

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
February 10, 1992

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order at 7:45 P.M. by President Dinsmore.

ROLL CALL

Members present: President Peggy Dinsmore; Secretary Fred West; Trustees Ray Evans, Bob Osborn and Sandra Stark; and Assistant Library Director, Sal Addotta.

Members absent: Library Director Elizabeth Minter

Others present: Acting Administrative Assistant, Julianne George

**ADOPTION OF
AGENDA**

Assistant Library Director Addotta reported that Agenda Item 12, Vending Machine Report for January, 1992 needed to be deleted because it was not ready.

It was moved by Trustee Evans, seconded by Trustee Osborn to remove Agenda Item 12.

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

It was moved by Trustee Stark, seconded by Secretary West to make Agenda Item 12 an oral report.

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

It was moved by Trustee Stark, seconded by Secretary West to adopt the Agenda as amended.

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

MINUTES

It was moved by Secretary West, seconded by Trustee Osborn to approve the Minutes of January 13, 1992, Regular Meeting as presented.

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

It was moved by Trustee Stark, seconded by Secretary West to recind approval of the Minutes of January 13, 1992, Regular Meeting as presented.

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

It was moved by Trustee Stark, seconded by Trustee Evans to open discussion on the Minutes of January 13, 1992, Regular Meeting.

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

It was moved by Trustee Osborn, seconded by Trustee Stark to approve the Minutes of January 13, 1992, Regular Meeting as amended.

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

**ORAL
COMMUNICATIONS**

None

**FRIENDS OF THE
PLACENTIA LIBRARY**

Assistant Library Director Addotta reported that at its meeting on February 3, 1992, the Friends Board announced that everything was in place for their art and novel theme booksale set for February 5, 1992.

The Friends mentioned the continuing need for donations of used books for the ongoing and annual booksales. January receipts from the ongoing booksale were \$488.00.

The Friends Annual Meeting of January 23, 1992, featured a speaker on the origins of California Indians. Professor Otto von Sadvoszky of California State University, Fullerton, gave a fascinating lecture using linguistic evidence to prove that the ancestors of California Indians came from the Great Ulagan Plateau in Siberia.

Library Board member attendance at Friends board meetings was set as follows: March 2, 1992, President Dinsmore; April 6, 1992, Trustee Stark; May 4, 1992, Secretary West; June 1, 1992, Trustee Evans; and July 6, 1992, Trustee Osborn.

**LITERACY
VOLUNTEERS OF
AMERICA**

President Dinsmore recommended Placentia Councilwoman Maria Moreno's columns in the News-Times relating to Literacy.

President Dinsmore reported on an Orange County Literacy Network (OCLN) meeting she attended with Literacy Coordinator Daniels on February 7, 1992. The topic of the meeting was dyslexia. She displayed several current literacy posters and encouraged other members of the board to take and distribute them.

**BOARD PRESIDENT
REPORT**

President Dinsmore led a discussion of CALTAC membership and the relationship of CALTAC to CLA.

FINANCIAL CLAIMS

No nonstandard claims in excess of \$300 were presented.

approve Current Claims dated February 10, 1992, in the amount of \$42,434.42 and Payrolls 5 and 6 for a cumulative payroll total of \$57,600.00.

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

FINANCIAL REPORT

It was moved by Trustee Stark, seconded by Secretary West, to approve Agenda Item 11, Overdue Collection Report for January, 1992.

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

It was moved by Secretary West, seconded by Trustee Stark to accept Agenda Item 12, the oral vending machine report for January, 1992, that the discrepancy in the beginning balance for the month of January be resolved, and that the amount in excess of \$500.00 be paid back into the original account.

AYES: Dinsmore, Evans, Osborn,
Stark, West.
NOES: None
ABSTAIN: None
ABSENT: None

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Stark, seconded by Secretary West, to receive and file Agenda Items 13 and 15 of the General Consent Calendar: Volunteer Report for January, 1992; and Building Maintenance Report; and to receive, file, and ratify Agenda Item 14, Personnel Report.

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

**OFFICE AUTOMATION
PROJECT**

It was moved by Trustee Osborn, seconded by Trustee Stark to receive and file certificate of completion and approve payment in the amount of \$18,899.43 to B & C Computer Engineering Company, 1005 South Ortega Way, Placentia.

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

**ADMINISTRATIVE
ASSISTANT JOB
CLASSIFICATION
DESCRIPTION**

It was moved by Trustee Stark, seconded by Secretary West, to adopt the revised job classification description for Administrative Assistant.

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

BAD CHECK POLICY

It was moved by Trustee Evans, seconded by Trustee Osborn to establish a charge for each "insufficient funds" or bad check returned by our bank, and that the fee be set at \$10.00.

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

**AV REGISTRATION
AND VIDEO RENTALS**

It was moved by Trustee Stark, seconded by Secretary West, to eliminate rental fees on any videos, and also limit the number of videos to be borrowed per time to two, and for two days at a time.

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

It was moved by Trustee Stark, seconded by Secretary West, to eliminate annual audio-visual registration fees.

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

It was moved by Trustee Stark, seconded by Secretary West, to allow free access, by age of patron, to audio-visual materials but maintain individual registration cards.

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

It was moved by Trustee Stark, seconded by Trustee Evans, that all patrons with a valid library card shall have unrestricted access to audio-visual materials and equipment.

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

STAFF REPORTS

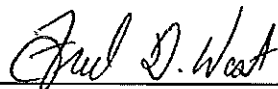
Staff reports, Agenda Items 20 through 25, were reviewed.

**AGENDA
PREPARATION**

1. Office supplies - cost, personnel time, inventory control
2. Office automation - where we are, what we have
3. Petty cash disbursement - technique
4. Conflict of Interest Statement - filing date
5. Library Director - performance review
6. Planning Process - facilitator
7. Meeting room permit - details
8. Audio Visual - implement changes

ADJOURN

President Dinsmore adjourned the Regular Meeting at 11:30 P.M.



Fred D. West, Secretary