

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 21, 1999**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on July 21, 1999 at 7:33 P. M. by President Al Shkoler.

ROLL CALL **Members Present:** President Al Shkoler; Secretary Robin Masters; Trustees Margaret (Peggy) Dinsmore, Sandra Stark and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Administrative Assistant Wendy Goodson.

ADOPTION OF AGENDA It was moved by Secretary Masters, seconded by Trustee Dinsmore to adopt the Agenda as printed.

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

MINUTES It was moved by Secretary Masters, seconded by Trustee Wood to approve the Minutes of the June 16, 1999 Regular Meeting as printed.

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

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

PRESIDENT'S REPORT None

TRUSTEE REPORTS Sandra Stark reported that after three years, the Workers Compensations Authority will be changing it's premiums.

CLAIMS It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve Agenda Items 7 through 10:

Nonstandard Claims in the amount of \$0.00

Claims 3773, 3774, 3775, 3776, and 3777, forwarded by the Library Director in the amount of \$10,430.45.

Current Claims of \$21,377.68 and Payroll Claims 3778, 3789 in the amount of \$42,760.00.00 for a total of \$64,137.68.

FY1998-99 Cash Flow Analysis and FY 1999-2000 Cash Flow Analysis with recommendation that no funds be transferred at this time. (Receive & File)

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

**FINANCIAL
REPORTS**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to receive and file Agenda Items 11 through 16:

Financial Reports for June, 1999

Office General Ledger & Check Registers for June, 1999

Acquisitions Report for June, 1999

Overdue Collection Report for June, 1999

Debit Card System Reimbursement Report for June, 1999

Gifts Report for June, 1999

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Masters to receive and file Agenda Items 17 to 33:

Building Maintenance Report for June, 1999 (Receive & File)

Personnel Report for June, 1999 (Receive, File and Ratify Appointments)

Volunteer Report for June, 1999 (Receive & File)

Circulation Report for June, 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of June 1, 1999. (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia

under the Joint Powers Authority (Receive & File)

Legislative information from California Advocates, California Special Districts Association (CSDA), and the California Library Association (CLA) (Receive & File)

Orange County Investment Pool (OCIP) Bankruptcy update dated June 29, 1999 from Patrick Shea, Attorney for OCIP (Receive & File)

Gates Foundation Grant (Receive & File, Approve Application, and Authorize Signature by the Library Board President and Library Director)

Minutes of the Placentia Library District Ad Hoc Committee on Increasing Library Usage meeting of June 23, 1999 (Receive & File)

Special District Risk Management Authority (SDRMA) notice of Annual Meeting and election of Directors on Wednesday, October 20, 1999 at the Radisson Hotel, Sacramento, and Policy No. 99-01 Establishing Procedure Guidelines for Director Elections (Receive & File)

Report of Actions taken at the Library of California Board Meeting on June 16-17, 1999 (Receive & File)

Meeting Summary of the California Special Districts Association (CSDA) Board of Directors on May 18, 1999. (Receive & File)

Contract for Deposit of Moneys with First Security Bank of California (Receive & File and Ratify Signature by Library Director)

Letter of Agreement with Munson, Cronick & Associates for the Fiscal Year 1998-1999 Financial Audit. (Receive & File, Approve, and Authorize Signature by the Library Director)

California Special District Association (CSDA) Information and Procedures on Election of Board of Directors and the Nomination Form (Receive & File)

Selection of Cosmoslink as the WEB service contractor for Placentia Library District (Receive & File, Approve, and Authorize Signature by the Library Director)

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

ABSENT: None

**LIBRARY REVENUE
ISSUES AND
FEASIBILITY OF
LIBRARY PARCEL
TAX BALLOT ISSUE**

Library Director explained the financing and calendar options available to conduct a special election for parcel tax.

It was moved by Al Shkoler, seconded by Trustee Wood to retain \$2,500.00 a year from the Meeting Room revenue to fund any future activities concerning the parcel tax.

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

**FISCAL YEAR 1999-
2000 BUDGET**

Library Director presented the proposed budget for FY 1999-2000.

It was moved by Trustee Wood, seconded by Secretary Masters, to receive and file the Revenue and Expenditure Estimates for Fiscal Year 1999-2000.

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

It was moved by Trustee Dinsmore, seconded by Trustee Stark to set the Public Hearing on the Fiscal Year 1999-2000 Budget for August 18, 1999.

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

It was moved by Trustee Wood, seconded by Secretary Masters to adopt the Personnel Allocation Schedule for Fiscal Year 1999-2000.

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

It was moved by Secretary Masters, seconded by Trustee Wood to adopt the Organizational Chart for Fiscal Year 1999-2000.

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

ABSENT: None

PARTICIPATION IN CALIFORNIA LIBRARY ASSOCIATION'S LEGISLATIVE DAY

Discussion resumed to decide if the Library's participation in Legislative Day is of some benefit to the Library.

It was moved by Trustee Stark, seconded by Trustee Wood, to discontinue participation in the California Library Association's Legislative Day.

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

STRATEGIC PLANNING

The Strategic Planning process has not been completed; therefore, the Library Director recommended that the focus group be omitted and that the Board of Trustees set a few days aside to finish the process. The meeting dates are August 19, 25, 26, and September 1, 1999 at 7 P.M.

STAFF SURVEY RESULTS

President Shkoler distributed the results of the Placentia Library District Employee Survey for review and discussion at the next Board meeting on August 18, 1999.

IEC PRESENTATION

Nancy Rorabaugh, Energy Services Consultant with IEC, presented a proposal to conduct an energy conservation study on the Placentia Library District.

It was moved by Trustee Stark, seconded by Secretary Masters to authorize IEC to proceed with engineering surveys, and prepare a proposal and contract documents covering engineering, equipment retrofits, and energy conservation measures on the lighting, heating, ventilation, and air conditioning equipment at Placentia Library, and authorize the Library Director to sign the Letter of Authorization.

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

HISTORY ROOM ACCESS

Library Director presented several issues on behalf of the History Room Committee regarding the usage and demand of the History Room.

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

It was moved by Secretary Masters, seconded by Trustee Dinsmore to approve, for an interim period, closure of the History Room until November 30, 1999; with access available by appointment with History Room volunteers. The History Room Committee may request an extension of the closure, if necessary.

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

STAFF REPORTS

It was moved by Secretary Masters, seconded by Trustee Dinsmore to Receive and file Agenda Items 41-47:

Placentia Library Web Site Development Report for June, 1999.

Program Committee Report for June, 1999

Children's Services Report for June, 1999

Publicity Materials produced in June, 1999

Placentia Library Literacy Services Report for June, 1999

Safety Committee Minutes for June, 1999

Report on Y2K Preparations for June, 1999

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

PERFORMANCE REVIEW FOR LIBRARY DIRECTOR

It was moved by Trustee Stark, seconded by Secretary Masters to approved a closed session pursuant to California Government Code Section 54957 to discuss the performance evaluation of the Library Director, a personnel matter.

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

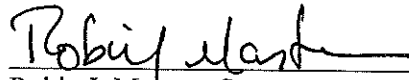
The Closed session began at 9:38 P.M. and ended at 10:27 P.M. No action for the Closed session was requested.

AGENDA PREPARATION

No action was taken on this item.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for July 21, 1999 adjourned at 10:27 P.M.

A handwritten signature in cursive script, appearing to read "Robin J. Masters", written over a horizontal line.

Robin J. Masters, Secretary