

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
JUNE 20, 1994**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on June 20, 1994 at 7:35 P.M. by President Margaret Dinsmore.

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

Members Absent: Fred West

Others Present: Acting Administrative Assistant Gloria Clark; Principal Librarian Suad Ammar; Members of The Vision, Mariko Nishikawa and Youko Egawa; and Placentia resident Robin Masters.

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

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

PRESENTATION OF CERTIFICATES OF APPRECIATION AND COMMENDATION President Dinsmore presented certificates of appreciation and commendation to Mariko Nishikawa and Youko Egawa of The Vision for their donation of Japanese books, and to Kristen Ryan for her volunteer services in the Children's Department. A Certificate was also awarded to Ted Farkas, the District's Representative to the Santiago Library System Advisory Board, who was not in attendance. Trustee Stark will see that he receives it.

Trustee Fred West arrived at 7:42 P.M.

MINUTES President Dinsmore requested that the Minutes of May 16, 1994 be corrected to read: page 1, under Adoption of Agenda, line 10, delete Agenda Item; page 3, under Board President's Report, line 4, add "left a message for Marian Bergeson; under Literacy Volunteers, line 2, insert Placentia after America; and page 6, add the vote.

It was moved by Trustee West, seconded by Trustee Shkoler that the Minutes be approved as corrected.

AYES: Dinsmore, Stark, Evans, Shkoler, West
NOES: None
ABSTAIN: 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 received a communication from American Library Trustees Association (ALTA) regarding the Americans With Disabilities Act. She will leave the report with Director Minter to duplicate and include in the Board packets for the July meeting.

**FRIENDS OF THE
LIBRARY REPORT**

Library Director Minter reported on the Friends meeting held on June 6, 1994. She notified the Board that the Friends had presented the Library with a gift of \$1,000.00 to be used for Best Sellers and Reserve Book Collection

President Dinsmore reported that she will attend the Friends meeting in September in place of Secretary Stark who attended for her in June.

**SANTIAGO
LIBRARY SYSTEM
ADVISORY
REPORT**

In the absence of Ted Farkas, Director Minter reported that the Board had received a letter from him inviting the Trustees and Friends to attend the Santiago Library System sponsored banquet which will be held on November 10, 1994 in Anaheim.

**LITERACY
VOLUNTEERS OF
AMERICA BOARD
OF DIRECTORS
REPORT**

There was no report.

CLAIMS

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 10 through 12: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$1,714.21; and Current Claims and Payroll in the amount of \$87,130.53.

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

**FINANCIAL
REPORT**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Agenda Items 13 through 17: Financial Reports for May, 1994; Office General Ledger and Check Registers for May, 1994; Overdue Collection Report for May, 1994; Vending Machine Report for May, 1994; and Gifts Report for May, 1994.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee West, seconded by Trustee Shkoler to receive, file and approve Agenda Items 19-29: Building Maintenance Report for May, 1994 (receive & file); Personnel Report for May, 1994 (receive, file & ratify appointments); Volunteer Report for May, 1994 (receive & file); Circulation Report for May, 1994 (receive & file); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (receive & file); Travel Authorizations (approve); Installation of Debit Card Printer System for Public Access Electronic Information Services (receive & file); Receipt from the Orange County Auditor of \$11,971 for Reimbursement of Property Tax Shift for FY1992-1993 of One Time Revenues as Authorized under AB2371 (receive & file); Staff Appreciation Dinner (receive & file); Review of Public Officials Liability Insurance Coverage for 1994-1994 (receive & file); Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District (receive & file); and Submission of Grant Application to the National Library of Medicine, U.S. Department of Health and Human Services, for an AIDS Information Outreach Project (receive, file and approve submission of application).

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

It was noted that Trustee West, Library Director Minter and several staff members will be attending the Chamber of Commerce Breakfast on Thursday, June 23, 1994.

**BUDGET FY1994-
1995**

It was moved by Trustee West, seconded by Trustee Shkoler to Receive and File the Revenue Estimates for FY1994-1995.

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

The Board reviewed the Organization Chart for FY1994-1995. Director Minter requested the Board to defer action on the Organization Chart in order to make corrections. It will be presented again at the July Board Meeting.

It was moved by Trustee West, seconded by Trustee Shkoler to read Resolution 94-5, A Resolution of the Board of Trustees of the Placentia Library District of Orange County Establishing the Salaries for Employees of the Placentia Library District of Orange County, by title only.

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

It was moved by Trustee West, seconded by Trustee Shkoler to approve Resolution 94-5. Motion was approved by roll call vote:

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

Library Director Minter requested that action on Resolution 94-6 be deferred until the July Board Meeting in order to incorporate the final figures for Fiscal Year 1993-1994.

**DISTRICT
HOLIDAY AND
LIBRARY CLOSURE
SCHEDULE FOR
CALENDAR YEARS
1995 AND 1996**

It was moved by Trustee Shkoler, seconded by Trustee Stark to delete Martin Luther King Holiday from the Proposed District Holiday and Library Closure Schedule for Calendar Years 1995 and 1996.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to read Resolution 94-7, A Resolution of The Board of Trustees of the Placentia Library District of Orange County to Establish the District Holiday and Library Closure Schedule for Calendar Years 1995 and 1996, by title only.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Resolution 94-7. Motion was approved by roll call vote:

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

The Board recessed at 9:00 P.M. and reconvened at 9:10 P.M.

**LIBRARY
SERVICES AND
CONSTRUCTION
ACT TITLE II**

It was moved by Trustee Shkoler, seconded by Trustee West, that Placentia Library District accept the LSCA Title II Funding for the Placentia Main Library Disabled Access Remodeling Project as awarded by the State Library of California; that it accepts the terms and conditions as stated in the Draft Agreement for Library Construction Grant document received from the State Library on June 6, 1994; and that the Library Director is authorized and instructed to forward such information to the State Library and proceed with the project.

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

**ELECTION
GUIDELINES**

It was moved by Trustee Shkoler, seconded by Trustee Evans to authorize the use of Candidate's Statements to contain no more than 200 words, and that the District will not pay for any Candidate's Statements of Qualification; and that the "Transmittal of Election Information" form be certified by the Secretary of the Library Board of Trustees and submitted to the County of Orange Registration and Elections Division.

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

STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 34 through 40: Program Report for the Month of May, 1994; Children's Services Report for the Month of May, 1994; Acquisitions Report for May, 1994; Publicity Materials produced for the May, 1994; Placentia Library Literacy Services Report for the Month of May, 1994; Families for Literacy Project Report for the Month of May, 1994; and Placentia Pride Committee Report for May, 1994.

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

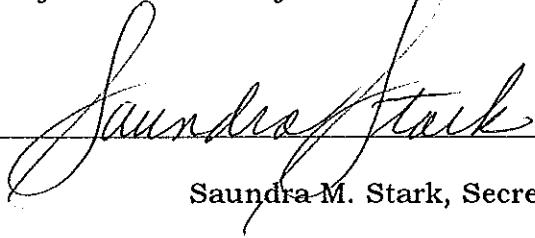
**AGENDA
PREPARATION**

The following items were identified for inclusion on the July 18, 1994, Regular Board Meeting Agenda:

1. Budget FY1994-1995
2. Organization Chart
3. Final Expenditure Budget of all funds.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District was adjourned at 9:35 P.M.



Sandra M. Stark, Secretary