

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 26, 2001**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on June 26, 2001 at 7:30 P.M..

ROLL CALL **Members Present:** President Al Shkoler; Secretary Geoff Braun; Trustees Peggy Dinsmore, and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: Trustee Sandra Stark.

Others Present: Administrative Assistant Wendy Goodson; Friends of Placentia Library Representative Marge Horrocks; Library Assistant (Circulation Supervisor) Alice Kuo; and Library Assistant (Volunteer Coordinator/Development Director) Elisa Herrera-Thomas.

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

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

MINUTES It was moved by Trustee Wood, seconded by Secretary Braun to approve the Minutes of the May 15, 2001 Regular Meeting as printed.

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

ORAL COMMUNICATIONS Trustee Stark arrived at 7:35 P.M. No members of the public requested to address the Board.

PRESIDENT'S REPORT President Shkoler reported that he attended the quarterly meeting of the Independent Special Districts of Orange County (IS DOC) on May 31, 2001 and heard a presentation on the activities and budget of the Orange County Local Area Formation Commission (LAFCO). He also reported that he, Secretary Braun and Library Director Minter attended a picnic sponsored by supporters of Assemblymember Lynn Daucher on the evening of May 31.

TRUSTEE'S REPORT Trustee Stark reported that she attended Special District Worker's Compensation Authority (SDWCA) Board of Directors meeting on June 25, 2001. She reported that the rates for Fiscal Year 2001-2002 will soon be available and that SDWCA is now self-insured.

LIBRARY DIRECTOR Library Director Minter reported that Library Assistant (Volunteer Coordinator) Cheryl Willauer has resigned effective July 5, 2001. She

REPORT

introduced Library Assistant Alice Kuo, the new Circulation Supervisor. and Library Assistant Elisa Herrera-Thomas, the new Volunteer Coordinator /Development Director.

FRIENDS REPORT

Friends Representative Marge Horrocks reported that the book sales on the second Sunday of each month have been successful and will continue. She also reported that the Friends have allocated \$3000 for replacing the carpet in the Meeting Room. The next Friends Board of Directors Meeting will be in September.

FOUNDATION REPORT

Trustee Braun reported that the Foundation's Annual Giving Campaign Committee is working on the project and that it should be in the mail by the end of July.

CLAIMS

It was moved by Trustee Stark, seconded by Trustee Wood to approve Agenda Items 10 through 13

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4088, 4089, 4090, 4091, 4092, 4093, 4094, 4095, 4096, 4097, 4098, 4099, 4100, 4101, 4102, 4103, 4104, 4105, 4106, 4107, 4108, 4109 and 4110 for a total of \$72,196.97.

Current Claims and Payroll: Payroll Claims 4111 for \$26,705.00 and 4112 for \$26,705.00 for a total of \$53,410.00.

FY2000-2001 Cash Flow Analysis and FY 2001-2002 Cash Flow Analysis through June 26, 2001 with recommendation that no funds be transferred.

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

FINANCIAL REPORTS

It was moved by Trustee Stark, seconded by Secretary Braun to receive and file Agenda Items 14 through 19:

Financial Reports for May 2001

Office General Ledger & Check Registers for May 2001

Acquisitions Report for May 2001

Overdue Collection Report for April and May 2001

Debit Card System Reimbursement Report for May 2001

Gifts Report for May 2001

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Stark, seconded by Secretary Braun to receive and file Agenda Items 20-31:

Building Maintenance Report for May 2001. (Receive & File)

Personnel Report for May 2001 (Receive, File & Ratify Appointments)

Volunteer Report for May 2001 (Receive & File)

Circulation Report for May 2001 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)

Status report on the Placentia History Room project with the City of Placentia (Receive & File)

Placentia Civic Center Authority Memo from City Public Works Department dated May 1, 2001 outlining Contract Awards for Civic Center Repair and Rehabilitation Project; Minutes of the Placentia Civic Center Authority Commission Meeting of May 17, 2001; and Agenda for Commission Meeting of June 14, 2001. (Receive & File)

Library of California Board Actions meeting April 25-26, 2001 (Receive & File)

Status Report and Time Line for California Campaign for Libraries (Receive & File)

Notice of Director Elections from the Special District Risk Management Authority (SDRMA); Bylaws of SDRMA as Revised April 25, 2001; and SDRMA Policy 2001-01 Establishing guidelines for Director Elections (Receive & File)

California Institute for County Government (CICG) Research Brief on Variation in Funding and Service Levels Among

California Public Libraries (Receive & File)

Notice of change in Special District Workers' Compensation Authority Administrator (Receive & File)

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

**LEGISLATIVE
ISSUES**

Library Director Minter reported that since SB74/94 has been placed on the Assembly Local Government Committee Consent Agenda for Wednesday, June 27, 2001 that no one from the District will need to attend the hearing.

It was the consensus of the Board that the District send a representative, either a Trustee or the Library Director, to the SB74/94 hearing by the Assembly Appropriations Committee whenever it is scheduled.

**LIBRARY'S
VISIBILITY IN THE
COMMUNITY**

Trustee Wood requested that this item be removed from the Agenda and not carried forward.

