

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 15, 1997**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on April 15, 1997 at 7:30 P.M. by President Peggy Dinsmore.

ROLL CALL

Members Present: President Peggy Dinsmore; Trustees Ray Evans; and Jean Pappas; and Library Director Elizabeth Minter.

Members Absent: Trustees Robin Masters and Sandra Stark

Others Present: Administrative Assistant Charlene Dumitru; and League of Women Voters Representative Marion Harloe.

**ADOPTION OF
AGENDA**

The Board requested that Agenda Item 29, Performance Evaluation of Library Director, be considered last.

It was moved by Trustee Pappas, seconded by Trustee Evans to adopt the Agenda as amended.

AYES:	Dinsmore, Evans, Pappas
NOES:	None
ABSTAIN:	None
ABSENT:	Masters, Stark

Trustee Stark arrived at 7:11 P. M.
Trustee Masters arrived at 7:14 P. M.

MINUTES

Trustee Pappas requested that the Minutes be amended to more clearly reflect her comments in the President's Report for March, 1997.

It was moved by Trustee Masters, seconded by Trustee Pappas to approve the Minutes of the Regular Meeting of March 18, 1997 as amended.

AYES:	Dinsmore, Evans, Masters, Pappas
NOES:	None
ABSTAIN:	Stark

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

**ORAL
COMMUNICATIONS**

President Dinsmore reported that she attended one of the Children's Story Hours and was impressed by Children Librarian Cyrise Smith's presentation.

**PRESIDENT'S
REPORT**

President Dinsmore also reported that Friends President Pat Irot's husband had passed away during the previous week and suggested that the Board purchase books for the Library "In Memoriam of Peter Irot." This item was referred to the May Agenda.

FRIENDS OF THE LIBRARY REPORT

Library Director Minter referred to the Friends report in the Board Packet. She reported that the Friends Annual Membership Meeting will be held on Wednesday, April 16.

Library Director Minter reminded the Board of the Earth Day 8K/5K Run to be held on Saturday, April 26, and encouraged participation. Library Director Minter also encouraged the Board to support Library Night at Knowlwood Restaurant on April 24, as 25% of revenue from orders presented with special coupons will benefit the Library. This event has been organized by the Mom's Club of Placentia.

CLAIMS

It was moved by Trustee Pappas, seconded by Trustee Evans to approve Agenda Items 8 through 11:

Nonstandard Claims in the amount of \$0.00

Claims forwarded by the Library Director in the amount of
\$13,321.16

Current Claims and Payroll in the amount of \$48,752.23.

FY 1996-1997 Cash Flow Analysis and recommendation that no funds be transferred at this time.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

FINANCIAL REPORTS

Trustee Pappas requested that Agenda Items 12, 14 and 16:
Financial Reports for March, 1997;
Acquisitions Report for March, 1997;
Debit Card System Reimbursement Report for March, 1997
be considered apart from the remainder of the Financial Reports.

It was moved by Trustee Pappas, seconded by Secretary Evans to receive and file Agenda Items 13, 15 and 17:

Office General Ledger & Check Registers for March, 1997
Overdue Collection Report for March, 1997
Gifts Report for March, 1997

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

It was moved by Trustee Pappas, seconded by Trustee Masters to Receive and File Agenda Item 12: Financial Reports for March, 1997.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

It was moved by Trustee Stark, seconded by Trustee Masters to Receive and File Agenda Item 14: Acquisitions Report for March, 1997.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

It was moved by Trustee Stark, seconded by Secretary Evans to Receive and File Agenda Item 16: Debit Card System Reimbursement Report for March, 1997.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

**GENERAL CONSENT
CALENDAR**

Trustee Pappas requested that Agenda Items 18, and 22 through 28:
Building Maintenance Report for February, 1997
Review of Shared Maintenance Cost with the City of Placentia
under the Joint Powers Authority
Legislative reports from California Advocates and the
Municipal Water District of Orange County
Status report on the Orange County Investment Pool (OCIP)
issues in the Orange County bankruptcy case as prepared
by Patrick C. Shea, Attorney of Record, Pillsbury, Madison &
Sutro, LLP.
Revised Summary of Actions taken at the California Library
Services Board Meeting of February 20-21, 1997
Status report on the preparation of a Strategic Plan for Placentia
Library District
Status report on the transition of the District's office computers
from 386/486 to Pentiums with Windows 95
Letter of Engagement with Munson, Cronick & Associates for
selecting, installing and training upgrade for the Office General
Ledger system for the District.
be considered apart from the remainder of the General Consent Calendar.

