

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
October 20, 1999

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on October 20, 1999 at 7:30 P.M. by President Al Shkoler.

ROLL CALL

Members Present: President Al Shkoler; Secretary Robin Masters, Trustees Peggy Dinsmore, Saundra Stark, and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent:

Others Present: Principal Librarian Suad Ammar; Library Clerk Estella Wnek

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve the Minutes of the September 15, 1999 Regular Meeting as printed.

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

**ORAL
COMMUNICATIONS**

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

**PRESIDENT'S
REPORT**

The Board of Trustees and Cyrise Smith, Children's Librarian recognized the Summer Reading Youth volunteers and the Heritage Day Parade Youth volunteers for their dedication and time given to the Children's Department.

President Shkoler indicated that he would like a Library shirt. None of the other trustees expressed interest.

TRUSTEES REPORT

Trustee Stark reminded Board members to attend the Foundation Donor Reception on November 5, 1999.

FRIENDS REPORT

The Friends did not have a Board meeting in October due to preparation of their paperback book sale.

Friends Board Member Jan Sschwartzkopf had surgery on October 7 and is now recovering at home.

The next Friend's meeting is scheduled for November 1, 1999 at 7:00 P.M with Trustee Stark scheduled to attend as the Library Board representative.

CLAIMS

It was moved by Trustee Dinsmore, seconded by Trustee Stark to approve Agenda Items 9 through 12:

Nonstandard Claims in the amount of \$0.00

Claims 3807, 3808, 3809, 3810, 3811, and 3812 forwarded by the Library Director in the amount of \$16,400.31.

Current Claims 3815, 3816, 3817, 3818, 3819, 3820, 3821, and 3822 for \$22,747.28 and Payroll Claims 3813 and 3814 for \$43,040.40, for a total of \$65,787.28.

FY1999-00 Cash Flow Analysis through August 18, 1999.

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

FINANCIAL REPORTS

It was moved by Trustee Dinsmore, seconded by Trustee Wood to receive and file Agenda Items 13 through 18:

Financial Reports for September, 1999

Office General Ledger & Check Registers for September, 1999

Acquisitions Report for September, 1999

Overdue Collection Report for September, 1999

Debit Card System Reimbursement Report for September, 1999

Gifts Report for September, 1999

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Stark, seconded by Secretary Masters to receive and file Agenda Items 19-36:

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

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

Volunteer Report for August and September, 1999 (Receive & File)

Circulation Report for September, 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of Sep 7, 1999 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)

Legislative information from California Special Districts Association (CSDA), and California Library Association (CLA) (Receive & File)

Status report on the Placentia History Room project with the City Of Placentia (Receive & File)

Certification of Eligibility and Funding for Fiscal Year 1999-2000 for the California Library Literacy Services. (Receive & File)

Letter of Understanding with McFarlin & Anderson regarding The ABN-AMRO Incorporated Lease-Purchase Agreement Finalized at the September 15, 1999 Library Board Meeting (Receive & File)

Notification from First Data Investor Services Group (Account Manager for the District's Pension Fund) that it will be acquired by PFPC Worldwide, Inc., a subsidiary of PNC, during the fourth quarter of this year. (Receive & File)

Status Report from First American Trust, Trustee of the District's Pension Plan (Receive & File)

Fiscal Year 1998-1999 Annual Report of Financial

Transactions of Special District as prepared by Munson, Cronick, & Associates (Receive & File)

Fiscal Year 1998-99 Report on Audit of Financial Statements For Placentia Library District as prepared by Munson, Cronick, & Associates (Receive & File)

Fiscal Year 1998-99 Audit Management Letter prepared by Munson, Cronick & Associates on September 1, 1999 (Receive & File)

Orange County Investment Pool (OCIP) Bankruptcy update of October 7, 1999 from Patrick Shea, Attorney for OCIP (Receive & File)

Minutes of the Placentia Civic Center Authority Commission Of October 5, 1999, and the Financial Statements and Audit For Fiscal Year 1998-99 as prepared by Conrad & Associates, LLP, CPA (Receive & File)

Final Report of the State Library of California for the Literacy For Adults and Children (LAC) Grant for Fiscal Year 1998-1999 (Receive & File)

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

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

Library Director Minter reported there is no activity report on Property Tax issues or State Funds.

