

## AGENDA

### REGULAR MEETING

#### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES SPECIAL MEETING

June 6, 1995

7:00 P.M.

Library Conference Room

**AGENDA DESCRIPTIONS:** *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

**REPORTS AND DOCUMENTATION:** *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925.*

1. Roll Call. Administrative Assistant

2. Adoption of Agenda.

*This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).*

Presentation: Library Director  
Recommendation: Adopt by Motion

3. Minutes of the May 15, 1995, Regular Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communications.

*At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.*

*In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.*

*In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.*

*Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).*

**CLAIMS (Items 5 -7)**

Presentation:               Library Director  
Recommendation:       Approve by Motion

*Items 5 - 7 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.*

5.    Nonstandard Claims in excess of \$300. (Approve)

There are no Nonstandard Claims for this period.

6.    Claims forwarded by the Library Director. (Approve)

There are no Claims forwarded by the Library Director for this period.

7.    Current Claims. (Approve)

Current Claims of \$15,433.88.

**GENERAL CONSENT CALENDAR (Item 8 - 9)**

Presentation:               Library Director  
Recommendation:       Approve by Motion

*Items 8 - 9 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

8.    Letter of Introduction and Orange County Treasurer Investment Policy Statement, Short-Term Investment Pool, received from Orange County Treasurer-Tax Collector John M. W. Moorlach, CPA, CFP, dated May 15, 1995. (Receive & File)
9.    Endorsement of submission of Application for Library Leadership Fundraising Training Project to the American Library Association for participation by Board Secretary Stark and Library Director Minter. (Receive, File & Endorse Submission)

**CONTINUING BUSINESS**

10. Fiscal Year 1994-1995 Budget

Presentation: Library Director  
Recommendation: Determine level of support for Measure R.

Review of the status of the Settlement Agreement between the Orange County Investment Pool and the County of Orange.

Determine level of support for Measure R and give staff direction for public information issues regarding this issue.

Review pending legislation as it affects the Fiscal Year 1994-1995 and the Fiscal Year 1995-1996 Budgets.

11. Approve contract for architectural services with Alexander Drake Hibbs, Inc; review status of the LSCA Title II Handicapped Remodeling Project, including the conversion of the west end of the loading dock area to an enclosed storage space and installation of a wall to create of a copy and typing center at the west end of the reading room; and review and approve final contract documents for bid.

Presentation: Library Director  
Recommendation: Approve contract with Alexander Drake Hibbs; make determination on proceeding with project; determine length of bid period; and release of requests for bids.

**NEW BUSINESS**

12. Adoption of Resolution 95-2 authorizing the transfer of local revenues to the Office of the Orange County Treasurer in compliance with Section 19658 of the Education Code of the State of California.

Presentation: Library Director  
Recommendation: Adopt by Resolution.

13. Set Date for Regular Board Meetings

Presentation: Library Director  
Recommendation: Set date for Regular Board Meetings as the third Tuesday of each month at 7:00 P.M.

14. Adoption of Resolution 95-3 Establishing the District's Gann Limitation for Fiscal Year 1995-1996.

Presentation: Library Director  
Recommendation: Adopt by Resolution.

*Estel Dec  
will vs. crew  
R45 2:00  
4:05 pm*

*all year*

*7:30*

**ADJOURNMENT**

15. Agenda Preparation for the June Regular Board Meeting to be held on Tuesday, June 20, 1995..

16. Review of Action Items.

*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*

17. Adjourn

\*\*\*\*\*CERTIFICATION OF POSTING\*\*\*\*\*

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the June 6, 1995, Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, May 31, 1995.

*Charlene Dumitru*

## CALENDAR FOR LIBRARY BOARD OF TRUSTEES

June 3 - 7	American Booksellers Association, Chicago (Ammar)
Jun 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Jun 20 (Tues)	Library Board Meeting, 7:30 P.M.
Jun 22-29	American Library Association Annual Conference, Chicago
Jul 18 (Tues)	Library Board Meeting, 7:30 P.M.
Aug 21 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 5 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Sep 7 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
Sep 18 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 19-22	California Special Districts Association Annual Conference, Huntington Beach
Oct 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Oct 16 (Mon)	Library Board Meeting, 7:30 P.M.
Nov 2 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
Nov 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Nov	California Library Association Annual Conference
Nov 20 (Mon)	Library Board Meeting, 7:30 P.M.
Dec 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Dec 18 (Mon)	Library Board Meeting, 7:30 P.M.
January 19-25	American Library Association Midwinter Meeting, San Antonio.
Mar 26-30	Public Library Association National Conference, Portland.
Jun 20-27	American Library Association Annual Conference, New York City.

