

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 20, 1996**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on February 20, 1996 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

ADOPTION OF AGENDA **Others Present:** Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; Library Intern Miriam Nelson; Friends of the Library President Pat Irot; and Library Patrons Shirley and Art Hash.

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

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

MINUTES It was moved by Secretary Stark, seconded by Trustee Shkoler to approve the Minutes of the Regular Meeting of December 19, 1995 as presented.

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

It was moved by Secretary Stark, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of January 16, 1996 as presented.

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

ORAL COMMUNICATIONS Library Patron Shirley Hash addressed the Library Board concerning the Library Policy of self-service date due slips. Mrs. Hash felt that she had not been adequately informed of the need to obtain a date due slip and, therefore, did not know when her books were due. She objected to the late fine which had been imposed for returning the books after the due date. Mrs. Hash expressed her wish for the Library Board to reconsider this policy and to provide patrons with a pre-stamped date due slip for each item checked out.

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore referred to the California Special Districts Association newsletter and encouraged all Trustees to read it. She reported that she had attended the California Association of Library Trustees and Commissioners (CALTAC) Board Meeting at which time the CALTAC by-laws were reviewed. President Dinsmore also reported attending the Southern California Library Literacy Network Meeting on January 16, 1996 at Burbank Public Library with Literacy Coordinator Katie Matas. She commented on the presentation given by State Library Literacy Specialist Al Bennett in which he had asked all persons concerned with literacy to contact their State Senators and Representatives regarding the importance of literacy programs in libraries.

**FRIENDS OF THE
LIBRARY REPORT**

Friends of the Library President Pat Irot reported that the Friends Board has voted to purchase an electronic telephone answering and messaging system for the Library, in the amount of \$7,811.91. However, the Friends Board is unable to finance the full cost of the equipment at the time of purchase due to financial commitments to other Library programs. The Friends Board requested that the Library Board provide a credit line from the District to the Friends of the Library in the amount of \$3,811.91 to cover the payment for the telephone system. The loan will be repaid to the Library Board by December 31, 1996.

It was moved by Secretary Stark, seconded by Trustee Evans to approve a loan in the amount of \$3,811.91 from the County Exempt Fund to the Friends of the Library, for the purchase of an electronic telephone answering and message system, with all funds to be repaid to the District by December 31, 1996.

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

**PLACENTIA
LIBRARY
FOUNDATION
REPORT**

Secretary Stark referred to Agenda Item 7 in the Board Packet. Library Director Minter reported that the Donor Reception will be held on Friday, August 9, 1996 and stated that it is very important that all Board Members attend.

CLAIMS

It was moved by Trustee Shkoler, seconded by Trustee Masters to approve Agenda Items 8 through 10: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$4,256.21; and Current Claims and Payroll in the amount of \$103,861.52

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

**FINANCIAL
REPORTS**

It was requested by Secretary Stark that Agenda Item 16, Debit Card System Reimbursement Report for January, 1996, be corrected to indicate a total expenditure of \$320,000 and an ending balance on January 31, 1996 of \$142.10.

It was moved by Trustee Masters, seconded by Trustee Evans to receive and file Agenda Items 11 through 17: Financial Reports for January, 1996; County of Orange Investment Pool Portfolio Summaries, as prepared by Salomon Brothers Asset Management, Inc. for December 1996 and January, 1996; Office General Ledger & Check Registers for January, 1996; Acquisitions Report for January, 1996; Overdue Collection Report for January, 1996; Debit Card System Reimbursement Report for January, 1996; and Gifts Report for January, 1996.

