

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

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on November 17, 1998 at 7:30 P. M. by Secretary Ray Evans.

ROLL CALL **Members Present:** Secretary Ray Evans; Trustees Robin Masters, Al Shkoler, and Sandra Stark; and Library Director Elizabeth Minter.

Members Absent: President Peggy Dinsmore

Others Present: Principal Librarian Suad Ammar; Trustee Designee Gaeten Wood; and Friends of Placentia Library Representative Virginia Walker.

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

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

MINUTES Trustee Shkoler requested that Administrative Assistant Charlene Dumitru's name be added to the President's Report as being present for the Library Board dinner on November 8, 1998. It was moved by Trustee Stark, seconded by Trustee Shkoler to approve the Minutes of the Regular Meeting of November 17, 1998, as corrected.

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

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

President Dinsmore arrived at 7:35 P.M.

PRESIDENT'S REPORT President Dinsmore reported on the programs she attended at the California Library Association Conference, November 13-17, 1998, in Oakland.

TRUSTEE REPORTS Secretary Evans thanked the Board for the retirement dinner held on November 8, 1998 at LaVie En Rose, and for the bookends presented in honor of his service on the Library Board of Trustees.

Trustee Shkoler reported on a meeting with California Special District's Association Local Government Consultant Mike Gotch, also attended by President Dinsmore and Library Director Minter, on October 29, 1998 in

Irvine.

Trustee Designee Gaeten Wood thanked the Board for including her in the Board Dinner on November 8, 1998.

Trustee Stark reported on the Foundation Donor Reception held on November 6, 1998.

FRIENDS REPORT

Friends Director Virginia Walker reported on the Friends Board of Directors meeting on November 2, 1998.

CLAIMS

It was moved by Trustee Masters seconded by Secretary 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 \$5,008.69.

Current Claims and Payroll in the amount of \$66,291.52.

FY1998-99 Cash Flow Analysis with recommendation that no funds be transferred.

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

FINANCIAL REPORTS

It was moved by Trustee Masters, seconded by Trustee Shkoler to receive and file Agenda Items 12 through 17:

Financial Reports for October, 1998

Office General Ledger & Check Registers for October, 1998

Acquisitions Report for October, 1998

Overdue Collection Report for October, 1998

Debit Card System Reimbursement Report for October, 1998

Gifts Report for October, 1998

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

GENERAL CONSENT CALENDAR

It was moved by Trustee Shkoler, seconded by Secretary Evans to receive and file Agenda Items 18-31:

Building Maintenance Report for October, 1998 (Receive & File)

Personnel Report for October, 1998 (Receive, File and Ratify Appointments)

Volunteer Report for October, 1998 (Receive & File)

Circulation Report for October, 1998 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of October 6, 1998. (Receive & File)

Strategic Planning Report (Receive & File)

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

Receive Cooperative Agreement for the Preparation of Seismic Analyses and Construction Documents as signed by Placentia Library District and the City of Placentia. (Receive & File)

California Library Literacy Services Plan of Service for Fiscal Year 1998-99, as submitted to the State Library of California. (Receive & File)

California Library Literacy Services 1st Quarter Report for Fiscal Year 1998-99, as submitted to the State Library of California. (Receive & File)

Minutes of the Placentia Civic Center Authority Commission of October 20, 1998, and the Financial Statements and Audit for Fiscal Year 1997-98, as prepared by Diehl, Evans & Company, LLP, CPA. (Receive & File)

Fiscal Year 1997-98 Annual Report for Placentia Library District as submitted to the California State Library. (Receive & File)

Certification to Receive Funds from the Public Library Fund, 1998-99, submitted to the State Library of California on November 9, 1998. (Receive & File)

Certification of Acceptance of Grant Award, National Literacy Act, Section 321, 1998-99. (Receive & File)

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

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

Library Director Minter reviewed the Library revenue issues as presented in the Board packet.

It was moved by Trustee Shkoler, seconded by Secretary Evans to support the Library Director's participation in the California Special District Association's Legislative Committee at a cost of approximately \$300 per meeting.

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

**AUTHORIZE BANK
CARD SERVICES**

It was moved by Trustee Shkoler, seconded by Secretary Evans to approve the District's application for Merchant Card Services for MasterCard and VISA with Sanwa Bank, and to authorize signature by all Trustees, Trustee-Designee Gaeten M. Wood, and Library Director Elizabeth D. Minter; and to establish a minimum charge of \$15.00 for MasterCard and VISA transactions.

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

STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Masters to approve Agenda Items 34-38:

Program Committee Report for October, 1998

Children's Services Report for October, 1998

Publicity Materials produced in October, 1998

Placentia Library Literacy Services Report for October, 1998

Safety Committee Minutes for October, 1998

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

AGENDA

Trustee Shkoler requested a discussion of the decline in circulation and the

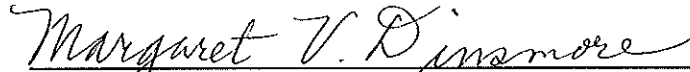
PREPARATION

steps that the District can take to reverse this trend.

President Dinsmore reported that she plans to make additional reports on the programs she attended at the California Library Association Conference.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for November 17, 1998 adjourned at 9:10 P.M.



Margaret V. Dinsmore, President