

**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**July 21, 1998**

**CALL TO ORDER**                   The Regular Meeting of the Placentia Library District Board of Trustees was called to order on July 21, 1998 at 7:35 P. M. by President Peggy Dinsmore.

**ROLL CALL**                       **Members Present:** President Peggy Dinsmore, Trustees Robin Masters, Trustee Sandra Stark; and Library Director Elizabeth Minter.

**Members Absent:** Secretary Ray Evans.

**Others Present:** Trustee-designate Al Shkoler; Administrative Assistant Charlene Dumitru; and Principal Librarian Suad Ammar.

**ADOPTION OF AGENDA**               It was moved by Trustee Masters, seconded by Trustee Stark to adopt the Agenda as presented:

**AYES:**           Dinsmore, Masters, Stark  
                                  **NOES:**           None  
                                  **ABSTAIN:**       None  
                                  **ABSENT:**        Evans

**MINUTES**                         It was moved by Trustee Masters, seconded by President Dinsmore to approve the Minutes of the Regular Meeting of June 16, as presented.

**AYES:**           Dinsmore, Masters  
                                  **NOES:**           None  
                                  **ABSTAIN:**       Stark  
                                  **ABSENT:**        Evans

It was moved by Trustee Masters, seconded by Trustee Masters to approve the Minutes of the Special Meeting of July 8, 1998 as presented.

**AYES:**           Dinsmore, Masters, Stark  
                                  **NOES:**           None  
                                  **ABSTAIN:**       None  
                                  **ABSENT:**        Evans

**ORAL COMMUNICATIONS**       Trustee-designate Al Shkoler expressed his appreciation at rejoining the Board.

**PRESIDENT'S REPORT**           President Dinsmore reported that she will attend the California Library Trustees and Commissioners (CALTAC) Board Meeting on August 1, at Torrance Library. A discussion of the recently published *Trustee Took Kit for Library Leadership* is scheduled for the meeting and she requested that each Trustee evaluate the book and inform her of any comments or suggestions that she might contribute to the discussion.

**TRUSTEE REPORTS**

No Trustees wished to address the Board at this time.

**FOUNDATION  
REPORT**

Trustee Stark reported that planning is underway for the "American Girl Tea" scheduled for May 8, 1999, the Saturday before Mother's Day. A committee has formed to work on this project and Trustee Stark anticipates much community support for the event.

Trustee Stark also reported that the Annual Fundraising Campaign letters are scheduled to be mailed July 23, and the Direct Mail Campaign is scheduled for August.

**CLAIMS**

It was moved by Trustee Masters, seconded by Trustee Stark to approve Agenda Items 8 through 10:

Nonstandard Claims in the amount of \$0.00  
Claims forwarded by the Library Director and Board of Trustees in the amount of \$18,346.16  
Current Claims and Payroll in the amount of \$69,149.67

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

**FINANCIAL  
REPORTS**

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

Financial Reports for June, 1998  
Office General Ledger & Check Registers for June, 1998  
Acquisitions Report for June, 1998  
Overdue Collection Report for June, 1998  
Debit Card System Reimbursement Report for June, 1998  
Gifts Report for June, 1998

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Masters, seconded by Trustee Stark to receive and file Agenda Items 17-31

Building Maintenance Report for June, 1998 (Receive & File)  
Personnel Report for June, 1998 (Receive, File  
and Ratify Appointments)  
Volunteer Report for June, 1998 (Receive & File)  
Circulation Report for June, 1998 (Receive & File)

Review of Shared Maintenance Cost with the City of Placentia under the Joint Powers Authority (Receive & File)  
Legislative reports from California Advocates, the California Special Districts Association and the California Library Association (Receive & File)  
Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of June 2, 1998. (Receive & File)  
Staff Appreciation Dinner Report (Receive & File)  
Letter of Agreement with Munson, Cronick & Associates for the Fiscal Year 1997-1998 Financial Audit. (Receive, File Approve, and Authorize Signature by the Library Director)  
Placentia History Room Activities (Receive & File)  
California Library Services Board Actions taken at the May 5-6, 1998 Meeting (Receive & File)  
Memo from the City of Placentia regarding the funding for the Library Seismic Retrofit Project (Receive & File)  
Strategic Planning Report (Receive & File)  
Establishment of Custodial Account and Life Insurance Transfer Authorization by form DC-2948-A as required by the Internal Revenue Service through PEPSCO Deferred Compensation Plan Administrator (Receive & File, Approve, and Ratify Signature by the Library Director)  
Submission of Letter of Application to the United States Passport Agency for Placentia Library District to serve as a Passport Acceptance Facility (Receive & File, and Approve Application)

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

**LIBRARY REVENUE  
ISSUES AND  
FEASIBILITY OF  
LIBRARY PARCEL  
TAX BALLOT ISSUE**

Library Director Minter reviewed the Library revenue issues as presented in the Board packet.

