

**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**January 19, 2000**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on January 17, 2000 at 7:31 P.M. by Secretary Masters.

**ROLL CALL**

**Members Present:** Secretary Robin Masters, Trustees Sandra Stark and Gaeten Wood; and Library Director Elizabeth Minter.

**Members Absent:** President Al Shkoler, Trustee Peggy Dinsmore

**Others Present:** Public Services Manager Jim Roberts; and Administrative Assistant Wendy Goodson

**ADOPTION OF AGENDA**

It was moved by Trustee Stark, seconded by Trustee Wood to adopt the Agenda as printed.

AYES:	Masters, Wood, Stark
NOES:	None
ABSTAIN:	None
ABSENT:	Dinsmore, Shkoler

**MINUTES**

It was moved by Trustee Wood, seconded by Trustee Stark to approve the Minutes of the December 15, 1999 Regular Meeting as printed.

AYES:	Masters, Wood
NOES:	None
ABSTAIN:	Stark
ABSENT:	Dinsmore, Shkoler

**ORAL COMMUNICATIONS**

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

President Shkoler arrived at 7:34 P.M.

**PRESIDENT'S REPORT**

President Shkoler reported that longtime Friends Member Eleanore Rankin's husband passed away. Library Director will propose a joint effort at the next Friend's Meeting in February 7, 2000 between the Board of Trustees and Friends in presenting a gift to Ms. Rankin.

Trustee Dinsmore arrived at 7:36 P.M.

President Shkoler reported that the Placentia Police Chief is retiring in April, 2000.

**TRUSTEES REPORT**

Trustee Wood reported that she attended the Friend's Meeting on January 10, 2000 and proposed informally of potential changes to the entry way of the Library.

**LIBRARY  
DIRECTOR'S  
REPORT**

Library Director Minter reported that she attended the Special Districts Risk Management Authority Legislative Meeting in Sacramento. Topics discussed were funding issues and property taxes.

Library Director Minter thanked the Library Board on behalf of Suad Ammar for a wonderful retirement luncheon.

**FRIENDS REPORT**

The Friends convened on January 3, 2000. Library Director Minter reported the Gates Foundation computers will be installed and a ribbon cutting ceremony will be held on February 14, 2000.

Trustee Wood gave a report on the progress of the plans for remodeling the Library entry way.

The next Friend's Board meeting is scheduled for February 7, 2000. Trustee Dinsmore is scheduled to attend.

**FOUNDATION  
REPORT**

Foundation Treasurer Stark reported on the Foundation's financial status.

Trustee Wood reported that Judith Swayne, Executive Director of the Orange County Community Foundation attended the Foundation Board Meeting on November 18, 1999 to give feedback and suggestions on how foundations function.

**CLAIMS**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve Agenda Items 10 through 13:

Nonstandard Claims in the amount of \$0.00

Claims 3849, 3850, 3851, 3852 and 3854 forwarded by the Library Director in the amount of \$11,503.04.

Current Claims 3853, 3855, 3856, and 3857; and Payroll Claims 3858 and 3859 for \$43,040, for a combined total of \$90,061.49.

FY1999-00 Cash Flow Analysis through January 19, 2000 and recommendation that no funds be transferred at this time.

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**FINANCIAL  
REPORTS**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to receive and file Agenda Items 14 through 19:

Financial Reports for December, 1999

Office General Ledger & Check Registers for December, 1999

Acquisitions Report for December, 1999

Overdue Collection Report for December, 1999

Debit Card System Reimbursement Report for December, 1999

Gifts Report for December, 1999

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Stark, seconded by Trustee Dinsmore to receive and file Agenda Items 20-28:

Building Maintenance Report for December, 1999 (Receive & File)

Personnel Report for December, 1999 (Receive, File and Ratify Appointments)

Volunteer Report for December, 1999 (Receive & File)

Circulation Report for December, 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of December 7, 1999 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)

Status report on the Placentia History Room project with the City Of Placentia (Receive & File)

Status report on the building preparation, installation of equipment, and ribbon cutting reception for the Gates Library Initiative Grant (Receive & File)

Legislative Reports from the California Special Districts Association and the California Library Association (Receive & File)

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**PARTICIPATION IN  
COMMUNITY  
EMERGENCY  
RESPONSE TEAM  
(CERT) TRAINING**

It was moved by Trustee Wood, seconded by Trustee Stark to approve the Board of Trustees participation in the CERT Training scheduled for February 16, 2000 and schedule the Regular Meeting of the Placentia Library District Board of Trustees to February 17, 2000.

AYES: Dinsmore, Masters, Shkoler, Stark

NOES: None

ABSTAIN: None

ABSENT: None

**AUTHORIZATION  
TO OBTAIN BIDS**

President Shkoler authorized Trustee Wood to obtain bids for repairing and reupholstering of 100 study chairs and replacement of 14 Conference Room chairs.

**TRAVEL AND  
TRAINING  
AUTHORIZATIONS**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to approve the Library Director's participation as the library district representative on the California Special District's Association Legislative Committee for the 2000 Legislative Session, with a maximum of four meetings outside of the local travel area.

AYES: Dinsmore

NOES: Masters, Shkoler, Stark, Wood

ABSTAIN: None

ABSENT: None

President Shkoler, Trustees Dinsmore, Stark, and Wood; and Library Director Minter will attend the Metropolitan Cooperative Library Systems Advocacy Workshop on February 5, 2000.

It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve Administrative Assistant Goodson's participation in the Special District Risk Management Association (SDRMA) Annual Education Day in Bakersfield on March 1, 2000, at a cost not to exceed \$240.00 to be paid from Fund 707.

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**STAFF REPORTS**

It was moved by Secretary Masters, seconded by Trustee Stark to approve Agenda Items 32-39:

Placentia Library Web Site Development Report for December, 1999

Program Committee Report for December, 1999

Children's Services Report for December, 1999

Publicity Materials Produced in December, 1999

Placentia Library Literacy Services Report for December, 1999

Safety Committee Minutes for December, 1999

Final Report on Y2K Preparation for December, 1999

Placentia Library Explorer Post Report for December, 1999

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

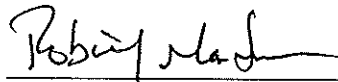
ABSENT: None

**AGENDA  
PREPARATION**

The February Regular Meeting will be held on February 17, 2000.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for January 19, 2000 adjourned at 8:41 P.M.



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Robin J. Masters, Secretary