

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 20, 1993**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on December 20, 1993 at 7:34 P.M. by Secretary Stark

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

Members Absent: President Margaret Dinsmore and Trustee Fred West.

Others Present: Administrative Assistant Charlene Dumitru; Principal Librarian Suad Ammar; and Substitute Librarian Robin Masters.

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

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

President Dinsmore arrived at 7:38 P.M.

MINUTES It was moved by Trustee Shkoler, seconded by Trustee Shkoler to approve the Minutes of the Regular Meeting of November 8, 1993.

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

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

ELECTION OF OFFICERS President Dinsmore requested Library Director Minter to conduct the election for President of the Board.

It was moved by Trustee Shkoler, seconded by Secretary Stark to nominate Margaret Dinsmore for President of the Board.

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

It was moved by Trustee Shkoler, Seconded by Trustee Evans to elect Margaret Dinsmore as President of the Board by unanimous ballot.

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

President Dinsmore conducted the election for Secretary to the Board.

It was moved by Trustee Shkoler, Seconded by Trustee Evans to nominate Sandra Stark for Secretary of the Board.

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

It was moved by Trustee Shkoler, Seconded by Trustee Evans to elect Sandra Stark as Secretary of the Board by unanimous ballot.

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

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore thanked the Board for their confidence in reelecting her. She also thanked the Board for all their dedication and hard work during the past year.

**FRIENDS OF THE
LIBRARY REPORT**

Library Director Minter reported that the Friends have purchased ten folding tables to replace worn tables in the Meeting Room. Secretary Stark complimented Dixie Shaw on her work on the Community Bulletin Board.

**LITERACY
VOLUNTEERS OF
AMERICA REPORT**

President Dinsmore reported that the Literacy Christmas Party on December 13, 1993, was very well planned and attended. President Dinsmore also complimented Katie Matas on her performance as Literacy Coordinator.

**FOUNDATION
REPORT**

Secretary Stark reported that she is working on By-laws and Articles of Incorporation for the Library Foundation.

CLAIMS

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 11 through 13: Nonstandard Claims in the amount of \$2,415.00; Claims forwarded by Library Director in the amount of \$2,453.78; and Current Claims and Payroll in the amount of \$118,248.02.

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

**FINANCIAL
REPORT**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Agenda Items 14 through 18: Financial Reports for October and November, 1993; Office General Ledger and Check Registers for October and November, 1993; Overdue Collection Report for November, 1993; Vending Machine Report for November, 1993; and Gifts Report for November, 1993.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approved Agenda Items 19 through 29: Building Maintenance Report for November, 1993; Personnel Report for November 1993; Volunteer Report for the Month of November, 1993; Circulation Report for November 1993; Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority; Travel Authorizations; Certification to Receive Funds from the Public Library Fund, 1993-1994; Corrected Budget Forms for Funds 702, 703, 706 as Submitted to the Orange County Auditor; Notification from the State Library of California that the Grant Application to Serve Immigrant Populations was not funded; Notification from the State Library of California that the Grant Application for California Literacy Campaign matching funds for FY1993-1994 was awarded in the amount of \$11,158; and Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

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

**DESIGNATION OF
THE DISTRICT'S
DELEGATE TO THE
SELECTION
COMMITTEE AND
ADOPTION OF
VOTING
INSTRUCTIONS
FOR THE SEATING
OF INDEPENDENT
SPECIAL DISTRICT
REPRESENTATIVES
ON THE LOCAL
AGENCY
FORMATION
COMMISSION OF
ORANGE COUNTY.**

It was moved by Secretary Stark, seconded by Trustee Evans to ratify appointment of President Dinsmore as the voting delegate and to select Trustee Shkoler as alternate representative to the Selection Committee for the Independent Special Districts of Orange County.

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

**ADOPTION OF
SALARY
SCHEDULE FOR
COLLECTING
BARGAINING UNIT
PERSONNEL AND
EXEMPT
PERSONNEL FOR
FY1993-1994**

It was moved by Secretary Stark, seconded by Trustee Shkoler to read Resolution 93-7 by title only.

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

It was moved by Secretary Stark, seconded by Trustee Evans to adopt Resolution 93-7 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.

Motion was approved by roll call vote:

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

**SELECTION OF
VENDOR FOR
PAYROLL
SERVICES
FOR 1994**

It was moved by Trustee Evans, Seconded by Trustee Shkoler to transfer payroll processing services to PayChex, effective January 1, 1994, and to authorize the Library Director to sign the contract for services.

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

**AUTHORIZATION
OF INCREASE IN
STUDENT
ASSISTANT HOURS
FOR SHELVING
FROM 60 TO 80
HOURS PER WEEK**

It was moved by Secretary Stark, seconded by Trustee Evans to approve an increase of 20 hours per week for Student Assistants.

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

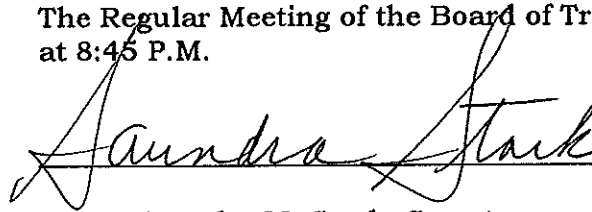
STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 34 through 39: Program Report for month of November, 1993; Children's Services Report for the Month of November, 1993; Acquisitions Report for November 1993; Publicity Materials produced for the Month of November 1993; Placentia Library Literacy Services Report for the Month of November, 1993; Families for Literacy Project Report for the Month of November, 1993.

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

ADJOURNMENT

The Regular Meeting of the Board of Trustees was adjourned at 8:45 P.M.

A handwritten signature in cursive script, reading "Sandra Stark", is written over a horizontal line.

Sandra M. Stark, Secretary