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**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
MAY 15, 1995**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on May 15, 1995 at 7:30 P.M. by President Margaret Dinsmore.

**ROLL CALL**

**Members Present:** President Margaret Dinsmore; Secretary Sandra Stark; Trustees Ray Evans, Robin Masters and Al Shkoler; and Library Director Elizabeth Minter.

**Members Absent:** None

**Others Present:** Principal Librarian Suad Ammar; Literacy Coordinator Katie Matas; and Administrative Assistant Charlene Dumitru.

**ADOPTION OF  
AGENDA**

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

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

**PRESENTATION OF  
CERTIFICATE OF  
RECOGNITION**

President Dinsmore presented a Certificate of Recognition to Ingram Micro, Inc. for its donation of \$500.00 to Placentia Library Literacy Services to be used toward a new computer for students and tutors. Literacy Coordinator Matas accepted the certificate on behalf of Laura Curran of the Philanthropic Committee of Ingram Micro, Inc.

**MINUTES**

It was moved by Trustee Evans, seconded by Trustee Shkoler to approve the Minutes of the Regular Meeting of April 17, 1995 as presented.

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

**ORAL  
COMMUNICATIONS**

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

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore reported that she met with California Advocate Lobbyist Mike Belote prior to the CALTAC Workshop on May 2, 1995. As part of the California Library Association Legislative Day activities she met with Senator John Lewis and his Chief of Staff Christopher Jones, Senator William A. Craven, Assemblyman Ross Johnson and Assemblyman Curt Pringle. *Chief of Staff, Christopher Jones*

President Dinsmore also reported that several guests were present at the CALTAC Board Meeting speaking on the theme of reinventing government. She presented the board with a draft of the document "Restructuring Public Libraries" and encouraged all board members to study the document. She also referred to several pending Senate bills which could affect library funding and services.

**FRIENDS OF THE  
LIBRARY**

Library Director Minter referred the Board to the Friends report contained in the Board Agenda Book. She reported that the Friends have authorized a matching expenditure of up to \$350.00 as their contribution to the Staff Appreciation Dinner. She also mentioned the Semi-annual Friends booksale scheduled for May 18 - 21, 1995.

**PLACENTIA  
LIBRARY  
FOUNDATION  
REPORT**

Secretary Stark reported that the Placentia Library Foundation held a regular meeting on May 4, 1995. She reported that financial planning consultant Al Penry was welcomed as a new member of the board and that the following committees have been formed: Grant Proposal, Investment; Planned Giving; and Annual Campaign. Library Director Minter added that the first solicitation letter for the Annual Campaign should be ready to begin mailing by mid-summer.

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve an expenditure from the Library County Exempt Fund to purchase computer modifications for the District's 486 graphics computer to accommodate the additional workload of the Foundation's database at a cost not to exceed \$1,000.00

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

**CLAIMS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 9 through 11: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$3,209.17; and Current Claims and Payroll in the amount of \$55,853.33.

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



**FINANCIAL  
REPORT**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 12 through 18: Financial Reports for April, 1995; County of Orange Investment Pool Portfolio Summary, April, 1995; Office General Ledger & Check Registers for April, 1995; Acquisitions Report for April, 1995; Overdue Collection Report for April, 1995; Debit Card System Reimbursement Report for April, 1995; and Gifts Report for April, 1995;

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

**GENERAL  
CONSENT  
CALENDAR**

It was moved by Trustee Masters, seconded by Trustee Evans to receive, file and approve Agenda Items 19 through 24: Building Maintenance Report for April, 1995 (Receive & File); Personnel Report for April, 1995 (Receive, File and Ratify Appointments); Volunteer Report for April, 1995 (Receive & File); Circulation Report for April, 1995 (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); and Submission of Placentia Library Literacy Services Report for the Second Quarter of 1994-1995 to the State Library of California (Receive & File).