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Shkoler, seconded by Secretary Stark to receive Agenda Items 18 through 25: Building Maintenance Report for January, 1996 (Receive & File); Personnel Report for January, 1996 (Receive, File, and Ratify Appointments); Volunteer Report for January, 1996 (Receive & File); Circulation Report for January, 1996 (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Response from Paul G. Smith, Esq., State Library Legal Counsel, concerning the Library Board's inquiry about the use of its Patron Registration Database for a mailing from the Library Board requesting financial support of the Placentia Library Foundation (Receive & File); Submission of Placentia Library Literacy Services' Report for the Second Quarter of 1995-1996 to the State Library of California (Receive & File); and Submission of the Semi-annual Families for Literacy Grant Report for 1995-1996 to the State Library of California (Receive & File).

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

**ORANGE COUNTY
BANKRUPTCY
SETTLEMENT
AGREEMENT**

Library Director Minter discussed the status of the Orange County Bankruptcy and the proposed settlement agreement. No Board action was taken.

**BUDGET AND
LEGISLATIVE
ACTIVITIES**

It was moved by President Dinsmore, seconded by Trustee Evans to approval renewal of Legislative Services Contract with California Advocates for the 1996 California Legislative Session at a cost of \$3,000 to be paid from the County Exempt Account.

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

**REVIEW OF
HEALTH
INSURANCE
CARRIER
CONTRACT FOR
1995-1996**

It was moved by Trustee Shkoler, seconded by Trustee Evans to renew health insurance contract with CareAmerica and authorize the Library Director to sign all contract documents.

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

**NOMINATION OF A
CANDIDATE FOR
ELECTION AS A
SPECIAL DISTRICT
REPRESENTATIVE
TO THE LOCAL
AREA FORMATION
COMMISSION
(LAFCO)**

There was no Board Action on this item.

**PROPOSED LOCAL
AREA FORMATION
COMMISSION
(LAFCO) BYLAWS
FOR SPECIAL
ADVISORY
COMMITTEE**

The Board had no comments on the by-laws as submitted by LAFCO and took no further action on this item.

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to ratify and approve travel authorizations as follows:

1. Ratify attendance by Library Assistant Jerry Conn at the Safety Management Seminar, Sacramento, February 20, 1996, with expenses not to exceed \$429.00 to be paid from the District's Staff Development Account with the Santiago Library System.
2. Approve payment of \$40.00 plus mileage for Library Board President Dinsmore to represent the District at the retirement dinner in honor of Palos Verdes Library District's Library Director Linda Elliott at the Doubletree Hotel, San Pedro, Thursday, February 29, 1996.

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

**POLICY ON STAFF
USE OF LIBRARY
COMPUTER
EQUIPMENT
OUTSIDE THE
LIBRARY**

It was moved by Trustee Masters, seconded by Trustee Evans to adopt as Library Policy:

Staff may submit a request to the Library Director for permission to use "out-of-service" Library computers at their home, or other designated location, whenever they are taking Library-requested computer classes, or working on special projects related to their work at the Library. These loans will be for a specific time period as determined by the Library Director. The Authorization from the Library Director granting this type of request shall state the purpose of the loan, the time period of the loan, and the serial numbers of each item included. All items out on loan will be reported monthly on the Personnel Report. A staff member whose request has been granted by the Library Director will be required to sign the Authorization, and a release of any liability by the Library for any damage the equipment may cause to that person's home or personal property. The signed Authorization shall be kept in the employee's personal file until the equipment is returned. In the case of a staff member leaving Library employment, the final paycheck will not be issued until all equipment listed on an Authorization as been returned.

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

STAFF REPORTS

It was moved by Trustee Masters, seconded by Trustee Shkoler to receive and file Agenda Items 33 through 39: Program Report for Month of January, 1996; Children's Services Report for Month of January, 1996; Publicity Materials produced for the Month of January, 1996; Placentia Library Literacy Services Report for Month of January, 1996; Families for Literacy Project Report for Month of January, 1996; Safety Committee Minutes for January, 1996; and Placentia Pride Committee Report for January, 1996.

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

**AGENDA
PREPARATION**

Review of Families for Literacy Program

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library adjourned at 9:01 P.M.



Sandra M. Stark, Secretary