

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
August 16, 2000**

**CALL TO ORDER**                   The Regular Meeting of the Placentia Library District Board of Trustees was called to order on August 16, 2000 at 7:32 P.M. by President Shkoler.

**ROLL CALL**

**Members Present:** President Al Shkoler, Secretary Robin Masters, Trustee Sandra Stark; and Library Director Elizabeth Minter.

**Members Absent:** Trustees Peggy Dinsmore; and Gaeten Wood

**Others Present:** Public Services Manager Jim Roberts; and Administrative Assistant Wendy Goodson, and Trustee Nominee Geoff Braun.

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

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

**MINUTES**                        It was moved by Secretary Masters, seconded by Trustee Stark to approve the Minutes of the July 19, 2000 Regular Meeting as printed.

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

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

**PRESIDENT'S REPORT**           Nothing to report at this time.

**TRUSTEE REPORTS**           Trustee Stark reported she will be attending the California Special District Association's Annual Conference in Monterey on September 26-27, 2000. Special District Workers Compensation Authority is paying for Trustee Stark's conference registration and travel expenses.

Trustee Dinsmore arrived at 7:35 p.m.

**LIBRARY  
DIRECTOR'S  
REPORT**

Library Director reminded the Board that she will not be with the Library entry at the Placentia Heritage Day Parade on October 14, 2000 and shall be with the Chamber of Commerce as Citizen of the Year. Trustees scheduled to attend the parade are President Shkoler, and Trustees Dinsmore and Wood.

**CLAIMS**

It was moved by Secretary Masters, seconded by Trustee Stark to approve Agenda Items 8 through 11:

Nonstandard Claims in the amount of \$0.00

Claims 3947, 3948, 3949, and 3950 forwarded by the Library Director and Board of Trustees for a total of \$13,670.55.

Current Claims 3951, 3952, 3953, 3954, and 3955; and Payroll Claims 3956 for \$24,513 and 3957 for \$24,513.00 for a combined total of \$77,564.54.

FY1999-00 Cash Flow Analysis through August 16, 2000 and recommendation that no funds be transferred.

**FINANCIAL  
REPORTS**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to receive and file Agenda Items 12 through 17:

Financial Reports for July, 2000

Office General Ledger & Check Registers for July, 2000

Acquisitions Report for July, 2000

Overdue Collection Report for July, 2000

Debit Card System Reimbursement Report for July , 2000

Gifts Report for July, 2000

AYES: Dinsmore, Masters, Shkoler, Stark

NOES: None

ABSTAIN: None

ABSENT: Wood

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Stark, seconded by Secretary Masters to receive and file Agenda Items 18-29:

Building Maintenance Report for July 2000. (Receive & File)

Personnel Report for July 2000 (Receive, File and Ratify Appointments)

Volunteer Report for July 2000 (Receive & File)

Circulation Report for July 2000 (Receive & File)

Annual Report to the State Library of California for the Literacy Campaign Matching Funds Grant for Fiscal Year 1999-2000 (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)

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

Special District's Workers Compensation Authority Information Update, July 28, 2000, regarding finalization of coverage with Fireman's Fund for Fiscal Year 2000-2001 (Receive & File)

Library of California Board Actions taken Jun 21,-22, 2000 (Receive & File)

Report on the City of Placentia 75<sup>Th</sup> Anniversary Celebration Planning Meeting, July 26, 2000 (Receive & File)

Memo to Library Board from Library Director Elizabeth Minter And Public Services Manager James Roberts reporting a business Interest in All American Citizenship Center, Placentia (Receive & File)

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

**REVIEW OF  
PROPERTY TAX  
AND PLF FUNDING  
BEFORE COURTS  
AND LEGISLATURE**

Library Director reported that Catherine Smith, Executive Director of the California Special Districts Association (CSDA), has not reported current information regarding the items discussed at its Legislative Committee Meeting on August 2, 2000.

**PUBLIC HEARING --  
FINES & FEES  
SCHEDULE FY 2000-  
2001**

It was moved by Secretary Masters, seconded by Trustee Stark to receive & file the Proof of Publication for the re-notice of public hearing for the Proposed Fines and Fees Schedule for 2000-2001 Fiscal Year for the Placentia Library District, that was published in the *Placentia News Times* on August 3, 2000.

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

The Public Hearing for the Fines & Fees Schedule for FY 2000-2001 continued from the July 19, 2000 Library Board Meeting was opened by President Shkoler at 8:23 P.M.

No one spoke.

The Public Hearing for the Proposed Fines & Fees Schedule for FY 2000-2001 was closed at 8: 24 P.M.