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

The Board recessed for Break at 8:42 P.M. and reconvened at 8:50 P.M.

**FISCAL YEAR 1994-  
1995 BUDGET**

Library Director Minter reviewed the status of the Settlement Agreement between the Orange County Investment Pool and the County of Orange. She also reviewed pending State Legislative actions and the potential impact on Library Funding and Services.

It was moved by Trustee Shkoler, seconded by Trustee Evans to ratify <sup>the</sup> signatur~~e~~ by Secretary Stark and Library Director Minter, ~~of~~ the Consent to Modifications to Comprehensive Settlement Agreement, dated May 5, 1995, and its subsequent submission to Price Waterhouse by the requested deadline of May 12, 1995.

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

It was moved by Trustee Masters, seconded by Trustee Evans to decline the request from Assemblyman Curt Pringle and Senator John Lewis to pass a resolution "forgiving" the final 11% of the Orange County Investment Pool Settlement Agreement so that the funds could be used by the County to pay its other debtors and bondholders, thus alleviating the necessity of the proposed sales tax increase.

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

It was the consensus of the Board to direct Staff to prepare informational material concerning Measure R and that the Board will consider the endorsement of Measure R after reviewing the informational material at its next meeting.

It was moved by Secretary Stark, seconded by Trustee Shkoler to actively pursue inclusion of the two Special Library Districts of Orange County as "educational" for purposes of future legislation concerning the Orange County Bankruptcy; and to authorize President Dinsmore to serve as the liaison with the legislature in cooperation with Buena Park Library District.

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

**STATUS REPORT  
FOR LIBRARY  
SERVICES AND  
CONSTRUCTION  
ACT TITLE II  
GRANT**

It was moved by Trustee Shkoler, seconded by Trustee Masters to authorize the Library Director to sign and send the notice of Termination of Contract to Dan L. Rowland and Associates, AIA, Inc.

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

**FISCAL YEAR 1994-  
1995 BUDGET**

It was moved by Trustee Shkoler, seconded by Trustee Masters that pursuant to California Government Code Section 54957.6 a closed session to be held to discuss collective bargaining issues relating to the renewal of the Memorandum of Understanding.

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

The Board entered into Closed Session at 10:02 P.M. and reconvened in Open Session at 10:10 P.M.

**REVIEW  
INSURANCE  
BROKER  
SELECTION  
OPTIONS FOR 1996-  
1997**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve solicitation of quote for liability insurance coverage from the Special District Risk Management Authority.

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

**ESTABLISH DATES  
FOR JUNE AND  
JULY BOARD  
MEETINGS**

It was the consensus of the Board to change to dates of the Regular Meeting of the Board of Trustees from Monday, June 19 to Tuesday, June 20, 1995 and from Monday July 17 to Tuesday, July 18, 1995.

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

**1995 STAFF  
APPRECIATION  
DINNER**

It was moved by Trustee Shkoler, seconded by Trustee Evans to set the date of Thursday, July 13, 1995, for the 19th Annual Staff Appreciation Dinner, at a cost not to exceed \$700.00, with 50% of the cost paid by the Friends of the Library and 50% paid by the Library Board from the County Exempt Fund.

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

**AUTHORIZATION  
OF PURCHASE OF  
COMPUTER FOR  
THE ADULT AND  
FAMILY LITERACY  
PROGRAMS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve purchasing a computer from Automated Office Products for the amount of \$3,698.00 including installation. The \$2,040.82 gift received by the Placentia Library Literacy Services will be used for this purchase. The balance of \$1,657.18 will be paid from the Placentia Library Literacy Services funds.

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

**STAFF REPORTS**

It was moved by Trustee Masters, seconded by Trustee Shkoler to receive and file Agenda Items 31 through 36: Program Report for Month of April, 1995; Children's Services Report for Month of April, 1995; Publicity Materials produced for the Month of April, 1995; Placentia Library Literacy Services Report for Month of April, 1995; Families for Literacy Project Report for the Month of April, 1995; and Placentia Pride Committee Report for Month of April, 1995.

