

**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**September 16, 1997**

- CALL TO ORDER**                   The Regular Meeting of the Placentia Library District Board of Trustees was called to order on September 16, 1997 at 7:30 P. M. by President Peggy Dinsmore.
- ROLL CALL**                       **Members Present:** President Peggy Dinsmore, Secretary Ray Evans; Trustees Robin Masters and Jean Pappas; and Library Director Elizabeth Minter.
- Members Absent:** Trustee Sandra Stark.
- Others Present:** Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; and Friends of Placentia Library President Pat Irot.
- ADOPTION OF AGENDA**           It was moved by Trustee Masters, seconded by Secretary Evans to adopt the Agenda as presented.
- AYES:**           Dinsmore, Evans, Masters, Pappas  
**NOES:**           None  
**ABSTAIN:**       None  
**ABSENT:**       Stark
- MINUTES**                         It was moved by Trustee Masters, seconded by Trustee Pappas to approve the Minutes of the Regular Meeting of August 19, 1997 as presented.
- AYES:**           Dinsmore, Evans, Masters, Pappas  
**NOES:**           None  
**ABSTAIN:**       None  
**ABSENT:**       Stark
- Approval of the Minutes of the Continued Meeting of August 26 was deferred until the next Regular Meeting of the Board.
- ORAL COMMUNICATIONS**       No members of the public requested to address the Board at this time.
- PRESIDENT'S REPORT**           President Dinsmore reported that she will attend the Placentia Civic Center Authority meeting scheduled for Monday, October 6, 1997. Trustee Evans will not be able to attend.
- President Dinsmore presented Certificates of Appreciation to youth volunteers who served in the Children's Department for the Summer Reading Program. Those present to receive certificates were: Jisoo Baek, Jina Lim and Tricia Um.
- President Dinsmore attended the Southern California Library Literacy Network (SCLLN) meeting at Beverly Hills Library on September 11, 1997. She reported that State Library Literacy Director Al Bennett told

her that the Bill introducing State Library program for Literacy and Public Safety did not pass the Legislature. President Dinsmore reported that Mr. Bennett plans to retire from the State Library next year.

President Dinsmore also reported that the SCLLN interactive display was in use at the meeting. Library Director Minter suggested that the District obtain the display for the Foundation Donors Reception scheduled for November 7.

#### **FRIENDS OF THE LIBRARY REPORT**

Friends of the Library President Pat Irot reported that the Friends annual planning meeting was held on September 8. Renee Scott was appointed to represent the Friends on the District's Donor Recognition Committee. The Friends will not have a fall booksale this November, but plan a booksale in the Spring.

A Senior Training and Employment Program (STEP) volunteer may be available to work in the Friends bookstore and assist with sorting donations. Friends President Irot also reported that two Library Interns from California State College at Fullerton have indicated interest in assisting in the Placentia History Room.

#### **TRUSTEE REPORTS**

There were no Trustee Reports.

#### **FOUNDATION REPORTS**

Trustee Pappas reported that the Foundation Meeting was held on Thursday, September 11. A representative from Sam's Club was present at the meeting and announced a donation of \$1,000.00 to the Library.

Al Penry was represented at the Foundation meeting by Laura Penry who presented his suggestion that the Endowment Fund be split, investing half the fund in more conservative investments.

Library Director Minter reported that the direct mail solicitation should be completed by September 30. City of Placentia Mayor Norman Eckenrode and former Chamber of Commerce President Al Shkoler will sign the solicitation letter.

Library Director Minter also reported that the Donor Reception will be held on Friday evening, November 7. Author Ciji Ware will present a program and be available for signing copies of her newest novel *A Cottage by the Sea*.

Library Director Minter reported that an endowment has been received from Gordon and Dixie Shaw to underwrite the Lapsit Storytime Programs. Friends President Pat Irot mentioned that the Friends are supporting a demonstration of the Lapsit programs until the Shaw endowment takes over.

**CLAIMS**

It was moved by Trustee Pappas, seconded by Secretary Evans to approve Agenda Items 9 through 12:

Nonstandard Claims in the amount of \$0.00  
Claims forwarded by the Library Director in the amount of \$0.00  
Current Claims and Payroll in the amount of \$116,325.70.  
Interfund Cash loan from Fund 706 in the amount of \$65,000, and  
from Fund 702 in the amount of \$30,000, to Fund 707, to be  
repaid after tax revenue is received in December.

