

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 17, 1999**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on November 17, 1999 at 7:33 P.M. by President Al Shkoler.

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

Members Absent: Trustees Sandra Stark and Gaeten Wood

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
 NOES: None
 ABSTAIN: None
 ABSENT: Stark, Wood

MINUTES It was moved by Secretary Masters, seconded by Trustee Dinsmore to approve the Minutes of the October 20, 1999 Regular Meeting as printed.

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

Trustee Wood arrived at 7:35 P.M.

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

PRESIDENT'S REPORT President Shkoler reported that the Donor Reception on November 5, 1999 was a great success.

LIBRARY DIRECTOR'S REPORT Library Director Minter presented information on the Property Tax Allocation of Orange County and the Orange County Investment Pool for November 10, 1999.

Trustee Stark arrived at 7:40 P.M.

TRUSTEES REPORT

Trustee Dinsmore reported on the California Library Association Conference on Nov 12-15, 1999 in Palm Springs. She also reported on some of the meetings she attended during the months of October and November.

Trustee Stark reported that she received notification by fax on November 16, 1999 of the Special District's Workers Compensation Authority meeting to be held on December 6, 1999. Because of such short notice, she would not be able to attend. Trustee Stark recommended Library Director Minter be the representative for the meeting. Library Director Minter explained to the Board that because the meeting notification was received after the Agenda was printed, the request to change representatives must be made by Board Resolution; therefore, a motion to declare an urgent action item must be made and approved by a two thirds vote.

It was moved by Trustee Stark, seconded by Trustee Wood to declare an urgent action item because Trustee Stark will be out of town and unable to represent Placentia Library at the Special District's Workers Compensation Authority on December 6, 1999 meeting.

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

It was moved by Trustee Stark, seconded by Trustee Wood, to elect Elizabeth Minter as the representative for the SDWCA Meeting on December 6, 1999.

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

FRIENDS REPORT

The Friends meeting met on November 1, 1999. President Irot reported that the Friend's book sales generated \$1,065.50 in October.

Friend's Director Liz Spring encouraged all the Friends to attend the Donor Reception on November 5, 1999.

Library Director Minter announced the author and illustrator Ruth Heller will be the featured speaker at the Author's Luncheon in March 2000.

The next Friend's meeting is scheduled for December 6, 1999.

CLAIMS

It was moved by Secretary Masters, seconded by Trustee Dinsmore to

approve Agenda Items 9 through 12:

Nonstandard Claims in the amount of \$0.00

Claims 3823, 3824, 3825, and 3826 forwarded by the Library Director in the amount of \$8,779.48.

Current Claims 3829, 3830, 3831, 3832, 3833, 3834, 3835, and 3836; and Payroll Claims 3827 and 3828 for \$43,040.40, for a combined total of \$72,756.18.

FY1999-00 Cash Flow Analysis through November 17, 1999.

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

**FINANCIAL
REPORTS**

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

Financial Reports for October, 1999

Office General Ledger & Check Registers for October, 1999

Acquisitions Report for October, 1999

Overdue Collection Report for October, 1999

Debit Card System Reimbursement Report for October, 1999

Gifts Report for October, 1999

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

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary Masters, seconded by Trustee Dinsmore to receive and file Agenda Items 19-27:

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

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

Volunteer Report for October, 1999 (Receive & File)

Circulation Report for October, 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of October 12, 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)

Certification of Eligibility and Funding for Fiscal Year 1999-2000 submitted to the State Library of California on October 19, 1999. (Receive & File)

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)

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

**PROPOSED
RESOLUTIONS**

It was moved by Secretary Masters, seconded by Trustee Dinsmore to authorize elimination of Principal Librarian position and salary scale effective December 31, 1999.

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

It was moved by Secretary Masters, seconded by Trustee Dinsmore to establish Public Services Manager and Technical Services Manager positions effective January 1, 2000.

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 99-9 by title only.

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

It was moved by Secretary Masters, seconded by Trustee Wood to adopt Resolution 99-9.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to adopt job descriptions for Public Services and Technical Services Manager positions.

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

It was moved by Secretary Masters, seconded by Trustee Wood to adopt Organization Chart and Personnel Allocation for Fiscal Year 1999-2000, effective January 1, 2000.

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

It was moved by Trustee Stark, seconded by Trustee Wood to waive the publicly advertised search process for the Public Service Manager position.

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 October, 1999

Program Committee Report for October, 1999

Children's Services Report for October, 1999

Publicity Materials Produced in October, 1999

Placentia Library Literacy Services Report for October, 1999

Safety Committee Minutes for October, 1999

Report on Y2K Preparation for October, 1999

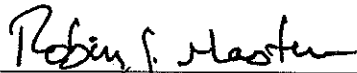
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| AYES: | Dinsmore, Masters, Shkoler, Stark, Wood |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

**AGENDA
PREPARATION**

President Shkoler requested agenda item to discuss "gifts to employees" for the December 15, 1999 Board Meeting.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for November 17, 1999 adjourned at 8:48 P.M.



Robin J. Masters, Secretary