

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 15, 1999**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on December 15, 1999 at 7:32 P.M. by President Al Shkoler.

ROLL CALL **Members Present:** President Al Shkoler; Secretary Robin Masters, Trustee Peggy Dinsmore and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: Trustee Sandra Stark

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Wendy Goodson

ADOPTION OF AGENDA It was moved by Secretary Masters, seconded by Trustee Wood to adopt the Agenda as printed.

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

MINUTES It was moved by Secretary Masters, seconded by Trustee Dinsmore to approve the Minutes of the November 17, 1999 Regular Meeting as printed.

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

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

PRESIDENT'S REPORT President Shkoler reported that Library Director Elizabeth Minter and Placentia resident Hugh Wood were named Citizens of the Year.

TRUSTEES REPORT Trustee Wood reported that the recent Los Angeles Times published an article about foundations and encouraged the Board to read it for information about foundation management.

LIBRARY DIRECTOR'S REPORT Library Director Minter notified the Board that there will be a new security/alarm system installed at the rear exit doors of the Library. The new system will be keyless with access codes and a tracking feature to audit the traffic.

FRIENDS REPORT

The Friend's Meeting was December 6, 1999. Trustee Masters, Library Director Minter, and Cheryl Willauer attended the meeting.

Library Director Minter announced the Author's Luncheon is scheduled for March 4, 2000. The featured author will be Ruth Heller.

The next Friend's meeting is scheduled for January 3, 2000.

FOUNDATION REPORT

Trustee Wood will report on the November 6, 1999 Foundation meeting at the January 19, 2000 Board of Trustees Meeting.

BOARD ELECTIONS

President Shkoler requested Library Director Minter to conduct the election for President of Board of Trustees.

It was moved by Trustee Wood, seconded by Secretary Masters to nominate Al Shkoler as President of the Library Board of Trustees for Placentia Library District.

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

President Shkoler conducted the election for Secretary of Library Board of Trustees.

It was moved by Trustee Dinsmore, seconded by Secretary Masters to elect Al Shkoler as President of the Library Board of Trustees by unanimous ballot.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to nominate Secretary Masters as Secretary of the Library Board of Trustees for Placentia Library District.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to elect Secretary Masters as Secretary of the Library Board of Trustees by unanimous ballot.

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

President Shkoler appointed Trustee Stark and Trustee Wood as Placentia Library Foundation Board Representatives.

President Shkoler appointed Trustee Wood as Independent Special Districts of Orange County Representative and Special District Local Area Formation Commission Selection Representative

President Shkoler appointed Trustee Stark and Secretary Masters as Placentia Civic Center Authority Representatives.

**REGULAR BOARD
MEETING DATES &
TIMES**

The Library Board of Trustees decided to conduct the Regular Board Meetings for 2000 on the third Wednesday of the month at 7:30 P.M.

CLAIMS

It was moved by Secretary Masters, seconded by Trustee Dinsmore to approve Agenda Items 13 through 16:

Nonstandard Claims in the amount of \$0.00

Claims 3837, 3838, and 3839 forwarded by the Library Director in the amount of \$87,974.18.

Current Claims 3840, 3841, 3842, 3843, 3844, 3845, and 3846; and Payroll Claims 3847 and 3848 for \$56,688.22, for a combined total of \$99,728.22.

FY1999-00 Cash Flow Analysis through November 17, 1999 and recommendation that no funds be transferred at this time.

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

**FINANCIAL
REPORTS**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to receive and file Agenda Items 17 through 22:

Financial Reports for November, 1999

Office General Ledger & Check Registers for November, 1999

Acquisitions Report for November, 1999

Overdue Collection Report for November, 1999

Debit Card System Reimbursement Report for November, 1999

Gifts Report for November, 1999

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

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary Masters, seconded by Trustee Wood to receive and file Agenda Items 23-32:

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

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

Volunteer Report for November, 1999 (Receive & File)

Circulation Report for November, 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of November 2, 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 Community Development Block Grant (CDBG) Application in The amount of \$55,000 for the *Roof Replacement for Placentia Library* project, submitted to the Orange County Housing Department on October 15, 1999. (Receive & File and Ratify Submission)

Library of California Board actions taken at the November 11-12, 1999 Meeting

Memo to City of Placentia Administrator Robert D'Amato

Requesting reallocation of the District's share of the Civic Center Electric bill.

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

**ESTABLISH POLICY
FOR PROMOTIONAL
MATERIALS OR
GIFTS TO STAFF**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to adopt the Policy for Promotional Materials or Gifts Given to Staff at a limit of \$15.

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

**PROPOSED
RESOLUTIONS**

It was moved by Secretary Masters, seconded by Trustee Dinsmore to read Resolution 99-10 by title only.

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

It was moved by Trustee Dinsmore, seconded by Secretary Masters to adopt Resolution 99-10.

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

It was moved by Trustee Dinsmore, seconded by Secretary Masters to read Resolution 99-11 by title only.

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

It was moved by Trustee Dinsmore, seconded by Secretary Masters to adopt Resolution 99-11.

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

STAFF REPORTS

It was moved by Secretary Masters, seconded by Trustee Wood to approve Agenda Items 36-42:

Placentia Library Web Site Development Report for November, 1999

Program Committee Report for November, 1999

Children's Services Report for November, 1999

Publicity Materials Produced in November, 1999

Placentia Library Literacy Services Report for November, 1999

Safety Committee Minutes for November, 1999

Report on Y2K Preparation for November, 1999

AYES: Dinsmore, Masters, Shkoler, Wood

NOES: None

ABSTAIN: None

ABSENT: Stark

**AGENDA
PREPARATION**

No action was taken on this item.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for December 15 1999 adjourned at 8:36 P.M.



Robin J. Masters, Secretary