

MINUTES  
JAN 14, 1991 -  
JUNE 18, 1996

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
JUNE 18, 1996

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on June 18, 1996 at 7:32 P.M. by President Margaret Dinsmore.

**ROLL CALL**

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

**Members Absent:** None

**Others Present:** Principal Librarian Suad Ammar; and Administrative Assistant Charlene Dumitru.

**ADOPTION OF AGENDA**

President Dinsmore requested that the Agenda be amended to moved Agenda Item 25, Performance Evaluation of Library Director, to the last item of the Agenda.

It was moved by Trustee Shkoler, seconded by Trustee Evans to adopt the Agenda as amended.

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

**MINUTES**

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve the Minutes of the Regular Meeting of May 21, 1996 as presented.

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

**ORAL COMMUNICATIONS**

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

**BOARD PRESIDENT'S REPORT**

Trustee Shkoler reported that he attended the Local Agencies Formation Commission (LAFCO) Selection Committee meeting on May 30, 1996 in place of President Dinsmore and voted on behalf of the District. Library Director Minter was elected to the Advisory Committee and Yorba Linda Water District Director Sterling Fox was elected president of Independent Districts of Orange County (ISDOC). He reported that there were many interesting presentations at the meeting including one by Library Director Minter.

**FRIENDS OF THE LIBRARY REPORT**

Library Director Minter reported that the Friends last meeting of the fiscal year was held on June 3, 1996. She reported that plans are underway for the 1997 Author's Luncheon. Vick Knight has consented to be the guest author and Robyn Tunstall will be Maitre d'Hôtel.

The Friends Board met for dinner at Library Director Minter's house on June 10, 1996 to discuss the future of the semi-annual booksales and other fund raising projects. She reported that the Friends agreed to pay 50% of the cost of the Staff Appreciation Dinner, not to exceed \$350.00.

**CLAIMS**

It was moved by Trustee Shkoler, seconded by Trustee Masters to approve Agenda Items 9 through 11: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$11,731.64; Current Claims and Payroll in the amount of \$78,098.87.

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

**FINANCIAL REPORTS**

It was moved by Trustee Shkoler, seconded by Trustee Masters to receive and file Agenda Items 10 through 16: Financial Reports for May, 1996; County of Orange Investment Pool Portfolio Summaries, as prepared by Salomon Brothers Asset Management, Inc. for May, 1996; Office General Ledger & Check Registers for May, 1996; Acquisitions Report for May, 1996; Overdue Collection Report for May, 1996; Debit Card System Reimbursement Report for May, 1996; and Gifts Report for May, 1996.

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

**GENERAL CONSENT CALENDAR**

It was moved by Secretary Stark, seconded by Trustee Shkoler to receive Agenda Items 17-23: Building Maintenance Report for May, 1996 (Receive & File); Personnel Report for May, 1996 (Receive, File and Ratify Appointments); Volunteer Report for May, 1996 (Receive & File); Circulation Report for May, 1996 (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Submission of Application to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1996-1997 (Receive & File); Receipt of letter from Orange County Investment Pool Attorney Patrick Shea confirming the Court's approval of the second Orange County Bankruptcy's Debtor's Plan of Adjustment (Receive & File).

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

**LEGISLATIVE  
CONCERNS**

Library Director Minter reported that the California Special District Association (CSDA) Legislative Committee met in Sacramento on July 14, 1996. The session was conducted by CSDA Lobbyist Ralph Heim. She reviewed various pending legislative issues and referred to the materials in the Board Packet.

A meeting has been scheduled with Assemblyman Ackerman July 11, 1996 at 2:30 P.M. in his office to discuss legislative concerns. President Dinsmore and Secretary Stark will attend.

It was moved by Trustee Masters, seconded by Trustee Evans to authorize the Library Director to contact the North Orange County League of Women Voters and offer to provide the use of the Meeting Room for a community forum on the Jarvis III initiative.

**GANN LIMITATION**

It was moved by Trustee Shkoler, seconded by Trustee Evans to read Resolution 96-1, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the Fiscal Year 1996-1997, by title only.

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

It was moved by Trustee Evans, seconded by Trustee Shkoler to adopt Resolution 96-1. Motion was approved by roll call vote.

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

The Board of Trustees recessed for a break at 8:20 P.M. and reconvened at 8:26 P.M.

**FY1996-1997  
BUDGET**

It was moved by Trustee Shkoler, seconded by Trustee Masters to receive and file the Revenue Estimates for FY 1996-1997 and to adopt the Organization Chart for FY 1996-1997.

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

**FY1996-1997  
SALARY SCHEDULE**

It was moved by Secretary Stark, seconded by Trustee Shkoler to read Resolution 96-2, 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, by title only.

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

It was moved by Secretary Stark, seconded by Trustee Shkoler to adopt Resolution 96-2. Motion was approved by roll call vote.

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

**ESTABLISH FINES  
AND FEES  
SCHEDULE FOR  
FISCAL YEAR 1996-  
1997**

It was moved by Trustee Shkoler, seconded by President Dinsmore to read Resolution 96-3, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Fines and Fees Schedule for FY1996-1997, by title only.

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

It was moved by Trustee Shkoler, seconded by Trustee Masters to adopt Resolution 96-3. Motion was approved by roll call vote.

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

**TRAVEL  
AUTHORIZATIONS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to ratify travel for Library Director Minter to attend the 1996 Western Regional Planned Giving Conference in Costa Mesa, May 29-31, at a cost of \$225.00 to be paid from the District's Staff Development Account with the Santiago Library System.

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

**AUDIT SERVICES  
FOR FY1996-1997**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve contract with Munson, Cronick & Associates for Audit Services for Fiscal Year 1995-1996 at an amount not to exceed \$3,050 without disclosure to the Library Director and presentation to her of a new few estimate before incurring additional costs, and authorize signature by the Library Director.

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

**STAFF REPORTS**

It was moved by Secretary Stark, seconded by Trustee Shkoler to receive and file Agenda Items 31 through 37: Program Report for Month of May, 1996; Children's Services Report for Month of May, 1996; Publicity Materials produced for the Month of May, 1996; Placentia Library Literacy Services Report for Month of May, 1996; Families for Literacy Project Report for Month of May, 1996; Safety Committee Minutes for May, 1996, and Placentia Pride Committee Report for May, 1996.

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

Principal Librarian Ammar and Administrative Assistant Dumitru departed at 9:35 P.M.

**PERFORMANCE OF  
LIBRARY  
DIRECTOR**

The Board reviewed the composite evaluations prepared by President Dinsmore and the comments submitted by the Library Director.

It was moved by Trustee Shkoler, seconded by Secretary Stark to commend the Library Director for her job well done, subject to further action at a future date.

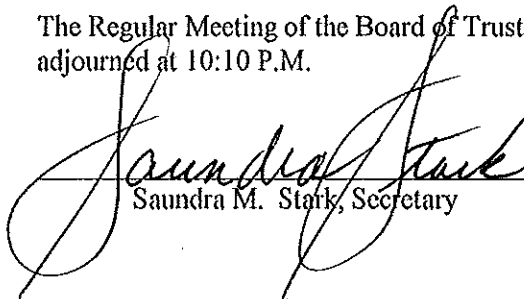
AYES: Dinsmore, Stark, Evans, Masters, Shkoler  
NOES: None  
ABSTAIN: None

**AGENDA  
PREPARATION**

Budget Preparation

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library adjourned at 10:10 P.M.

  
\_\_\_\_\_  
Sandra M. Stark, Secretary