

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
MAY 21, 1996**

- CALL TO ORDER** The Regular Meeting of the Placentia Library District Board of Trustees was called to order on May 21, 1996 at 7:36 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; Administrative Assistant Charlene Dumitru; and Friends of the Library President Pat Irot.
- ADOPTION OF AGENDA** It was moved by Trustee Shkoler, seconded by Trustee Masters to adopt the Agenda as presented.
- AYES: Dinsmore, Stark, Evans, Masters, Shkoler
 NOES: None
 ABSTAIN: None
- MINUTES** Minutes of the Meeting of April 16, 1996 were corrected to delete abstention of Trustees Evans and Shkoler in the vote to approve Minutes of March 19, 1996.
- It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of April 16, 1996 as corrected.
- AYES: Dinsmore, Stark, Evans, Masters, Shkoler
 NOES: None
 ABSTAIN: None
- ORAL COMMUNICATIONS** No members of the public requested to address the Board at this time.
- BOARD PRESIDENT'S REPORT** President Dinsmore reported that Placentia Pride will be sponsoring a seminar on responding to home emergencies on Thursday, May 30 and requested that all Trustees attend. She also reported that the Local Agencies Formation Commission (LAFCO) Selection Committee meeting has been postponed until May 30. President Dinsmore requested that Alternate Delegate Trustee Shkoler attend the LAFCO Selection Committee Meeting and vote in place of President Dinsmore.

**FRIENDS OF THE
LIBRARY REPORT**

Friends of the Library President Irot reported that the election of officers and approval of changes in the by-laws had occurred at the Friends Board Meeting of May 6, 1996. She also reported on the success of the Chamber of Commerce Reception held at the Library on April 18, 1996 and the Volunteer Training Workshop conducted on April 25, 1996.

Friends President Irot also reported that the profit for the semi-annual booksale held May 16-19, 1996 was about \$700, although figures were not yet finalized. She said that she believes this sale was less profitable than previous sales had been because of the increased activity from on-going sales in the Friends Bookstore. She has been encouraging Friends members to volunteer time in the Bookstore.

**PLACENTIA
HISTORY ROOM
COMMITTEE
REPORT**

Placentia History Room Committee member Pat Irot discussed the progress which has been made by Marie Schmidt, Pat Jertberg, Julie Shook and herself in developing an inventory of all History Room materials. She has received an offer of a donated computer for use with archival software which can be accessed through the Internet. The History Room Committee wants to upgrade the photograph collection and has purchased ten photographs and will need protective materials for storage. The Placentia Library Foundation has approved a fund-raising project of selling afghans designed with Placentia landmarks to benefit the Placentia History Room.

**PLACENTIA
LIBRARY
FOUNDATION
BOARD OF
DIRECTORS
REPORT**

Secretary Stark reported that the Placentia Library Foundation Board met on April 11, 1996. Total in all accounts was approximately \$17,000. She discussed the Donor Reception scheduled for August 9, 1996 and stated that the purpose of this event is to help the donors feel that they are a part of the Foundation. Secretary Stark requested that improved signage be placed on snack vending machine to indicate that profit from purchases goes to support the activities of the Foundation.

CLAIMS

It was moved by Secretary Stark, 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 \$6,823.07. Current Claims and Payroll in the amount of \$80,359.79.

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

**FINANCIAL
REPORTS**

It was moved by Secretary Stark, seconded by Trustee Masters to receive and file Agenda Items 12 through 18: Financial Reports for April, 1996; County of Orange Investment Pool Portfolio Summaries, as prepared by Salomon Brothers Asset Management, Inc. for April, 1996; Office General Ledger & Check Registers for April, 1996; Acquisitions Report for April, 1996; Overdue Collection Report for April, 1996; Debit Card System Reimbursement Report for April, 1996; and Gifts Report for April, 1996.

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

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary Stark, seconded by Trustee Shkoler to receive Agenda Items 19-27: Building Maintenance Report for April, 1996 (Receive & File); Personnel Report for April, 1996 (Receive, File and Ratify Appointments); Volunteer Report for April, 1996 (Receive & File); Circulation Report for April, 1996 (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Submission of Placentia Library Literacy Services' Report for the Third Quarter of 1995-1996 to the State Library of California (Receive & File); Staff responses to patron complaints (Receive & File); Receipt of letter from Orange County Investment Pool Attorney Patrick Shea recommending submission of ballots of acceptance for the Orange County Bankruptcy's Debtor's Plan of Adjustment, and submission of the three ballots for Placentia Library District to Hennigan, Mercer & Bennett, Los Angeles (Receive and File); and Transmittal of Election Information to the Registrar of Voters of Orange County (Ratify Submission and Receive & File).

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

**BUDGET AND
LEGISLATIVE
ACTIVITIES**

Library Director Minter reviewed several pending Legislative concerns. President Dinsmore and Secretary Stark agreed to meet with Assemblyman Ackerman in his Fullerton office to discuss the District and its legislative concerns after the California Special Districts Legislative Committee meeting on June 14, 1996. No formal Board action was taken.

**VENDING
EQUIPMENT
PURCHASE
AUTHORIZATION**

It was moved by Trustee Shkoler, seconded by Trustee Evans to authorize the purchase of two (2) XCP Model 5879 Card Readers and three (3) OCS Software packages with dongles at a cost not to exceed \$2,990.06 to be paid from FUND 702 and reimbursed with vending revenue proceeds.

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

**EVALUATION OF
LIBRARY
DIRECTOR**

It was the consensus of the Board that the Evaluation of the Library Director would be continued at the Regular Meeting of June 18, 1996. President Dinsmore asked Board members to complete the forms and return them to her by June 1, 1996.

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Travel Authorization recommendations as follows:

1. Ratify travel for Library Director Minter to attend the California Special District Association (CSDA) Governmental Affairs Day in Sacramento on Monday, May 6, 1996, at a cost of \$445.38 to be paid from the General Fund.
2. Approve travel expenses for Library Director Minter, Principal Librarian Ammar, and Administrative Assistant Dumitru to attend the CSDA personnel workshop in Ontario on Friday, June 7, 1996, at a cost of \$285 for 3 registrations, plus mileage, to be paid from the District's Staff Development Account with the Santiago Library System.
3. Approve travel expenses for Library Director Minter to attend the CSDA Legislative Committee Meeting in Sacramento on Friday, June 14, 1996, at a cost not to exceed \$343.00, to be paid from the District's Staff Development Account with the Santiago Library System.

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

**1996 STAFF
APPRECIATION
DINNER**

Secretary Stark offered to host the Staff Appreciation Dinner at her home. It was moved by Trustee Shkoler, seconded by Trustee Evans set the date for the Staff Appreciation Dinner for Sunday, July 14, 1996 at 5:30 P. M. at the home of Dr. and Mrs. Allan Stark, at the same per person cost as the 1995 Dinner. Library Director Minter will invite the Friends of the Library to co-sponsor the Dinner.

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

STAFF REPORTS

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

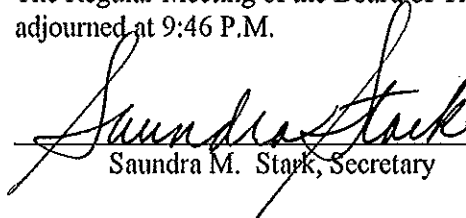
AYES: Dinsmore, Stark, Evans, Masters, Shkoler
NOES: None
ABSTAIN: None

**AGENDA
PREPARATION**

Budget Preparation
Performance evaluation for Library Director

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library
adjourned at 9:46 P.M.



Sandra M. Stark, Secretary