

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
January 13, 1992

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order at 7:36 P.M. by President Dinsmore.

ROLL CALL **Members present:** President Peggy Dinsmore; Secretary Fred West; Trustees Ray Evans, Bob Osborn and Sandra Stark; and Library Director Elizabeth Minter.

Members absent: None

Others present: Assistant Library Director Sal Addotta

ADOPTION OF AGENDA Library Director Minter reported that Agenda Item 20, Office Automation Project final acceptance and approval of payment for, and Item 22, Development of Plan of Service, needed to be deleted because they were not ready.

It was moved by Trustee Evans, 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 Trustee Osborn, seconded by Trustee Evans to approve the Minutes of December 9, 1991, Regular Meeting as presented.

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

ORAL COMMUNICATIONS Library Director Minter announced the next Independent Special Districts of Orange County (ISDOC) general meeting would be held Wednesday, January 29, 1992 at the Costa Mesa

City Hall at 7:30 P.M. President Dinsmore, Trustee Stark, and Assistant Library Director Addotta indicated they would be attending.

**FRIENDS OF THE
PLACENTIA LIBRARY**

Library Director Minter gave a reminder that the Friends Annual Meeting would be Thursday, January 23, 1992, at 6:45 P.M. in the Library Meeting Room.

She also reported that at its meeting on January 6, 1992, the Friends Board announced they would be giving the Library \$1,500 for Children's Department programming and \$1,000 in discretionary funds for 1992 at their annual meeting.

She further announced that the Friends will be paying the remaining \$400 balance on the public access computer; we have purchased several financial programs for that computer, including programs to help do federal and state income tax returns, organize finances, write wills, and create many other legal documents. They have been installed and are available now.

An art and novel theme booksale is planned for the evening of Wednesday, February 5, 1992, from 4 to 8 P.M.

The Friends discussed our wish list in a supportive way, and will be taking action later in the year.

**LITERACY
VOLUNTEERS OF
AMERICA**

President Dinsmore gave a brief update on LVA activities.

**BOARD PRESIDENT
REPORT**

President Dinsmore commended Library Director Minter, Assistant Library Director Addotta and Clerk George on their hard work and extra hours during the last month.

FINANCIAL CLAIMS

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

It was moved by Trustee Osborn, seconded by Trustee Evans, to ratify the Library Director's approval of Claims dated December 16, 1991, January 2, 1992 and January 10, 1992, in the amount of \$8,210.89.

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

It was moved by Trustee Stark, seconded by Secretary West, to approve Current Claims dated January 13, 1992, in the amount of \$31,327.40 and Payrolls 2, 3, and 4 for a cumulative payroll of \$86,400.00.

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

**FINANCIAL REPORT
(Items 11 - 14)**

It was moved by Secretary West, seconded by Trustee Evans, to approve Agenda Items 11 through 14: Financial Report for November and December, 1991; Check Registers for November and December, 1991; Overdue Collection Report for November and December, 1991; and Vending Machine Report for December, 1991 as amended.

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

**GENERAL CONSENT
CALENDAR (Items
15 - 18)**

It was moved by Secretary West, seconded by Trustee Evans, to receive and file Agenda Items 15, 16, and 18 of the General Consent Calendar: Circulation Report for December, 1991; Volunteer Report for December, 1991; and Building Maintenance Report; and to receive, file and ratify Agenda Item 17,

Personnel Report.

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

CLOSED SESSION

It was moved by Trustee Osborn, seconded by Trustee Stark, to go into closed session to discuss a personnel matter pursuant to Government Code Section 54957.

GENERAL LEDGER SYSTEM

It was moved by Trustee Stark, seconded by Trustee West, to authorize Library Director Minter to sign an agreement with Anderson, Lynn, Bezich, and Cronick of 1611 East Chapman Avenue, Fullerton to develop a general ledger system for the District's office accounts at a cost not to exceed \$1,375.

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

TREATMENT OF WORK RELATED INJURY/ILLNESS

It was moved by Trustee West, seconded by Trustee Evans, to adopt a policy statement regarding having a designated medical facility for treatment of work-related injuries (as amended) and to designate Express Medical Group, 1501 North Placentia Avenue, Placentia the Library's medical treatment of work-related injuries and that staff be directed to proceed with the necessary arrangements.

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

TRUSTEE MEMBERSHIP RENEWALS IN CLA & CALTAC

It was moved by Secretary West, seconded by Trustee Evans to renew trustee memberships in CLA and CALTAC and pay the fees as required with the objection to the increase in dues

being tied to voting privileges.

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

The Library Director is to send a letter to CLA regarding the board's objection.

It was moved by Trustee Stark, seconded by Secretary West, that Trustee Stark not be a member of CLA.

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

**TEMPORARY JOB
CLASSIFICATION/
RATE OF PAY**

It was moved by Trustee Osborn, seconded by Trustee Stark, to establish a temporary job classification of Acting Administrative Assistant effective December 26, 1991, and continuing until the Administrative Assistant returns to duty, that the salary be set at \$12.23 per hour retroactive to December 26, 1991; and ratify the appointment of Julianne George to that position.

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

STAFF REPORTS

Staff reports, Agenda Items 26 through 31, were reviewed.

**AGENDA
PREPARATION**

The Library Director was asked to include information regarding a bad check policy and video rentals.

ADJOURN

President Dinsmore adjourned the Regular Meeting at 10:50 P.M.

Fred D. West

Fred D. West, Secretary