

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
March 17, 1998**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on March 17, 1998 at 7:35 P. M. by President Peggy Dinsmore.

ROLL CALL **Members Present:** President Peggy Dinsmore, Secretary Ray Evans; Trustees Robin Masters, Saundra Stark and Jean Pappas; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; and Friends of Placentia Library Representative Renee Scott.

ADOPTION OF AGENDA It was moved by Secretary Evans, seconded by Trustee Stark to adopt the Agenda as presented.

AYES: Dinsmore, Evans, Masters, Pappas, Stark

NOES: None

ABSTAIN: None

MINUTES It was moved by Trustee Pappas, seconded by Trustee Masters to approve the Minutes of the Regular Meeting of February 17, 1998 as presented.

AYES: Dinsmore, Evans, Masters, Pappas, Stark

NOES: None

ABSTAIN: None

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

PRESIDENT'S REPORT President Dinsmore presented the Placentia Library Literacy Department with a copy of the book *The Teacher Who Couldn't Read* by John Corcoran which she received at the South California Library Literacy Network meeting which she attended on March 12.

President Dinsmore also reported that she attended the Independent Special Districts of Orange County (ISDOC) annual luncheon meeting on February 26, and the California Library Trustees and Commissioners (CALTAC) workshop on February 28 at the Newport Beach Library. She and Trustee Stark also attended the Special District Risk Management Association workshop on Board ethics in Ontario on February 19.

President Dinsmore suggested that Trustees read an article in the March issue of *American Libraries*, titled "How to Run a Library Like a Bookstore", which she had found interesting.

TRUSTEE REPORTS

Trustee Pappas reported that Kay Suiter will be the Library Representative to the Sesquicentennial Committee.

FRIENDS OF THE LIBRARY

Library Director Minter referred to the material in the Board packet. She reported that the Friend's Annual Booksale will be held on Friday, May 15 and Saturday, May 17. Library Director Minter also reported that the Annual Meeting on Monday, April 20 will focus on the celebration of the Friends 30th Anniversary. The program will be presented by Dr. William Meyers, scholar/moderator of the District's Gold Rush Discussion series.

HISTORY ROOM REPORT

Library Director Minter referred to the material in the Board packet prepared by Librarian Julie Shook and reported that the project is moving ahead with many volunteer hours donated by Pat Irot, Marie Schmidt and Pat Jertberg.

CLAIMS

It was moved by Trustee Pappas, seconded by Trustee Masters to approve Agenda Items 9 through 12:

Nonstandard Claims in the amount of \$0.00
Claims forwarded by the Library Director in the amount of \$2,823.44.
Current Claims and Payroll in the amount of \$117,348.14
Interfund transfers in the amount of \$0.00

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

FINANCIAL REPORTS

It was moved by Trustee Stark, seconded by Trustee Masters to receive and file Agenda Items 13 through 18:

Financial Reports for February, 1998
Office General Ledger & Check Registers for February, 1998
Acquisitions Report for February, 1998
Overdue Collection Report for February, 1998
Debit Card System Reimbursement Report for February, 1998
Gifts Report for February, 1998

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

GENERAL CONSENT CALENDAR

It was moved by Trustee Stark, seconded by Trustee Masters to receive and file Agenda Items 19 through 30:

Building Maintenance Report for February, 1998

- Personnel Report for February, 1998 (Receive, File and Ratify Appointments)
- Volunteer Report for February, 1998 (Receive & File)
- Circulation Report for February, 1998 (Receive & File)
- Review of Shared Maintenance Cost with the City of Placentia under the Joint Powers Authority (Receive & File)
- Legislative update from the California Library Association (Receive & File)
- Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of February 3, 1998 (Receive & File)
- Status Report on the Trustee Handbook Revision (Receive & File)
- Actions taken at the California Library Services Board (CLSB) February 18-19, 1998 Meeting (Receive & File)
- Memo from Principal Librarian Suad Ammar explaining the District's participation in the Common Ground Forum in partnership with the League of Women Voters North Orange County Chapter (Receive and File)
- Memo from Stormy Waldeck, Anderson and Anderson Benefits, reporting that the District's application for POS (point of service) group medical insurance coverage with Prudential was rated at 110%, and that the District's coverage with CareAmerica has been renewed at a rate of 90%. (Receive and File)
- Memo from City Administrative Coordinator John Fraser reporting on the status of the Seismic Rehabilitation Project grant application. (Receive & File)

