

**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 20, 1997**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on May 20, 1997 at 7:34 P.M. by President Peggy Dinsmore.

**ROLL CALL**

**Members Present:** President Peggy Dinsmore; Secretary Ray Evans; Trustees Sandra Stark and Jean Pappas; and Library Director Elizabeth Minter.

**Members Absent:** Trustee Robin Masters

**Others Present:** Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; Friends of the Library President Pat Irot.

**ADOPTION OF  
AGENDA**

The Board requested that Agenda Item 26, Performance Evaluation of Library Director, be considered last.

It was moved by Trustee Pappas, seconded by Trustee Stark to adopt the Agenda as amended.

<b>AYES:</b>	Dinsmore, Evans, Pappas, Stark
<b>NOES:</b>	None
<b>ABSTAIN:</b>	None
<b>ABSENT:</b>	Masters

**MINUTES**

It was moved by Trustee Masters, seconded by Trustee Pappas to approve the Minutes of the Regular Meeting of April 15, 1997 as presented.

<b>AYES:</b>	Dinsmore, Evans, Pappas, Stark
<b>NOES:</b>	None
<b>ABSTAIN:</b>	None
<b>ABSENT:</b>	Masters

**ORAL  
COMMUNICATIONS**

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

**PRESIDENT'S  
REPORT**

President Dinsmore referred to the material in the Board Packet. She reported that she had attended the California Library Association (CLA) Legislative Day in Sacramento on May 6. President Dinsmore stated that most CLA members are in favor of SB409, Library of California. She also discussed the CLA conference program which California Libraries Trustees and Commissioners (CALTAC) is sponsoring and requested that any Board Members who have suggestions as to what should be included in the program should contact her.

Library Director Minter and President Dinsmore attended the California Special Districts (CSDA) Governmental Affairs Day in Sacramento on May 19. President Dinsmore reported that they heard several excellent speakers.

President Dinsmore referred to the article in the May 18 issue of the Los Angeles Times regarding the Local Agencies Formation Commission (LAFCO) and encouraged the Trustees to read the article.

**TRUSTEE REPORTS**

No Trustee requested to present a report at this time.

**FRIENDS OF THE LIBRARY REPORT**

Friends of the Library President Pat Irot reported that the proceeds from the semi-annual booksale were lower than anticipated. She did not have final figures available, but estimated a profit of about \$350.00.

**CLAIMS**

It was moved by Trustee Pappas, seconded by Trustee Evans to approve Agenda Items 8 through 11:

Nonstandard Claims in the amount of \$0.00  
Claims forwarded by the Library Director in the amount of \$13,321.16  
Current Claims and Payroll in the amount of \$52,289.42.  
FY 1996-1997 Cash Flow Analysis and recommendation that no funds be transferred at this time.

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

**FINANCIAL REPORTS**

It was moved by Trustee Pappas, seconded by Secretary Evans to receive and file Agenda Items 12 through 17:

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

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

**GENERAL CONSENT CALENDAR**

It was moved by Secretary Evans, seconded by Trustee Stark to receive and file Agenda Items 18 through 25:

Building Maintenance Report for April, 1997  
Personnel Report for April, 1997 (Receive, File and Ratify Appointments)  
Volunteer Report for April, 1997 (Receive & File)  
Circulation Report for April, 1997 (Receive & File)

Review of Shared Maintenance Cost with the City of Placentia under the Joint Powers Authority (Receive & File)  
Legislative reports from California Advocates and the Municipal Water District of Orange County (Receive & File)  
Status report on the preparation of a Strategic Plan for Placentia Library District (Receive & File)  
1st Quarter Report to the State Library of California, for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1996-1997 (Receive & File)

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

**REVIEW OF  
LIBRARY REVENUE  
ISSUES**

Library Director Minter presented a review of the sources of Library income, referring to the material in the Board Packet.

No Board action was taken at this time.

**BOARD OFFICER  
SELECTION POLICY**

It was moved by Trustee Stark, seconded by Trustee Pappas to approve the Board Officer Selection Policy as a first reading and set for further discussion at the June Board meeting

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

**GANN  
LIMITATIONS FOR  
FY1997-1998  
STAFF REPORTS**

It was moved by Trustee Stark, seconded by Secretary Evans to read Resolution 97-1, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the Fiscal Year 1997-1998, by title only.

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

It was moved by Trustee Stark, seconded by Secretary Evans to adopt Resolution 97-1. Motion was approved by roll call vote.

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

**BUDGET FOR  
FY1997-1998**

Library Director Minter presented the revenue and expense estimates for the Fiscal Year 1997-1998 Operating Budget (Fund 707). Presently the budget is out of balance by \$74,496.70. Additional revenue information is anticipated for the June Board Meeting.

It was moved by Trustee Pappas, seconded by Trustee Stark to approve the Budget for Fiscal Year 1997-1998 as a first reading and set for further discussion at the June Board Meeting.

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

**SALARY  
SCHEDULES FOR  
FY1997-1998**

It was moved by Trustee Stark, seconded by Secretary Evans to read Resolution 97-2, A Resolution of the Board of Trustees of the Placentia Library District of Orange County Establishing the Salaries for Employees of the Placentia Library District of Orange County, by title only.

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

It was moved by Trustee Stark, seconded by Secretary Evans to adopt Resolution 97-2. Motion was approved by roll call vote.

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

**FINES AND FEES  
SCHEDULE FOR  
FY 1997-1998**

It was moved by Trustee Stark, seconded by Secretary Evans to read Resolution 97-3, A Resolution of the Board of Trustees of Placentia Library District of Orange County to Establish the Fines and Fees Schedule for Fiscal Year 1997-1998, by title only.

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

It was moved by Trustee Stark, seconded by Trustee Pappas to adopt Resolution 97-3. Motion was approved by roll call vote.

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

**ELECTRONIC  
REFERENCE  
RESOURCES USER  
POLICY**

It was moved by Trustee Stark, seconded by Trustee Pappas to adopt the Electronic Reference Resources User Policy as presented, effective May 21, 1997.

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

**DATE FOR JUNE  
BOARD MEETING**

It was moved by Trustee Pappas, seconded by Secretary Evans to set the date for the June Board Meeting for June 24, 1997 at 7:30 P.M.

**STAFF  
APPRECIATION  
DINNER**

It was moved by Trustee Stark, seconded by Trustee Pappas to hold the Staff Appreciation Dinner on Thursday, July 17, at the home of Allan and Sandra Stark.

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

**STAFF REPOPRTS**

It was moved by Trustee Pappas, seconded by Trustee Stark to receive and file Agenda Items 32 through 35:

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

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

**EVALUATION OF  
LIBRARY  
DIRECTOR**

It was moved by Trustee Stark, seconded by Secretary Evans to continue discussion of the Evaluation of the Library Director until the July Board Meeting.

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

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 10:27 P.M.

A handwritten signature in black ink, appearing to read 'Ray Evans', is written above a horizontal line.

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Ray Evans, Secretary