resolution 94-8. Motion was approved by roll call vote.

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

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee West, seconded by Trustee Evans to approve the Travel Authorizations as follows:

1. National Society of Fund Raising Executives (NSFRE), \$ 445.50
Los Angeles Chapter, Annual Fund Raising Day in L.A.
Monday, September 26, 1994, Los Angeles Convention Center.
Stark, West, and Minter.
2. Independent Special Districts of Orange County (ISDOC), \$ 75.00
quarterly membership meeting. Thursday, October 20, 1994.
Two Trustees and Minter.
3. On-Line/CD-ROM Conference, San Francisco, \$1,793.68
October 24-26, 1994. Minter and Shook.
4. Literacy Volunteers of America National Conference \$1,434.64
(LVA), November 2-5, 1994, San Diego. Dinsmore, Ammar,
Matas, and Walters.
5. California Library Services Board System Advisory \$210.00
Board Annual Awards Banquet, Hyatt Alicante Hotel,
Garden Grove, Thursday, November 10, 1994. All
Trustees and Minter.

6. California Library Association Annual Conference \$1,467.00
(CLA), November 12-15, 1994, Anaheim. Dinsmore,
Shkoler, Minter, Ammar, Schneider, McClain, Shook, Burkich,
and Willauer.

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

**REVIEW AND
ADOPTION OF THE
PLACENTIA
LIBRARY DISTRICT
CONFLICT OF
INTEREST POLICY**

It was moved by Trustee West, seconded by Trustee Evans to read Resolution 94-9, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to amend the current Placentia Library District Conflict of Interest Code in Accordance with the Fair Political Practices Commission Model, by title only.

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

It was moved by Trustee West, seconded by Trustee Evans to adopt Resolution 94-9. Motion was approved by roll call vote.

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

STAFF REPORTS

It was moved by Trustee West, seconded by Secretary Stark to receive and file Agenda Items 35 through 41: Program Report for Month of August, 1994; Children's Services Report for the month of August, 1994; Acquisitions Report for August, 1994; Publicity Materials Produced for the Month of August, 1994; Placentia Library Literacy Services Report for the Month of August, 1994; Families for Literacy Project Report for the Month of August, 1994; Placentia Pride Committee Report for August, 1994.

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

**AGENDA
PREPARATION FOR
OCTOBER 17, 1994
REGULAR
MEETING**

Approval of the Specification of Bids for Construction for the LSCA
Title II Disabled Access Remodeling Project.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of Placentia Library
District adjourned at 10:16 P.M.



Sandra M. Stark, Secretary