It was moved by President Shkoler, seconded by Secretary Masters to include this item on the Agenda only when there is activity to report.

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

**PROPOSED
POSITION CHANGES
AND RESOLUTION**

Library Director Minter recommended that the salary scale of the Principal Librarian and one of the Librarian II positions be combined and divided into two, in order to create two Service Manager positions and classify those positions as exempt positions. President Shkoler and Trustee Wood would like to discuss this issue further at the next board meeting.

It was moved by Trustee Stark, seconded by Secretary Masters to read Resolution 99-7 by title only, Salary Scale for Exempt Personnel for Fiscal Year 1999-2000, effective September 16, 1999 which reflects the Library Director's salary as adopted at the September 15, 1999 Library Board Meeting:

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

It was moved by Trustee Wood, seconded by Trustee Stark to adopt Resolution 99-7, Salary Scale for Exempt Personnel for Fiscal Year 1999-2000, effective September 16, 1999 which reflects the Library Director's salary as adopted at the September 15, 1999 Library Board Meeting.

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

**SELECTION OF
TERM LIFE
INSURANCE**

It was moved by by Secretary Masters, seconded by Trustee Dinsmore to authorize the purchase of a 15-year level term life insurance policy for \$135,000 for the Library Director at a cost of \$366 per year and grant her the option purchasing additional years at her own expense.

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

**TRAVEL
AUTHORIZATIONS**

It was moved by Secretary masters, seconded by Trustee Wood to authorized Trustee Dinsmore and Library Director Minter to attend the California Library Association (CLA) Annual Conference in Palm Springs, November 13-15, 1999, at a cost not to exceed \$1,208.32 to be paid from Fund 707.

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

It was moved by Trustee Dinsmore, seconded by Secretary Masters to ratify Administrative Assistant Goodson's participation in the Special District Risk Management Association (SDRMA) Annual Meeting and Education Day in Sacramento on October 20, 1999, at a cost not to

exceed \$228.50 to be paid from Fund 707.

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

**RETIREMENT
PRESENTATION**

It was moved Trustee Stark, seconded by Secretary Masters to set the budget for the Retirement activities at \$3,000.00.

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

It was moved Secretary Masters, seconded by Trustee Wood to withdraw \$1,800.00 from County Exempt Funds to purchase a retirement gift for Principal Librarian.

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

**REVISION OF
FLEXIBLE BENEFIT
PLAN AND
RESOLUTION**

It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve Flexible Benefit Plan (Section 125 Plan) service and administration contract with Woodmen Accident and Life Company.

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

It was moved by Trustee Dinsmore, seconded by Secretary Masters to read Resolution 99-8 by title only, Adopt the Section 125 Plan for the Placentia Library District of Orange County.

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

It was moved by Trustee Wood, seconded by Trustee Stark to adopt Resolution 99-8, Adopt the Section 125 Plan for the Placentia Library District of Orange County.

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

STAFF REPORTS

It was moved by Secretary Masters, seconded by Trustee Wood to approve Agenda Items 43-49:

Placentia Library Web Site Development Report for September, 1999

Program Committee Report for September, 1999

Children's Services Report for September, 1999

Publicity Materials Produced in September, 1999

Placentia Library Literacy Services Report for September, 1999

Safety Committee Minutes for September, 1999

Report on Y2K Preparation for September, 1999

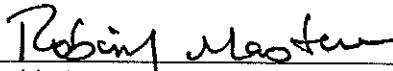
AYES: Dinsmore, Masters, Shkoler, Stark, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**AGENDA
PREPARATION**

No action was taken on this item.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for Oct 20, 1999 adjourned at 9:19 P.M.



Robin J. Masters, Secretary