

AGENDA
REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
September 9, 1991

1. Roll Call

2. Adoption of Agenda

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the August 6, 1991, Regular Meeting

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communication

At this time members of the public may make presentation to the Library Board.

5. Friends of the Placentia Library

CONSENT CALENDAR (Items 6-19)

Presentation: Library Director
Recommendation: Approve by Motion

Items 6-19 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

6. Circulation Report for July and August, 1991 (Receive & File)

7. Financial Report for July and August, 1991 (Receive & File)

8. Volunteer Report (Receive and File)

9. Overdue Collection Report (Receive and File)

10. Vending Machine Report (Receive and File)

11. Check Registers (Receive and File)

12. Annual Report to State Library (Receive and File)

13. Nonstandard Claims in excess of \$300 (Approve)

14. Claims forwarded by the Library Director (Approve)

15. Current claims and payroll (Approve)
16. Annual payment of the Money Purchase Pension Plan for the year ending June 30, 1991 to First American Trust Company, in the amount of \$37,908.23. (Approve)
17. Ratification of Library Director's approval of the replacement of one of the air conditioner compressors on an urgency basis.
18. Building maintenance report (Receive and File)
19. State Library Report of Estimated Allocation from the Public Library Fund. (Receive and File)

CONTINUING BUSINESS

20. Health insurance coverage for employees 65+
Presentation: Trustee Stark
Recommendation: Establish consensus for staff direction
21. California Room
Presentation: Trustee Stark
Recommendation: Establish consensus for staff direction
22. Heritage Day Parade
Presentation: Library Director
Recommendation: Establish consensus on plans for participants

NEW BUSINESS

23. California Library Association
Presentation: Library Director
Recommendation: Motion to designate trustee and staff participants
24. Authorization to permit the Library Director to submit claims with her signature only.
Presentation: Library Director
Recommendation: Adopt Resolution 91-5

25. Staff request for hot water in staff restrooms and lounge.

Presentation: Library Director
Recommendation: Motion to approve installation of 2
6-gallon hot water heaters

At the Staff Meeting on August 28 the Library was requested to provide hot water for both staff restrooms and the lounge. A quote has been received from Manwill Plumbing for \$574.52.

26. Staff scheduling on the afternoon of Saturday, October 26, at the time of Cheryl Roberts' Wedding.

Presentation: Library Director
Recommendation: Approve use of substitutes for all full time and part-time library staff wishing to attend the wedding.

27. Replacement of Cash Register

Presentation: Library Director
Recommendation: Approve replacement

The Library's cash register has several operational deficiencies: It does not have the capacity of providing a receipt for the patron; and it does not calculate the end-of-the-day totals by operating keys.

28. Establish date for November Library Board Meeting

Presentation: President Dinsmore
Recommendation: Establish by meeting

The regular meeting date for November falls on Monday, November 11, Veteran's Day.

29. Establish policy for the Library's Staff Retirement Fund Committee.

Presentation: Library Director
Recommendation: Adopt Policy by Motion

30. Establish Library Personnel Policy to include provision for payout of an incumbent's accumulated vacation time.

Presentation: Library Director
Recommendation: Adopt Policy by Motion

31. Establish a Library Personnel Policy to include provision for providing paychecks under specific circumstances for incumbents taking vacation time.

Presentation: Library Director
Recommendation: Adopt Policy by Motion

32. Amend Library Personnel Policy 24-85, "FAIR LABOR STANDARDS ACT" (FLSA) as it applies to the Placentia Library District.

Presentation: Library Director
Recommendation: Amend Policy by Motion

In 1990 the California Court of Appeals issued a ruling that affects leave policies for "FLSA Exempt" employees. The proposed policy is recommended as a procedure to ensure the continued "exempt" status of these employees.

33. Adoption of Organizational Chart

Presentation: Library Director
Recommendation: Adopt by Motion

34. Office Automation Project

Presentation: Library Director
Recommendation: Approve project in concept and authorize solicitation of bids.

STAFF REPORTS

35. Gulf Arab States Grant and Exhibit (Ammar)
36. Family Literacy Grant (Daniels)
37. Literacy Tutor Recognition Party (Daniels)
38. Grandparents and Books Grant (Schneider)
39. Stantiago Library System (Minter)

CALENDAR

September 25 (Wed) Santa Ana Public Library Centennial
Celebration, 26 Civic Center Plaza,
Santa Ana, 5:00-8:00 P.M.,
R.S.V.P 647-5278

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| September 25-28 | California Special Districts
Association - Sacramento |
| October 14 (Mon) | Library Board Meeting |
| October 15 (Tues) | SLS - SAB Meeting 7:30 P.M.
Santa Ana |
| November 16-19 | California Library Association Conference
Oakland |
40. Agenda Preparation
41. Adjourn

*****CERTIFICATION OF POSTING*****

I, Karen Samarin, Administrative Assistant for the Placentia Library District hereby certify that the agenda for the September 9, 1991 regular meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, September 5, 1991.

Karen Samarin