It was moved by Trustee Pappas, seconded by Trustee Masters to receive Agenda Items 19-21:

Personnel Report for March, 1997 (Receive, File and Ratify
Appointments)
Volunteer Report for March, 1997 (Receive & File)
Circulation Report for March, 1997 (Receive & File)

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

It was moved by Trustee Pappas, seconded by Trustee Stark to Receive and File Agenda Item 18: Building Maintenance Report for March, 1997.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

It was moved by Trustee Stark, seconded by Secretary Evans to Receive and File Agenda Item 22: Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

It was moved by Trustee Pappas, seconded by Trustee Stark to Receive and File Agenda item 23: Legislative report from California Advocates and the California Library Association.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

It was moved by Trustee Pappas, seconded by Secretary Evans to Receive and File Agenda Item 24: Status report on the Orange County Investment Pool (OCIP) issues in the Orange County bankruptcy case as prepared by Partrick C. Shea, Attorney of Record, Pillsbury, Madison & Sutro, LLP

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

It was moved by Trustee Stark, seconded by Secretary Evans to Receive and File Agenda Item 25: Revised Summary of Actions taken at the California Library Services Board Meeting of February 20-21, 1997.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

It was moved by Trustee Pappas, seconded by Secretary Evans to Receive and File Agenda Item 26: Status report on the preparation of a Strategic Plan for Placentia Library District.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

It was moved by Trustee Pappas, seconded by Trustee Masters to Receive and File Agenda Item 27: Status report on the transition of the District's office computers from 386/486 to Pentiums with Windows 95.

Trustee Stark requested that the Minutes reflect her concern over the continuing purchase of computer equipment.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

It was moved by Trustee Masters, seconded by Secretary Evans to Receive and File, Approve, and Authorize Signature by the Library Director of Letter of Engagement with Munson, Cronick & Associates for selecting, installing and training upgrade for the Office General Ledger system for the District.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

**REVIEW START
TIME FOR LIBRARY
BOARD MEETINGS**

It was moved by Trustee Masters, seconded by Trustee Stark to establish 7:30 P. M. as the start time for Regular Library Board Meetings.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

**TRAVEL
AUTHORIZATONS**

It was moved by Trustee Masters, seconded by Secretary Evans to ratify travel for Trustee Pappas and Library Director Minter to attend the California Special District Association (CSDA) Governmental Affairs Day in Sacramento on Monday, May 19, 1997, at a cost not to exceed \$817.70, to be paid from the County Exempt Fund.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

STAFF REPORTS

It was moved by Trustee Pappas, seconded by Secretary Evans to receive and file Agenda Items 32 through 35:

Program Committee Report for March, 1997
Children's Services Report for March, 1997
Publicity Materials produced for March, 1997
Placentia Library Literacy Services Report for March, 1997

Safety Committee Minutes for March, 1997

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

**AGENDA
PREPARATION**

Memorial for Peter Irot
Preliminary review of Budget for Fiscal Year 1997-1998
Procedure for Election of Officers
Create Agenda Item for Legislative and Tax Funding Issues

**EVALUATION OF
LIBRARY
DIRECTOR**

It was moved by Trustee Masters, seconded by Trustee Stark that pursuant to California Government Code Section 54947, the Board will enter into a closed session to discuss the evaluation of performance of the Library Director.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

The Board entered into closed session at 8:50 P. M.

The Board exited from closed session at 10:47 P. M.

President Dinsmore declared a recess at 10:47 P. M.

The Board reconvened in open session at 10:51 P. M.

It was moved by Secretary Evans, seconded by Trustee Stark to award a merit increase in salary to the Library Director.

AYES: Dinsmore, Evans
NOES: Masters, Pappas, Stark
ABSTAIN: None

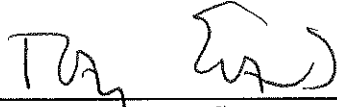
It was moved by Trustee Stark, seconded by Secretary Evans to postpone the decision of salary adjustment for the Library Director until the May meeting.

AYES: Dinsmore, Evans, Masters, Pappas, Stark
NOES: None
ABSTAIN: None

President Dinsmore requested that the Minutes reflect that the decision to postpone a salary adjustment for the Library Director is based on financial concerns and does not reflect on the performance of the Library Director.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library
District adjourned at 11:13 P. M.

A handwritten signature in black ink, appearing to read "Ray Evans", written above a horizontal line.

Ray Evans, Secretary