

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 17, 1999**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on February 17, 1999 at 7:33 P. M. by President Al Shkoler.

ROLL CALL

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

Members Absent: None

Others Present: Friends Representative Renee Scott, Health Insurance Representative Stormy Waldeck, Principal Librarian Suad Ammar; and Administrative Assistant Wendy Goodson.

**ADOPTION OF
AGENDA**

It was moved by Trustee Wood, seconded by Secretary Masters to adopt the Agenda as printed with the sequencing of Item 34 to follow Item 4.

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

**SELECTION OF
HEALTH
INSURANCE**

Stormy Waldeck presented and the proposed quotes and carrier information for employees health insurance effective March 1, 1999.

It was moved by Secretary Masters, seconded by Trustee Wood to approved renewal of coverage with Blue Shield of California and to authorize Elizabeth D. Minter to sign the contract.

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 January 20, 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**

President Shkoler and Elizabeth D. Minter met with Orange County Supervisor of the 4th District, Cynthia Coad on February 4, 1999. Supervisor Coad is a professional educator and active library user. The District should be able to count on her support of library issues.

TRUSTEE REPORTS

Trustee Dinsmore attended the California Association of Library Trustees and Commissioners Board of Trustees Meeting on February 6, 1999 in Pasadena. Trustee Dinsmore also attended the Local Government Finance Forum on January 22, 1999 in Los Angeles. This is the first series of six that will occur throughout the State in January and February.

Trustee Wood attended the California Special District Association Workshop for newly elected Directors/Trustees in Palm Springs on February 4 & 5, 1999. She suggested the District schedule time to review policies and procedures.

Trustee Stark attended the Planned Giving Round Table Seminar with Elizabeth D. Minter on February 17, 1999. Trustee Stark will also be attending the Workers Compensation Authority Meeting on February 26, 1999 in San Diego as the small district representative.

FRIENDS REPORT

Nothing reported by Friends Representative Renee Scott.

CLAIMS

It was moved by Secretary Masters, seconded by Trustee Stark to approve Agenda Items 8 through 11:

Nonstandard Claims in the amount of \$0.00

Claims 3692, 3693, 3696, and 3697 forwarded by the Library Director in the amount of \$6,703.29.

Current Claims of \$67,820.43, and Payroll Claims 3694 and 3695, in the amount of \$40,650.00 for a total of \$108,470.43.

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

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**FINANCIAL
REPORTS**

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

Financial Reports for January, 1999

Office General Ledger & Check Registers for January, 1999

Acquisitions Report for January, 1999

Overdue Collection Report for January, 1999

Debit Card System Reimbursement Report for January, 1999

Gifts Report for January, 1999

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

Trustee Dinsmore left at 8:48 P.M.

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Stark, seconded by Trustee Wood to receive and file Agenda Items 18 to 32:

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

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

Volunteer Report for January, 1999 (Receive & File)

Circulation Report for January 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of January 5, 1999. (Receive & File)

Strategic Planning Report (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)

Response to California Public Records Act request from Ronald A. Zumbrun, dated January 19, 1999 (Receive & File)

California Library Literacy Services 2nd Quarter Report for Fiscal Year 1998-99, as submitted to the State Library of California (Receive & File)

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

Minutes of the Placentia Library District Ad Hoc Committee on Increasing Library Usage (Receive & File)

Ratification of Library's Director signature on Letter of Understanding, February 2, 1999, wit Munson, Cronick, & Associates, Certified Public Accountants regarding charges for Their services for transferring the District's General Ledger from ACCPAC software to Quickbooks effective December 31, 1998 (Receive & File)

Minutes of the Board of Directors of the Special District Workers Compensation Authority for its meeting held on September 18, 1998 (Receive & File)

Library of California (formerly the California Library Services Board) actions taken at the January 25-27, 1999 meeting.

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

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

Elizabeth D. Minter reported on the California Special Districts Association (CSDA) Legislative Committee Meeting she attended on January 22, 1999. CSDA Lobbyist Ralph Heim is not optimistic about any removal of the ERAF Property Tax in this legislative session. The Committee is continuing to actively support all efforts in this area.

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

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Stark, seconded by Secretary Masters to ratify travel/training authorization for Trustee Wood and Administrative Assistant Goodson to attend the National Society of Fundraising (NSFRE) on March 22, 1999 at a cost of \$50.00 per person plus mileage; and travel expenses for Administrative Assistant Goodson to attend the Special Districts Risk Management Authority (SDRMA) Education Day on February 25, 1999.

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

LIBRARY WEB SITE

Principal Librarian Suad Ammar presented a proposal to develop two web sites to improve the quality of in-house and literal information services to Placentia Library users.

It was moved by Trustee Wood, seconded by Secretary Masters to proceed with proposed plans to establish a web site for the Library.

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

STAFF REPORTS

It was moved by Secretary Masters, seconded by Trustee Wood to approve Agenda Items 37-42:

Program Committee Report for January, 1999

Children's Services Report for January, 1999

Publicity Materials produced in January, 1999

Placentia Library Literacy Services Report for January, 1999

Safety Committee Minutes for January, 1999

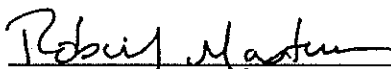
AYES: Masters, Shkoler, Stark, Wood
NOES: None
ABSTAIN: None
ABSENT: Dinsmore

**AGENDA
PREPARATION**

No action was taken on this item.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for February 17, 1999 adjourned at 9:38 P.M.



Robin J. Masters, Secretary