

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 19, 1995**

- CALL TO ORDER** The Regular Meeting of the Placentia Library District Board of Trustees was called to order on September, 1995 at 7:40 P.M. by President Margaret Dinsmore.
- ROLL CALL** **Members Present:** President Margaret Dinsmore; Secretary Sandra Stark, Trustees Ray Evans, Al Shkoler and Robin Masters; and Library Director Elizabeth Minter.
- Members Absent:** None
- Others Present:** Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; Senior Library Volunteer Paul Deputy; Library Volunteers Joan Fitzgerald, Mae Goldblum and Carl Westburg; and Special District Risk Management Authority representatives James W. Towns and Gene DeYoung.
- AYES: Dinsmore, Stark, Evans, Masters, Shkoler,
 NOES: None
 ABSTAIN: None
- ADOPTION OF AGENDA** It was moved by Trustee Evans, seconded by Trustee Shkoler, to adopt the Agenda as presented.
- AYES: Dinsmore, Stark, Evans, Shkoler, Masters
 NOES: None
 ABSTAIN: None
- MINUTES** It was moved by Trustee Evans, seconded by Trustee Masters to approve the Minutes of the Regular Meeting of August 15, 1995 as presented.
- AYES: Dinsmore, Stark, Evans, Shkoler, Masters
 NOES: None
 ABSTAIN: None
- ORAL COMMUNICATIONS** No members of the public requested to address the Board at this time.
- PRESENTATION OF VOLUNTEER CERTIFICATES** President Dinsmore and Senior Library Volunteer Paul Deputy presented Certificates of Achievement to the following Volunteers: Joan Fitzgerald for 500 hours; Mae Goldblum for 300 hours; and Carl Westburg and Dr. Allan Schlichter for 200 hours volunteer service to the Library.

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore reported that she had attended the reopening ceremonies for Palos Verdes Library District held on Sunday, September 17. Dr. Kevin Starr, State Librarian, was a speaker at the event as was Author Ray Bradbury. President Dinsmore also reported that she and Literacy Coordinator Katie Matas attended the South California Library Literacy Services meeting on September 19, 1995. She complimented Literacy Coordinator Matas on her excellent performance and her ability to present well before an audience.

**FRIENDS OF THE
LIBRARY REPORT**

President Dinsmore referred to Agenda Item 7, Friends of the Library Board of Directors Report in the Board packet. Library Director Minter reported that the Friends bookstore is now open and had revenue of over \$70.00 during the previous weekend. Secretary Stark reported that Friends of the Library President Pat Irot has requested that Board Members become active in Friends projects.

**FOUNDATION
REPORT**

Secretary Stark reported that the First Annual Giving Campaign to previous donors was underway with mailings to over 350 individuals. She acknowledged Trustee Shkoler's work in designing the database for Foundation Fundraising. Trustee Shkoler reported that Dynix offers a customized program which would enhance the database for a cost of approximately \$900.00. The Board agreed to consider the Dynix product at the October Board Meeting.

CLAIMS

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 6 through 8: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$0.00; and Current Claims and Payroll in the amount of \$66,153.96.

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

FINANCIAL REPORT

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

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Evans, seconded by Trustee Masters to receive Agenda Items 19 through 25: Building Maintenance Report for August, 1995 (Receive & File); Personnel Report for August, 1995 (Receive, File, and Ratify Appointments); Volunteer Report for August, 1995 (Receive & File); Circulation Report for August, 1995 (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Authorization of travel expenses for Fiscal Year 1995-1996 for Library Board President Peggy Dinsmore to attend the Board of Directors Meetings of the California Association of Library Trustees and Commissioners (Approve); Annual Report to the California Department of Education for the Federal Adult Basic Education Grant (321 Grant) for Fiscal Year 1993-1994 (Receive & File).

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

**LIABILITY
INSURANCE QUOTE
FROM SPECIAL
DISTRICT RISK
MANAGEMENT
AUTHORITY**

Agenda Item 27 was taken out of sequence for the convenience of Special District Risk Management Authority representatives James W. Towns and Gene DeYoung.

It was moved by Trustee Shkoler, seconded by Trustee Evans to accept the proposal for general liability, auto liability, errors and omissions, property loss, boiler and machinery and employee blanket bond insurance from the Special District Risk Management Authority effective October 1, 1995; to authorize the Library Director sign all documents relating to this insurance coverage; and to authorize the Library Director to notify Shipkey Insurance of the cancellation of the General Liability and Public Officials Coverage effective at midnight on September 30, 1995.

It was moved by Trustee Shkoler seconded by Trustee Evans to purchase a "tail" for the current Directors and Officers Errors and Omissions policy for extended coverage.

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

FY1995-96 BUDGET

Library Director Minter gave the Board a status report as to the Orange County Bankruptcy proceedings. No Board action was taken.

The Board recessed for a break at 8:45 P.M. and reconvened at 8:55 P.M.

**ESTABLISH
RECORDS
RETENTION
POLICY**

It was moved by Secretary Stark, seconded by Trustee Masters that the Library Director be designated as the custodian of all records of the Placentia Library District; and that the following schedule for records retention be implemented:

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| Board of Trustee Minutes, Agendas & Agenda Documents | Indefinitely |
| Audits | Indefinitely |
| Annual Reports to the State Library | Indefinitely |
| Annual Report of Financial Transactions to the State Auditor | Indefinitely |
| Personnel Records | Indefinitely |
| Monthly Financial Reports from the Orange County Auditor | Indefinitely |
| Bond Payment Records | Indefinitely |
| Pension Fund Annual Census and Report | Indefinitely |
| Library-published reports, studies, publications | Indefinitely |
| Insurance Policies | 10 Years |
| Payroll Records and Reports | 10 Years |
| Grant Reports | 10 Years |
| Grant Applications--funded | 10 Years |
| FPPC Conflict of Interest Statements for Staff | 7 Years |
| Grant Applications--unfunded | 5 Years |
| Library System printouts | 5 Years |
| Budget forms for Orange County Auditor | 5 Years |
| Checks | 5 Years |
| Bank Statements | 5 Years |
| Board Meeting Recordings | 3 Years |

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

**ESTABLISH
MILEAGE
REIMBURSEMENT
RATE POLICY**

It was moved by Trustee Evans, seconded by Trustee Masters to set the mileage reimbursement rate as the "Standard Mileage Rate" as authorized each year by the Internal Revenue Service.

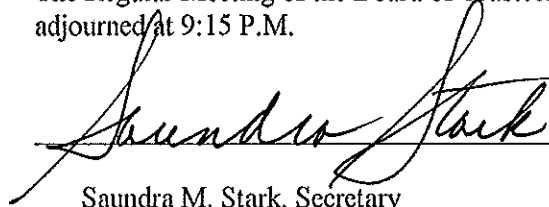
AYES: Dinsmore, Stark, Evans, Masters, Shkoler,
NOES: None
ABSTAIN: None

STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 30 through 35: Program Report for Month of September, 1995; Children's Services Report for Month of September, 1995; Publicity Materials produced for the Month of September, 1995; Placentia Library Literacy Services Report for Month of September, 1995; Families for Literacy Project Report for the Month of September, 1995; and Placentia Pride Committee Report for Month of September, 1995.

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

The Regular Meeting of the Board of Trustees of the Placentia Library adjourned at 9:15 P.M.



Sandra M. Stark, Secretary