

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
APRIL 17, 1995**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on April 17, 1995 at 7:30 P.M. by President Margaret Dinsmore.

ROLL CALL

Members Present: President Margaret Dinsmore; Secretary Sandra Stark; Trustees Ray Evans, Robin Masters and Al Shkoler; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Principal Librarian Suad Ammar; and Administrative Assistant Charlene Dumitru.

**ADOPTION OF
AGENDA**

Library Director Minter corrected the Agenda as follows:
General Consent Calendar (Items 18 - 26) is to read
General Consent Calendar (Items 18 - 27).

It was moved by Trustee Shkoler, seconded by Trustee Evans to adopt the Agenda as corrected.

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

MINUTES

Secretary Stark requested the Minutes of March 20, 1995, be corrected to list her as absent on the vote to "Receive and File Staff Reports" (Agenda Items 26 through 32).

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of March 20, 1995 as corrected.

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

It was moved by Secretary Stark, seconded by Trustee Evans to approve the Minutes of the Adjourned Regular Meeting of April 3, 1995 as presented.

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

**ORAL
COMMUNICATIONS**

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

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore reported that the "Night of a Thousand Stars Great American Read Aloud" held on April 12, 1995 was very successful and an enjoyable experience for both the readers and audience.

**FRIENDS OF THE
LIBRARY**

Library Director Minter reported that the Friends of the Placentia Library donated \$1500.00 for the Children's Summer Reading Program. She discussed the Friends Booksale scheduled for May 18-21 and also referred the Board to the Friends report contained in the Board Agenda Book.

**LITERACY
VOLUNTEERS OF
AMERICA**

President Dinsmore referred to the Literacy Volunteers of America report contained in the Board Agenda Book.

**SANTIAGO
LIBRARY SYSTEM
ADVISORY BOARD**

Library Director Minter referred to the Santiago Library System Advisory Board Minutes of October 25, 1994. She reported that the System Advisory Board is continuing to work on the research project.

CLAIMS

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 9 through 11: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$979.69; and Current Claims and Payroll in the amount of \$106,524.85.

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

**FINANCIAL
REPORT**

It was moved by Secretary Stark, seconded by Trustee Evans to receive and file Agenda Items 12 through 17: Financial Reports for March, 1995; Office General Ledger & Check Registers for March, 1995; Overdue Collection Report for March, 1995; Debit Card System Reimbursement Report for March, 1995; and Gifts Report for March, 1995; and County of Orange Investment Pool Portfolio Summary, March, 1995.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive, file and approve Agenda Items 18 through 27: Building Maintenance Report for March, 1995 (Receive & File); Personnel Report for March, 1995 (Receive, File and Ratify Appointments); Volunteer Report for March, 1995 (Receive & File); Circulation Report for March, 1995 (Receive & File); and Review of Status of the LSCA Title II Handicapped Remodeling Project (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Submission of the Litter of Intent for Application to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1995-1996 (Receive & File); Submission of the Annual Report of the Employee Benefit Plan (Pension Fund) Form 5500-C/R, as prepared by Plan Administrator Dun & Bradstreet, to the Internal Revenue Service (Receive & File); Adoption of Guidelines for the Families for Literacy Fund Funding Agreement with the California State Library Foundation, March 29, 1995 (Approve submission of Agreement; and receive and file the Guidelines and Funding Agreement); and Submission of Families for Literacy Grant Application to the State Library of California for Fiscal Year 1995-1996 (Receive, File and Approve Submission).

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

**FISCAL YEAR 1994-
1995 BUDGET**

Library Director Minter reported that a meeting of the Investors of the Orange County Investment Pool was held on April 12, 1995. The deadline for submission of Resolutions to Accept the County Proposal was changed from April 17, 1995 to April 18, 1995.

No Board action was taken.

**PUBLIC OFFICIALS
LIABILITY
INSURANCE
PROPOSALS FOR
1994-1995**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve renewal of directors and officers liability insurance coverage with Federal Insurance Company through Shipkey Insurance Agency at a rate of \$3,393.91 for May 1, 1995 through April 30, 1996.

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

It was moved by Trustee Masters, seconded by Secretary Stark to approve payment to Shipkey Insurance Agency in the amount of \$3,393.91 as listed on Claim 3267.

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

**STORAGE RENTAL
SPACE**

It was the consensus of the Board to inspect current storage facilities before reaching a decision on the rental of additional space and to continue this item until next month.

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve payment of registration fees at California State University, Fullerton, for classes in the Operations and Administration of Microcomputers in Libraries Certificate Program, as requested for Elizabeth Minter, Suad Ammar, Kay Schneider and Julie Shook.

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

It was moved by Trustee Masters, seconded by Trustee Evans to approve registration, airline and ground travel expenses for Suad Ammar to attend the American Bookseller's Association Conference and Exhibits in Chicago, June 11-5, 1995, at a cost not to exceed \$600.00

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

**EXTENSION OF
CONTRACT WITH
MUNSON,
CRONICK &
ASSOCIATES FOR
AUDIT SERVICES
FOR FISCAL YEAR
1994-1995**

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve contract with Munson, Cronick & Associates for Audit Services for Fiscal Year 1994-1995 at an amount not to exceed \$2,950 without disclosure to the Library Director and presentation of a new fee estimate before incurring additional costs.

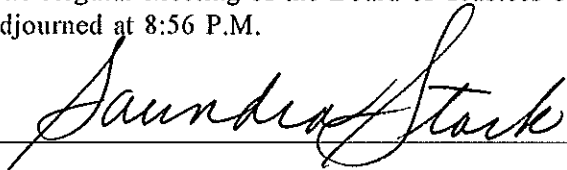
AYES: Dinsmore, Stark, Evans, Masters, Shkoler,
NOES: None
ABSTAIN: None
ABSENT: None

STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 33 through 39: Acquisitions Report for March, 1995; Program Report for Month of March, 1995; Children's Services Report for Month of March, 1995; Publicity Materials produced for the Month of March, 1995; Placentia Library Literacy Services Report for Month of March, 1995; Families for Literacy Project Report for the Month of March, 1995; and Placentia Pride Committee Report for Month of March, 1995.

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

The Regular Meeting of the Board of Trustees of the Placentia Library adjourned at 8:56 P.M.



Sandra M. Stark, Secretary