It was moved by Trustee Masters, seconded by Trustee Stark to allocate funds raised by Passport Fees to the book budget.

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

**COLLECTIVE  
BARGAINING  
AGREEMENT FOR  
1998-99 THROUGH  
2000-01**

It was moved by Trustee Masters, seconded by Trustee Stark to read Resolution 98-3, A Resolution of the Board of Trustees of Placentia Library District of Orange County Adopting a Memorandum of Understanding between Placentia Library District and Placentia Library District Chapter of the Orange County Employees Association, by title only.

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

It was moved by Trustee Stark, seconded by Trustee Masters to Adopt Resolution 98-3. Motion was approved by roll call vote:

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

**FISCAL YEAR 1998-  
1999 BUDGET**

It was moved by Trustee Stark, seconded by Trustee Masters to read Resolution 98-4, A Resolution of the Board of Trustees of Placentia Library District of Orange County Establishing the Salaries of Employees of the Placentia Library District of Orange County, by title only.

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

It was moved by Trustee Stark, seconded by Trustee Masters, to adopt Resolution 98-4. Motion was approved by roll call vote:

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

It was moved by Trustee Stark, seconded by Trustee Masters to read Resolution 98-5, A Resolution of the Board of Trustees of Placentia Library District of Orange County to Establish the District Holiday and Library Closure Schedule for Calendar Years 1998 and 1999, by title only.

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

It was moved by Trustee Stark, seconded by Trustee Masters to adopt Resolution 98-5. Motion was approved by roll call vote:

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

It was moved by Trustee Masters, seconded by President Dinsmore to continue discussion of the Budget for Fiscal Year 1998-1999 until the August Board Meeting.

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

**DENTAL AND  
VISION EMPLOYEE  
INSURANCE PLANS**

It was moved by Trustee Stark, seconded Trustee Masters to moved employee dental insurance coverage to Ameritas and vision insurance coverage to Vision Service Plan (VSP), including the Video Terminal Display rider, effective August 1, 1998, and to authorize the Library Director to sign the Ameritas and VSP contracts.

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

**NOMINATION OF  
PAT IROT FOR THE  
CALIFORNIA  
SPECIAL DISTRICTS  
ASSOCIATION 1998  
DISTINGUISHED  
VOLUNTEER  
AWARD**

It was moved by Trustee Stark, seconded by Trustee Masters to read Resolution 98-6, A Resolution of the Board of Trustees of Placentia Library District of Orange Count to Nominate Anna C. (Pat) Irot for the California Special Districts Association 1998 Distinguished Volunteer Award, by title only.

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

It was moved by President Dinsmore, seconded by Trustee Masters to adopt Resolution 98-6. Motion was approved by roll call vote:

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

**APPOINTMENT OF  
TRUSTEE  
REPRESENTATIVE  
TO THE PLACENTIA  
LIBRARY  
FOUNDATION  
BOARD OF  
TRUSTEES**

It was moved by Trustee Masters, seconded by Trustee Stark to appoint Al Shkoler as a Board representative to the Placentia Library Foundation Board of Directors, effective upon his appointment as a Trustee of Placentia Library District by the Orange County Board of Supervisors.

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

**STAFF REPORTS**

It was moved by Trustee Masters , seconded by Trustee Stark to approve Agenda Items 38-42:

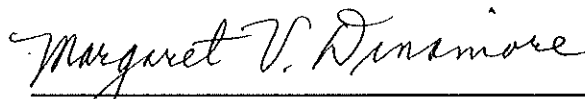
Program Committee Report for June, 1998  
Children's Services Report for June, 1998  
Publicity Materials produced for June, 1998  
Placentia Library Literacy Services Report for June, 1998  
Safety Committee Minutes for June, 1998

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

**AGENDA  
PREPARATION:**

1. Budget for Fiscal Year 1998-1999
2. Establishment of a Trustee position of Community Representative

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 10:06 P. M.

  
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Margaret V. Dinsmore, President