**STAFF
APPRECIATION
DINNER**

Trustee Wood reported that the Staff Appreciation Dinner will be held at The Phoenix Club in Anaheim on July 12, 2001 at 6:30 P.M. The menu includes chicken piccata with rice pilaf. Trustee Wood announced that the cost of spouses and other guests will be \$22.00 per person.

**TECHNICAL
SERVICES ISSUES**

Technical Services Manager Julie Shook presented a review of the activities and work plan for the Technical Services and Circulation Departments.

**LOAN PERIOD
LIMITATIONS
POLICY**

Following a discussion of the proposed policy Trustee Stark requested that action on this item be deferred until the September board meeting.

**FINES & FEES
SCHEDULE**

It was moved by Trustee Stark, seconded by Trustee Wood to adopt the Fines and Fees Schedule for Fiscal Year 2001-2002, set a Public Hearing on the Schedule for August 22, 2001 at the Library Board Meeting at 7:30 P.M., and authorize the publication of the Notice of Public Hearing.

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

**APPROPRIATIONS
LIMIT**

Adopt Gann Resolution for Fiscal Year 2001-2002 establishing an Appropriations limit of \$2,511,659.

It was moved by Secretary Braun, seconded by Trustee Wood to read Resolution 01-2 by Title only:

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

It was moved by Trustee Dinsmore, seconded by Trustee Stark to adopt Resolution 01-2, establishing the Appropriations Limit for Fiscal Year 2001-2001, by roll call vote:

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

**ESTABLISH
LIBRARY HOLIDAY
SCHEDULE**

Establish Holiday and Library Public Services Schedule for Calendar Years 2001 and 2002 and adopt by resolution.

It was moved by Trustee Wood, seconded by Secretary Braun to read Resolution 01-3 by Title only:

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

It was moved by Trustee Wood, seconded by Secretary Braun to adopt Resolution 01-3, establishing the Holiday and Library Public Services Schedule for Calendar Years 2001 and 2002, by roll call vote:

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

**PERSONNEL
SCHEDULE &
ORGANIZATION
CHART**

It was moved by Trustee Stark, seconded by Secretary Braun to adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2001-2002.

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

SALARY SCHEDULE

Establish Salary Schedule for Library Personnel for Fiscal Year 2001-2002 and adopt by resolution.

It was moved by Trustee Dinsmore, seconded by Secretary Braun to read Resolution 01- 4 by Title only:

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

It was moved by Trustee Dinsmore, seconded by Secretary Braun to adopt Resolution 01-4, establishing the Salary Schedule for Library Personnel for Fiscal Year 2001-2001, by roll call vote:

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

**SPENDING
AUTHORIZATION**

It was moved by Trustee Dinsmore, seconded by Trustee Wood, to continue the spending authorization of the Fiscal Year 2001-2002 budget until August 31, 2001, pending adoption of the State Budget and the availability of Orange County Property Tax estimates.

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

**AUTHORIZE
LIBRARY SYSTEM
AGREEMENT WITH
CITY OF ANAHEIM**

It was moved by Secretary Braun and seconded by Trustee Stark to approve the agreement between the City of Anaheim and the Placentia Library District for the City providing automated library system services to the District consisting of the Horizon System as implemented for the City by Epixtech, Inc., and the cataloging databases as implemented for the City with its respective vendors. This contract continues from year to year unless cancelled by either party.

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

It was moved by Trustee Dinsmore, seconded by Trustee Stark that the Library Board President be authorized to sign the contract documents with the City of Anaheim.

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

**MEETING
SCHEDULE**

It was moved by Trustee Stark, seconded by Secretary Braun, to continue to hold the Regular Meetings of the Placentia Library District Board of Trustees on the third Wednesday of each month at 7:30 P.M. in the Library Conference Room.

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

**EFFECTIVE BOARD
MEETING
PREPARATION**

President Shkoler lead a discussion on the Effective Board Meeting Preparation Checklist from May 2001 issue of *Board and Administrator*.

**LIABILITY
INSURANCE**

It was moved by Secretary Braun, seconded by Trustee Dinsmore, to renew the Special District Risk Management Authority (SDRMA) insurance policy with a \$5.0 million limit for General Liability, Automobile Liability and Errors and Omissions coverage.

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

STAFF REPORTS

It was moved by Secretary Braun, seconded by Trustee Wood. to approve Agenda Items 46 – 51.

Program Committee Report for May 2001.

Children's Services Report for May 2001.

Placentia Library Literacy Services Report for May 2001.

Placentia Library Web Site Report for May 2001.

Publicity Materials produced for May 2001.

Safety Committee Minutes for May 2001.

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

JULY MEETING

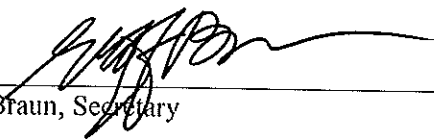
The July Regular Library Board Meeting will be held on Wednesday, July 18, 2001 at 7:30 P.M. in the Library Conference Room.

**AGENDA
PREPARATION**

No action items at this time.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for June 26, 2001 adjourned at 9:40 P.M.



Geoff Braun, Secretary