It was moved by Trustee Dinsmore, seconded by Secretary Masters to finalize the Fines & Fees Schedule for 2000-2001.

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

It was moved by Trustee Dinsmore, seconded by Secretary Masters to read Resolution 00-1 by title only, Adopt the Fines and Fees Schedule for FY 2000-2001 of Placentia Library District.

It was moved by Trustee Stark, seconded Trustee Dinsmore to adopt Resolution 00-1.

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

**PUBLIC HEARING  
FOR THE BUDGET  
FY 2000-2001**

Library Director reviewed the Proposed Budget for Fiscal Year 2000-2001.

It was moved by Secretary Masters, seconded by Trustee Stark, to receive and file the Proof of Publication for the notice of public hearing for the Proposed Budget for 2000-2001 Fiscal Year for the Placentia Library District, that was published in the *Placentia News Times* on Aug 3, 2000.

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

The Public Hearing on the Budget for Fiscal Year 2000-2001 was opened by President Shkoler at 8:29 P.M.

No one spoke.

The Public Hearing on the Budget for Fiscal Year 2000-2001 was closed at 8:30 P.M.

It was moved by Secretary Masters, seconded by Trustee Dinsmore to read Resolution 00-2 by title only, to Adopt Fiscal Year 2000-2001 Budgets for the Placentia Library District.

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

It was moved by Trustee Dinsmore, seconded by Trustee Stark to adopt Resolution 00-2.

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

**STAFF  
APPRECIATION  
DINNER**

President Shkoler and Gloria Shkoler presented proposals for the Staff Appreciation Dinner.

It was moved by Trustee Stark seconded by Secretary Masters to set the Staff Appreciation Dinner for October 5, 2000 at 6:30 P.M. at Rembrandt's in Placentia. The District will request 50% of the cost, not exceed \$400.00, from the Friends of Placentia Library.

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

**EXTENSION OF  
VIDEO LOAN  
PERIOD**

The Technical Services Manager and Circulation Staff recommended that the District change its loan period for videos from two (2) days to one (1) week, with the same renewal policies as books.

It was moved by Trustee Stark, seconded by Secretary Masters to extend loan period for videos from two (2) days to one (1) week.

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

**LIBRARY ROOF  
REPLACEMENT  
PROJECT**

Library Director reported that the Placentia Library Roof Replacement Project is needed because the roof that was installed in 1974 has deteriorated and is causing damage to the library's book collection.

It was moved by Trustee Stark, seconded by Secretary Masters to finance the project through Special District Financing Authority with a repayment of five (5) to six (6) years. This would maintain the District's reserve balance and spread the cost over part of the life of the new roof.

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

It was moved by Trustee Stark, seconded by Trustee Dinsmore to use the City of Placentia as Project Manager to coordinate the specification development, bidding process, and construction management services.

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

It was moved by Trustee Stark, seconded by Secretary Masters to authorize the Library Director to work with the City of Placentia Public Works Manager to set specifications and initiate the bid process for the Library Roof Replacement Project.

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

**REPORT ON 21<sup>ST</sup>  
CENTURY  
LIBRARIANSHIP**

Librarian II Cyrise Smith reported on her participation in the first annual Stanford University/California State Library Institute on 21<sup>st</sup> Century Librarianship, August 6-12, 2000.

**LOCAL AGENCY  
BIENNIAL NOTICE**

Library Director reported that the California Political Reform Act requires every local agency to review its Conflict of Interest Code biennially to determine its accuracy and compliance the State Code.

It was moved by Trustee Stark, seconded by Secretary Masters, to receive & file the Conflict of Interest Policy; delete the Principal Librarian; and the Public Services Manager and Technical Services Manager; and authorize the Library Director to sign and submit the report as amended to the Clerk of the Board of Supervisors, County of Orange.

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

**STAFF REPORTS**

It was moved by Trustee Stark, seconded by Secretary Masters to approve Agenda Items 38-43:

Program Committee Report for July, 2000.

Children's Services Report for July, 2000.

Placentia Library Literacy Services Report for July, 2000.

Placentia Library Web Site Report for July, 2000.

Publicity Materials produced for July, 2000.

Safety Committee Minutes for July, 2000.

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

**CLOSED  
SESSION**

Closed Session was deferred until September 20, 2000 Regular Meeting to discuss personnel matters.


**AGENDA  
PREPARATION**

No action taken on this item.

The September Regular Meeting will be held on September 20, 2000.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for August 16, 2000 adjourned at 9:08 P.M.

  
Robin J. Masters, Secretary