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

**FINANCIAL  
REPORTS**

It was moved by Trustee Masters, seconded by Trustee Pappas to receive and file Agenda Items 13 through 18:

Financial Reports for August, 1997  
Office General Ledger & Check Registers for August, 1997  
Acquisitions Report for August, 1997  
Overdue Collection Report for August, 1997  
Debit Card System Reimbursement Report for August, 1997  
Gifts Report for August, 1997

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Secretary Evans, seconded by Trustee Masters to receive and file Agenda Items 19 through 28:

Building Maintenance Report for August, 1997  
Personnel Report for August, 1997 (Receive, File and Ratify  
Appointments)  
Volunteer Report for August, 1997 (Receive & File)  
Circulation Report for August, 1997 (Receive & File)  
Review of Shared Maintenance Cost with the City of Placentia  
under the Joint Powers Authority (Receive & File)  
Legislative reports from California Advocates, California Special  
Districts Association, and the California Library Association  
(Receive & File)  
Status report on the preparation of a Strategic Plan for Placentia  
Library District (Receive & File)  
Fiscal Year 1997-1998 Budget Spreadsheets omitted from the  
August Board Packet (Receive & File)  
Notice of Annual meeting of the Placentia Civic Center Authority

Commission (Receive & File)  
Fiscal Year 1996-1997 Audit of Financial Transactions for  
Placentia Library District as prepared by Munson, Cronick &  
Associates (Receive & File).

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

**REVIEW OF  
LIBRARY REVENUE  
ISSUES**

Library Director Minter reviewed the material presented in the Board  
Packets. Trustee Pappas requested that the November Agenda include an  
item for consideration of a ballot issue in November, 1998.

No Board action was taken at this time.

**TRAVEL  
AUTHORIZATIONS**

It was moved by Trustee Pappas, seconded by Secretary Evans to approve  
travel authorization for President Dinsmore to attend the California  
Association of Library Trustees and Commissioners Board of Directors  
Meeting on Friday, November 14, and the California Library Association  
Annual Conference from Saturday, November 15 through Monday,  
November 17, 1997 in Pasadena, at a cost not to exceed \$535.00, to be  
paid from the 321 Grant.

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

It was moved by Trustee Masters, seconded by Secretary Evans to authorize  
attendance of President Dinsmore, Trustee Pappas and Principal Library  
Ammar at the preconference institute, "Strategies for a Successful Ballot  
Measure" and authorize payment of registration, mileage, meal and parking  
expenses to be paid from the general fund.

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

It was moved by Trustee Masters, seconded by Secretary Evans to approve  
registration for Librarian Julie Shook to attend the Windows NT specialist  
course at California State University Long Beach at a cost of \$1,795 plus  
mileage and meals, with \$1,000 being paid from the Staff Development  
account at Santiago Library System and the balance paid from the General  
Fund.

AYES: Dinsmore, Evans, Masters, Pappas

NOES: None  
ABSTAIN: None  
ABSENT: Stark

**MEETING ROOM  
POLICY VARIANCE  
REQUEST**

It was moved by Trustee Pappas, seconded by Trustee Masters to approve request of President Dinsmore to use the Library Facility for a private open house and reception on December 27, 1997. The event will also benefit the Library Foundation. The Dinsmores are to provide a certificate of insurance with limits of no less than \$300,000/\$500,000, which must also stipulate that wine will be served at the event.

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

**STAFF REPORTS**

It was moved by Trustee Masters, seconded by Trustee Stark to receive and file Agenda Items 33 through 37:

Program Committee Report for August, 1997  
Children's Services Report for August, 1997  
Publicity Materials produced for August, 1997  
Placentia Library Literacy Services Report for August, 1997  
Safety Committee Minutes for August, 1997

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

**AGENDA  
PREPARATION**

1. Review of Policy Handbook, Section I, Item C Board of Trustees Handbook, Article III: Board Organization and Procedures
2. Ballot issue for November 1998 election.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 9:02 P.M.

  
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Ray Evans, Secretary