

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 16, 1997

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on December 16, 1997 at 7:35 P. M. by Secretary Ray Evans.

ROLL CALL

Members Present: Secretary Ray Evans; Trustees Robin Masters, Sandra Stark and Jean Pappas; and Library Director Elizabeth Minter.

Members Absent: President Margaret Dinsmore

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; League of Women Voters Representative Marion Harloe.

ADOPTION OF AGENDA

It was moved by Trustee Stark, seconded by Trustee Masters to adopt the Agenda as presented.

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

MINUTES

It was moved by Trustee Stark, seconded by Trustee Masters to approve the Minutes of the Regular Meeting of November 18, 1997 as presented.

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

ORAL COMMUNICATIONS

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

TRUSTEE REPORTS

Trustee Stark reported that the Special District Workers Compensation Authority (SDWCA) has altered the initiation requirements and will no longer charge an initiation fee to join. This will go into effect in April of 1998; however Trustee Stark requested that the SDWC waive the fee for the Buena Park Library District as they joined the organization during the interim period.

FRIENDS OF THE LIBRARY

Library Director Minter reviewed the Friends budget issues as presented in the material in the board packets. She reported that the Friends are making preparations for the annual Author's Luncheon to be held on March 7, 1998.

Library Director Minter also called attention to the report from the Placentia History Room Committee in the board packets.

President Dinsmore arrived at 7:37 P. M.

**PRESIDENT'S
REPORT**

President Dinsmore discussed a request she had received from Friends President Pat Irot regarding the budget cuts in staff and services enacted in January 1997 and the effect on the collection and patron satisfaction. President Dinsmore reported that President Irot suggested a study group be formed to advise on future allocation of funds. She stated that such a study group could be beneficial in planning future fund raising efforts toward a campaign for a tax initiative to benefit the Library District.

CLAIMS

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

Nonstandard Claims in the amount of \$0.00
Claims forwarded by the Library Director in the amount of \$4,706.73
Current Claims and Payroll in the amount of \$69,884.07
FY1997-1998 Cash Flow Analysis with no recommendation for inter fund transfers.

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

**FINANCIAL
REPORTS**

Regarding Agenda Item 18, the Board requested that a ticket to the Author's Luncheon be given to Volunteer Joan Fitzgerald in appreciation of her volunteer service.

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

Financial Reports for November, 1997
Office General Ledger & Check Registers for November, 1997
Acquisitions Report for November, 1997
Overdue Collection Report for November, 1997
Debit Card System Reimbursement Report for November, 1997
Gifts Report for November, 1997

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Stark, seconded by Trustee Masters to receive and file Agenda Items 19 through 35:

Building Maintenance Report for November, 1997
Personnel Report for November, 1997 (Receive, File and Ratify Appointments)

Volunteer Report for November, 1997 (Receive & File)
Circulation Report for November, 1997 (Receive & File)
Review of Shared Maintenance Cost with the City of Placentia
under the Joint Powers Authority (Receive & File)
Action taken at the California Library Services Board (CLSB)
November 13-14, 1997 Meeting (Receive & File)
Status report on the preparation of a Strategic Plan for Placentia
Library District (Receive & File)
California Library Literacy Services Plan of Service for Fiscal Year
1997-1998, as submitted to the State Library of California
(Receive & File)
California Library Literacy Services 1st Quarter Report for Fiscal
Year 1997-1998, as submitted to the State Library of California
(Receive & File)
Building Community Support for CA Public Libraries Direct Mail
Campaign Grant Final Report, as submitted to the California
State Library (Receive & File)
Summary of Input Received from the Public Forums on the
California State Library's Convocation of Providing Public
Library Service to California's 21st Century Population, as
distributed by the State Library of California (Receive & File)
Minutes of the Executive Committee of the Independent Special
Districts of Orange County (ISDOC) of November 4, 1997
(Receive & File)

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

**REVIEW OF
LIBRARY REVENUE
ISSUES**

Discussion of the feasibility of a Library Parcel Tax ballot issue was continued to the January Regular Meeting.