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

**AGENDA  
PREPARATION**

Agenda Items to be included in the next meeting of the Board of Trustees are:

1. Endorsement of Measure R
2. LSCA Title II Grant Remodeling Bid Release
3. Change in date of Regular Meeting of the Board of Trustees from third Monday of each Month to the third Tuesday of each Month.

The Regular Meeting of the Board of Trustees of the Placentia Library adjourned at 10:31 P.M.

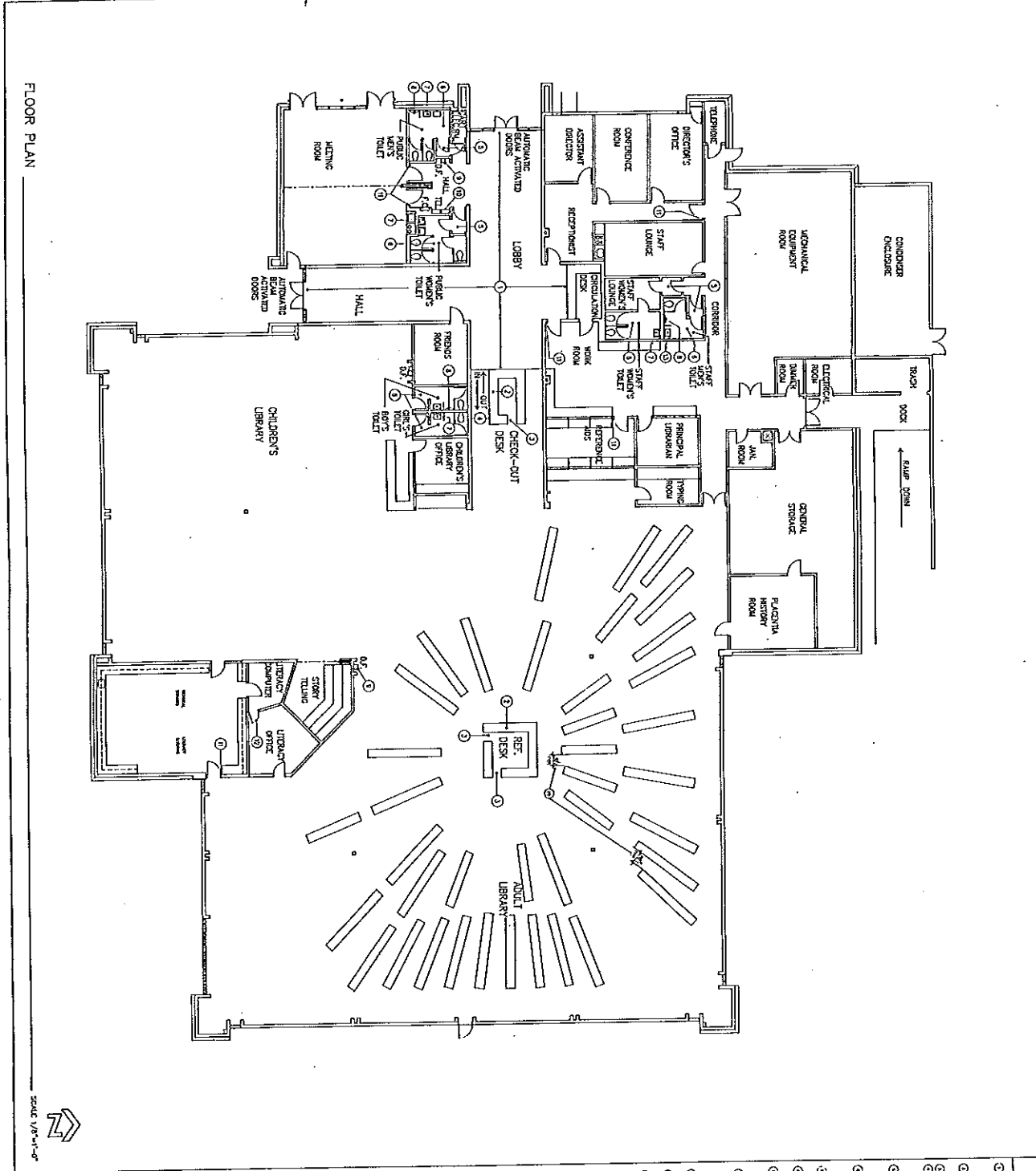
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Sandra M. Stark, Secretary

PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
June 6, 1995

DATE	REPORT NO.	AMOUNT
		\$0.00
	TOTAL	<u>\$0.00</u>





FLOOR PLAN

SCALE 1/8"=1'-0"

**DISABLED ACCESS (ADA) DEFICIENCY NOTES**

- 1. Check that all public restrooms, and other restrooms are accessible to people with disabilities.
- 2. Check that all public restrooms, and other restrooms are accessible to people with disabilities.
- 3. Check that all public restrooms, and other restrooms are accessible to people with disabilities.
- 4. Check that all public restrooms, and other restrooms are accessible to people with disabilities.
- 5. Check that all public restrooms, and other restrooms are accessible to people with disabilities.
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- 8. Check that all public restrooms, and other restrooms are accessible to people with disabilities.
- 9. Check that all public restrooms, and other restrooms are accessible to people with disabilities.
- 10. Check that all public restrooms, and other restrooms are accessible to people with disabilities.

**DISABLED ACCESS REMODELING  
 MAIN LIBRARY  
 PLACENTIA LIBRARY DISTRICT  
 PLACENTIA CIVIC CENTER**  
 411 EAST CHAPMAN AVENUE, PLACENTIA, CALIFORNIA 92670

**Den L. Rowland and Associates, AIA, Inc.**  
 Architecture and Planning  
 1290 North Hancock Street, Suite 204  
 Anaheim, California 92607  
 (714) 777-6778

