

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 19, 1999**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on May 19, 1999 at 7:34 P. M. by President Al Shkoler.

ROLL CALL **Members Present:** President Al Shkoler; Secretary Robin Masters; Trustees Margaret (Peggy) Dinsmore; Saundra Stark; Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Principal Librarian Suad Ammar; and 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, Stark, Wood
 NOES: None
 ABSTAIN: None
 ABSENT: None

MINUTES It was moved by Secretary Masters to approve the Minutes of the March 17, 1999 Regular Meeting as printed.

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

It was moved by Trustee Dinsmore, seconded by Trustee Stark to approve the Minutes of the April 21, 1999 Regular Meeting as printed.

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

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

PRESIDENT'S REPORT President Shkoler reported that he and Library Director Minter attended the Government Affairs Day in Sacramento on May 16, 1999.

President Shkoler distributed a sample Employee Opinion Survey to the Trustees for review. The survey will be sent to employees of the Placentia Library District.

President Shkoler proposed having a recognition for Paul Deputy for his dedicated volunteer work to the Library.

TRUSTEE REPORTS

Trustee Wood reported she attended the Independent Special District's of Orange County Meeting on April 12, 1999.

FRIENDS REPORT

Friends Representative Ted Farkas was not present.

FOUNDATION REPORT

Trustee Wood reported that the Placentia Foundation Board of Directors had its quarterly meeting on May 6, 1999. The Foundation's new President is M.A. McHenry.

CLAIMS

It was moved by Trustee Stark, seconded by Trustee Wood to approve Agenda Items 9 through 12:

Nonstandard Claims in the amount of \$0.00

Claims 3737, 3738, 3739, and 3740 forwarded by the Library Director in the amount of \$7,076.37.

Current Claims of \$82,584.43, and Payroll Claims 3724 and 3725, in the amount of \$45,450.00 for a total of \$128,034.43.

FY1998-99 Cash Flow Analysis with recommendation to transfer \$35,000 from Fund 707 to Fund 702, and \$95,000 from Fund 707 to Fund 706.

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

FINANCIAL REPORTS

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

Financial Reports for April, 1999

Office General Ledger & Check Registers for April, 1999

Acquisitions Report for April, 1999

Overdue Collection Report for April, 1999

Debit Card System Reimbursement Report for April, 1999

Gifts Report for April, 1999

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to receive and file Agenda Items 19 to 31:

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

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

Volunteer Report for April, 1999 (Receive & File)

Circulation Report for April 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of April 6, 1999. (Receive & File)

Strategic Planning Report (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)

Legislative information from California Advocates, California Special Districts Association (CSDA), and the California Library Association (CLA) (Receive & File)

Minutes of the Placentia Library District Ad Hoc Committee on Increasing Library Usage of April 28, 1999 (Receive & File)

Orange County Investment Pool (OCIP) Bankruptcy update from Patrick Shea, Attorney for OCIP (Receive & File)

Discontinuation of application process for California Department Of Education (321) Grant because the qualifications and Requirements have changed to make Placentia Library District Ineligible. (Receive & File)

California Library Literacy Services 3rd Quarter Report for Fiscal Year 1998-99, as submitted to the State Library of California (Receive & File)

Summary of Actions taken at the Library of California Board Meeting, April 28-29, 1999 (Receive & File)

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

**LIBRARY REVENUE
ISSUES AND
FEASIBILITY OF
LIBRARY PARCEL
TAX BALLOT ISSUE**

Library Director Minter reported on Government Affairs Day on May 16, 1999. She also reported that the Assembly has approved full funding for the Public Library Fund.

**HISTORY ROOM
UPDATE**

Library Director Minter recommended that the project include both expansions proposed by the History Room Committee.

It was moved by Trustee Stark, seconded by Secretary Masters to approve the study and authorize the Library Director to forward the study and the District's endorsement of the project to the City Administrator.

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

**PERFORMANCE
EVALUATION
PROCESS FOR 1999**

President Shkoler recommended using the previous Management Employee Performance Evaluation form which will be mailed out within two weeks to all Trustees. The form is to be completed and returned for review at the June 16, 1999 Board Meeting.

**DISPOSITION OF
ELECTRONIC
EQUIPMENT**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to approve policy for disposition of electronic equipment:

Used electronic equipment will be offered to El Camino High School, Placentia-Yorba Linda Unified School District. Items not wanted by El Camino High School will be offered to other non-profit organizations in Placentia or other locations in Orange County. Items not acceptable to any of these organizations will be placed in the trash.

Placentia Library District will deliver items to El Camino High School or any location within Placentia Library District, but will not deliver to other organizations outside of Placentia Library District.

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

**GOVERNMENTAL
RELATIONS
ACTIVITIES**

The Board members discussed the District's governmental relations activities and the advantages and disadvantages of using a lobbyist.

It was moved by Trustee Wood, seconded by Trustee Stark to discontinue contract with California Advocates for Legislative information & advocacy.

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

It was moved by Trustee Wood, seconded by Secretary Masters to continue participation on the California Special Districts Association Legislative Committee as a "library representative" for the remainder of the term ending September 1999 and revisit the participation status the following term.

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

It was moved by Trustee Stark, seconded by Trustee Wood to discontinue participation in the annual CSDA Governmental Affairs Seminar.

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

**1999-2000 BUDGET
PREVIEW**

Discussion of participation in California Library Association Legislative Day, was continued to the June 16, 1999 Board Meeting.

**STAFF
APPRECIATION
DINNER**

Library Director Minter gave presentation on preliminary Budget Report for Fiscal Year 1999-2000 for Placentia Library District.

The Staff Appreciation Dinner will be on August 5, 1999 with Paul Deputy as the Guest of Honor. The budget was set at \$800.00.

STAFF REPORTS

It was moved by Secretary Masters, seconded by Trustee Dinsmore to approve Agenda Items 39-45:

Placentia Library Web Site Development Report for April, 1999.

Program Committee Report for April, 1999

Children's Services Report for April, 1999

Publicity Materials produced in April, 1999

Placentia Library Literacy Services Report for April, 1999

Safety Committee Minutes for April, 1999

Report on Y2K Preparations for April, 1999

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

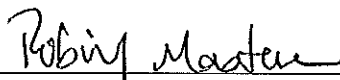
ABSENT: None

**AGENDA
PREPARATION**

No action was taken on this item.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for May 19, 1999 adjourned at 9:54 P.M.



Robin J. Masters, Secretary