**POLICY
HANDBOOK
REVIEW**

It was moved by Trustee Stark, seconded by Secretary Evans to approve modification of Section I, Item C: Board of Trustees Handbook, Article III: Board Organization and Procedures, lines 2 through 7 to read:

The December regular meeting shall be designated as the Annual Meeting for the purpose of nominating and electing the officers of the Board: the President and the Secretary. The term of office shall be one year. The President and Secretary shall serve no more than two consecutive terms. In the event no other member of the Board of Trustees is able to accept nomination to office, the incumbent may continue in office until the next annual meeting when another member is available to serve in the office.

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

It was moved by Trustee Stark, seconded by Secretary Evans to approve modification of Section I, Item C: Board of Trustees Handbook, Article III: Board Organization and Procedures, lines 10 through 11 to read:

At the December meeting the President will appoint two representatives from the Library Board of Trustees to the Placentia Library Foundation to serve for one year.

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

Discussion of Section I, Item C: Board of Trustees Handbook, Article IV: Board Organization and Procedures, will continue at the January Regular Meeting

**BUDGET FISCAL
YEAR 1997-1998
AMENDMENT OF
FUND 703**

It was moved by Trustee Masters, seconded by Trustee Stark to read Resolution 97-5, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend Fiscal Year 1997-1998 Budget for Fund 703 for the Placentia Library District, by Title only.

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

It was moved by Trustee Stark, seconded by Trustee Masters to adopt Resolution 97-5. Motion was approved by roll call vote:

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

**BOARD
PROCEDURES**

It was moved by Trustee Stark, seconded by Trustee Masters to schedule a Work Session to review Board Policies prior to each Regular Meeting of the Board of Trustees with a limit of ½ hour on each Work Session.

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

The Board determined that the Work Session for January will address the process by which the Board approves the Annual Budget.

ELECTION OF OFFICERS

President Dinsmore turned the meeting over to Library Director Minter for purposes of conducting the annual election of Board President.

Library Director Minter called for nominations for the office of President. Trustee Pappas nominated Trustee Stark. There was no second to the nomination. Trustee Stark declined the nomination.

Trustee Stark nominated Trustee Masters. The nomination was seconded by Trustee Pappas. Trustee Masters declined the nomination.

Trustee Stark nominated Trustee Pappas. There was no second to the nomination.

Trustee Masters nominated President Dinsmore. There was no second to the nomination.

Library Director Minter called for a Roll Call vote:

DINSMORE:	Dinsmore, Evans, Masters
PAPPAS:	Stark, Pappas
ABSTAIN:	None
ABSENT:	None

Library Director Minter declared that President Dinsmore will retain the office of President for the next year by a three to two majority vote.

Library Director Minter turned the Meeting back to President Dinsmore.

President Dinsmore called for nominations for Secretary.

Trustee Stark nominated Secretary Evans. Trustee Masters seconded the nomination.

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

President Dinsmore made the following appointments:

Representatives to the Placentia Library Foundation will be Trustees Stark and Pappas.

Representative to Independent Special Districts of Orange County (ISDOC) will be President Dinsmore.

Representative to the Selection Committee for Independent Special District
Representatives to the Orange County Local Agencies Formation
Commission (LAFCO) will be Trustee Masters.

Representatives to Placentia Civic Center Authority will be Secretary Evans
and Trustee Stark

STAFF REPORTS

It was moved by Trustee Pappas, seconded by Trustee Masters to approve
Agenda Items 36-40:

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


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

**AGENDA
PREPARATION**

1. Work Session on Board Procedures regarding approval of Fiscal
Year Budget.
2. Proposal for Study Group on allocation of funds.
3. Review of Policy Handbook, Section I, Item C Board of Trustees
Handbook, Article IV: Board Organization and Procedures
4. Feasibility of a Library Parcel Tax Measure

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library
District adjourned at 10:20 P.M.



Ray Evans, Secretary