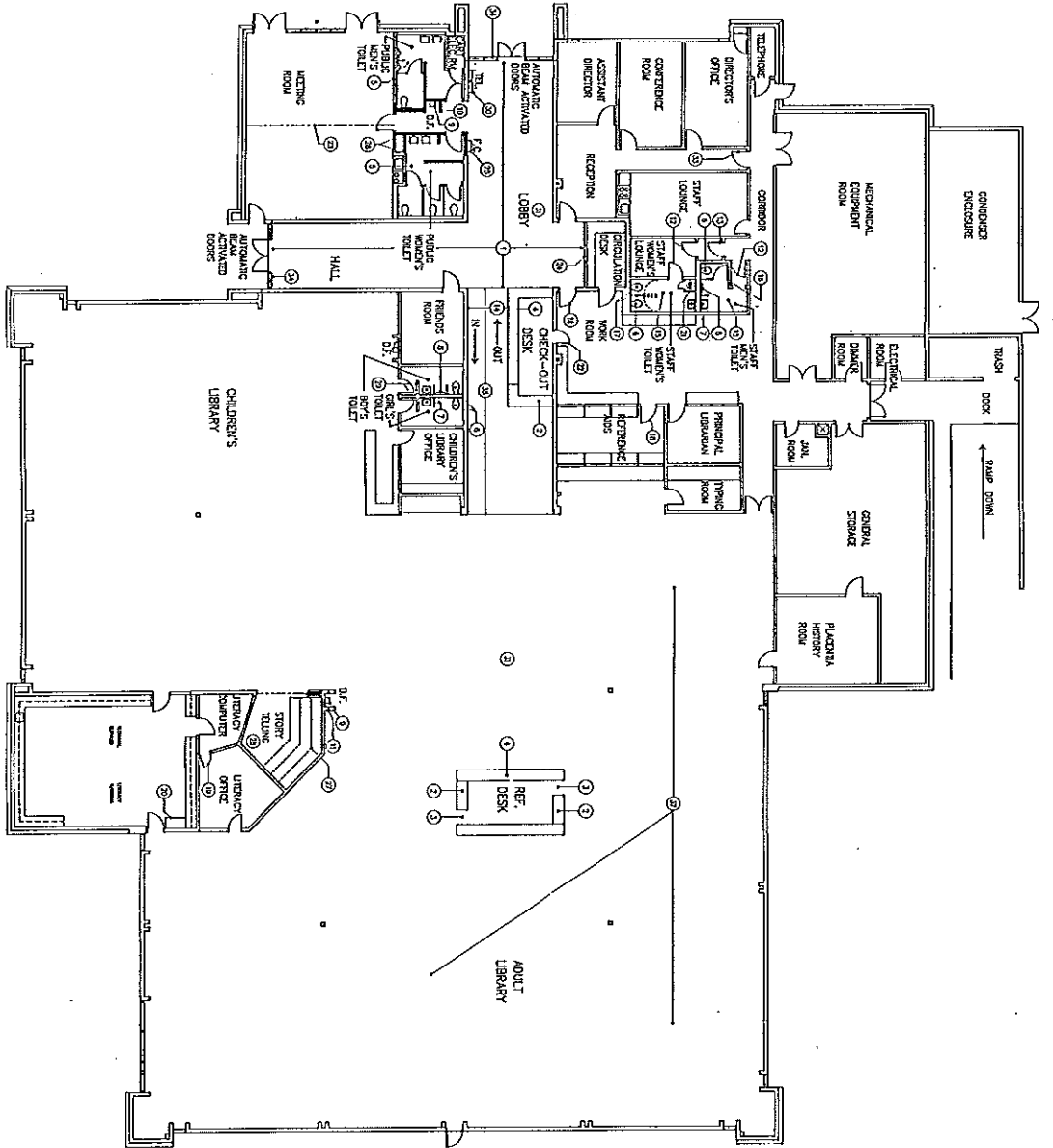


**A1**  
 EXISTING FLOOR PLAN  
 DATE: 10/1/88  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 APPROVED BY: [Name]





FLOOR PLAN



SCALE 1/8" = 1'-0"

- DISABLED ACCESS (ADA) DEFICIENCY NOTES**
1. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF MAIN LIBRARY.
  2. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF CHILDREN'S LIBRARY.
  3. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF ADULT LIBRARY.
  4. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF RECEPTION LOBBY.
  5. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF MEN'S TOILET.
  6. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF WOMEN'S TOILET.
  7. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF STAFF WORK AREA.
  8. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF CONFERENCE ROOM.
  9. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF DIRECTOR'S OFFICE.
  10. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF ASSISTANT DIRECTOR'S OFFICE.
  11. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF RECEPTION LOBBY.
  12. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF MEN'S TOILET.
  13. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF WOMEN'S TOILET.
  14. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF STAFF WORK AREA.
  15. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF CONFERENCE ROOM.
  16. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF DIRECTOR'S OFFICE.
  17. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF ASSISTANT DIRECTOR'S OFFICE.
  18. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF RECEPTION LOBBY.
  19. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF MEN'S TOILET.
  20. REPAIR CRACKS IN CONCRETE FLOOR AT EAST END OF WOMEN'S TOILET.

Design and Use of Public Buildings and Facilities

2010 ADA Standards for Accessible Design

2010 International Building Code

2010 International Fire Code

2010 International Mechanical Code

2010 International Plumbing Code

2010 International Electrical Code

2010 International Fuel Gas Code

2010 International Energy Conservation Code

2010 International Existing Building Code

2010 International Sign Code

2010 International Telecommunications and Broadcasting Code

2010 International Vehicle Code

2010 International Wildland-Urban Interface Code

2010 International Zoning Code

2010 International Building Code Supplement

2010 International Fire Code Supplement

2010 International Mechanical Code Supplement

2010 International Plumbing Code Supplement

2010 International Electrical Code Supplement

2010 International Fuel Gas Code Supplement

2010 International Energy Conservation Code Supplement

2010 International Existing Building Code Supplement

2010 International Sign Code Supplement

2010 International Telecommunications and Broadcasting Code Supplement

2010 International Vehicle Code Supplement

2010 International Wildland-Urban Interface Code Supplement

2010 International Zoning Code Supplement

**DISABLED ACCESS REMODELING**  
**MAIN LIBRARY**  
**PLACENTIA LIBRARY DISTRICT**  
**PLACENTIA CIVIC CENTER**  
 411 EAST CHAPMAN AVENUE, PLACENTIA, CALIFORNIA 92670

**Don L. Rowland and Associates, AIA, Inc.**  
 Architecture and Planning

1220 North Hancock Street, Suite 204  
 Anaheim, California 92607  
 (714) 777-5770