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

**STUDY
COMMITTEE ON
IMPACT OF
LIBRARY SERVICE
REDUCTIONS**

It was moved by Trustee Pappas, seconded by Trustee Masters that the recommendation for a Study Committee on the impact on the community of the Library's service reductions be reviewed by the combined board presidents' planning group.

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

**REVIEW OF
LIBRARY REVENUE
ISSUES**

Library Director Minter reviewed current budget issues as presented in the material in the Board packet.

It was moved by Secretary Evans, seconded by Trustee Masters to approve payment of travel, meal and registration expenses for Library Director Minter and Trustee Pappas to attend the California Special District Association (CSDA) Government Affairs Day in Sacramento on April 27.

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

**ANNUAL MEETING
FOR SANTIAGO
LIBRARY SYSTEM
AND
METROPOLITAN
LIBRARY SYSTEM
MEMBERS**

It was moved by Trustee Masters, seconded by Trustee Pappas to appoint President Dinsmore and Trustee Stark as representatives and Trustee Pappas as alternate representative to the first joint Annual Meeting for Santiago Library System (SLS) and Metropolitan Library System (MCLS) members to be held on Thursday, April 30, 1998, and to approve payment of registration fees.

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

**STRATEGIC PLAN
FOR PLACENTIA
LIBRARY DISTRICT**

It was moved by Trustee Masters, seconded by Trustee Stark to establish Saturday, June 20, 1998 as the date for the all day workshop for Library Trustees, Friends Board Members and Foundation Board Members.

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

**PERFORMANCE
REVIEW FOR
LIBRARY
DIRECTOR**

It was moved by Trustee Pappas, seconded by Trustee Stark that each Trustee will complete an evaluation form and bring it for discussion at the April Board Meeting after which President Dinsmore will prepare a report on the results of the discussion and evaluation forms and mail to each Trustee prior to the May Board Meeting.

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

**RENEWAL OF
MEMORANDUM OF
UNDERSTANDING**

Pursuant to California Government code Section 54957.6 the Board went into closed session at 8:54 P. M. to discuss collective bargaining issues relating to the renewal of the Memorandum of Understanding.

The Board returned to open session at 9:20 P. M.

It was moved by Trustee Pappas, seconded by Trustee Stark that the Minutes reflect that the Board has discussed the Memorandum of Understanding and given direction to the Library Director.

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

**CALIFORNIA STATE
LIBRARY
ORIENTATION AND
TRAINING
WORKSHOP FOR
LIBRARY
TRUSTEES**

President Dinsmore and Trustee Stark will attend the workshop and have submitted their registration. No Board action was taken.

**S.T.E.P. EMPLOYEE
TEMPORARY
CHANGE OF
STATUS**

It was moved by Trustee Stark, seconded by Secretary Evans to authorize temporary employment of S.T.E.P. employee Rosemarie Andrews at the level of Library Aide for twenty-five hours per week for a period of six weeks.

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

STAFF REPORTS

It was moved by Trustee Pappas, seconded by Trustee Masters to Approve Agenda Items 38-42:

Program Committee Report for February, 1998
Children's Services Report for February, 1998
Publicity Materials produced for February, 1998
Placentia Library Literacy Services Report for February, 1998
Safety Committee Minutes for February, 1998

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

**AGENDA
PREPARATION**

1. Discussion of Evaluation for Library Director

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 9:37 P.M.



Ray Evans, Secretary