

**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**September 15, 1999**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on September 15, 1999 at 7:31 P.M. by President Al Shkoler.

**ROLL CALL**

**Members Present:** President Al Shkoler; Secretary Robin Masters, Trustees Sandra Stark, and Gaeten Wood; and Library Director Elizabeth Minter.

**Members Absent:** Trustee Peggy Dinsmore

**Others Present:** Principal Librarian Suad Ammar; Administrative Assistant Wendy Goodson.

**ADOPTION OF AGENDA**

It was moved by Secretary Masters, seconded by Trustee Wood to adopt the Agenda as printed.

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

**MINUTES**

It was moved by Trustee Wood, seconded by Secretary Masters to approve the Minutes of the August 18, 1999 Regular Meeting as printed.

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

**ORAL COMMUNICATIONS**

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

Trustee Dinsmore arrived at 7:39 P.M.

**PRESIDENT'S REPORT**

President Shkoler reported that the City of Placentia will be holding a emergency training program in the Spring of 2000 for all who are interested.

**TRUSTEE REPORTS**

Trustee Stark reported that the Special District Workers Compensation Authority is modernizing its attitudes and structure.

**CLAIMS**

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

Nonstandard Claims in the amount of \$0.00

Claims 3796, 3797, 3798, and 3799 forwarded by the Library Director in the amount of \$13,282.83.

Current Claims 3803,3804,3805, and 3806 for \$23,447.37, and Payroll Claims 3800, 3801, and 3802 for \$64,239.00, for a total of \$87,686.37.

FY1998-99 Cash Flow Analysis through August 18, 1999 and recommendation that the Orange County Treasurer be instructed to transfer \$90,000 from Placentia Library District Fund 706 (Bond Redemption) to Fund 707 (General Fund) to be reversed in May 2000.

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**FINANCIAL  
REPORTS**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to receive and file Agenda Items 12 through 17:

Financial Reports for August,1999

Office General Ledger & Check Registers for August, 1999

Acquisitions Report for August, 1999

Overdue Collection Report for August, 1999

Debit Card System Reimbursement Report for August, 1999

Gifts Report for August, 1999

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Wood, seconded by Trustee Stark to receive and file Agenda Items 18-27a:

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

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

Volunteer Report for August, 1999 (Receive & File)

Circulation Report for August, 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of Aug 3, 1999 along with Notes from the June 3, 1999 Chapter Round Table (CSDA) (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)

Legislative information from California Special Districts Association (CSDA), and California Library Association (CLA) (Receive & File)

Status report on the Placentia History Room project with the City Of Placentia (Receive & File)

Orange County Investment Pool (OCIP) Bankruptcy update of August 29, 1999 from Patrick Shea, Attorney for OCIP (Receive & File)

Letter from First American Trust explaining changes in Operations and management affecting the District's pension Fund, Placentia Library MPPP Trustee 60-1076-00. The letter Also contained the annual disclosure, pursuant to Section 1561.1 Of the California Financial Code, of the fees and rates charged By First American Trust Company which is available for review In the Administrative Assistant's Office (Receive & File)

Report of Actions taken at the Library of California Board Meeting on August 12, 1999

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

Library Director Minter reported there is no activity report on Property Tax issues or State Funds.  
Minter provided a copy of the recommendations from the Measure W Campaign Committee in 1997 along with the brochure from a political campaign consulting firm.

**ENERGY  
CONSERVATION  
PROJECT**

The Board discussed the special counsel that McFarlin & Anderson will be providing by reviewing the Lease-Purchase Agreement and Escrow Agreement prepared by ABN AMRO Inc; preparing resolutions, documents and certificates for the District necessary in connection with the lease-purchase of the equipment; and upon completion of the lease-purchase of the equipment, to deliver the legal opinion to the effect that the Lease-Purchase Agreement and the Escrow Agreement are valid and binding obligations of the District.

It was moved by Trustee Dinsmore, seconded by Secretary Masters to Authorize the Library Board President to sign the Certificate in support of the legal opinion provided by ABN AMRO, Inc.

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

It was moved by Trustee Stark, seconded by Trustee Dinsmore to read Resolution 99-5, Official Intent of Reimbursement of Capital Expenditures by title only.

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

It was moved by Trustee Wood, seconded by Secretary Masters to adopt Resolution 99-5, Official Intent of Reimbursement of Capital Expenditures.

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

It was moved by Trustee Wood, seconded by Secretary Masters to read Resolution 99-6, Approving the Form of and Authorizing the Lease-Purchase of Certain Equipment and the Execution and Delivery of a Master Lease-Purchase Agreement, including an Equipment Schedule Attached Thereto and an Escrow Agreement and Approving Certain Actions in Connections Therewith, by title only.

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

It was moved by Secretary Masters, seconded by Trustee Wood to adopt Resolution 99-6, Approving the Form of and Authorizing the Lease-Purchase of Certain Equipment and the Execution and Delivery of a Master Lease-Purchase Agreement, including an Equipment Schedule Attached Thereto and an Escrow Agreement and Approving Certain Actions in Connections Therewith.

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

It was moved by Secretary Masters, seconded by Trustee Dinsmore to approve purchase of additional lighting fixtures as identified in Attachment D at a cost \$2,658 plus tax and shipping.

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

President Shkoler recessed the meeting at 8:01 P.M.

President Shkoler reconvened the Board at 8:08 P.M.

**PERFORMANCE  
REVIEW – LIBRARY  
DIRECTOR**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to approve a merit increase for Library Director Minter of 5% with life insurance the value of two times the Library Director's salary effective September 16, 1999.

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

**STRATEGIC  
PLANNING**

The Board selected January 15, 2000, 9 A.M to 4:30P.M. for the Strategic Planning Workshop.

**TRAVEL  
AUTHORIZATIONS**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to authorize Library Director Minter to attend the California Special Districts Association (CSDA) Annual Conference in San Diego, September 22 and 23, 1999, at a cost not to exceed \$486.50 to be paid from Fund 707.

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

It was moved by Secretary Masters, seconded by Trustee Dinsmore to authorize Trustee Wood and Library Director Minter to attend the National Society of Fund Raising Executives (NSFRE) Fund Raising Day in Pasadena, September 28, 1999, at a cost not to exceed \$451.00 with the registration to be paid from the SLS Staff Development Account, and the parking and local transportation to be paid from Fund 707.

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

It was moved by Trustee Dinsmore, seconded by Secretary Masters to authorize Library Director Minter to attend the National Committee on Planned Giving Conference in Anaheim, October 13-16, 1999, at a cost not to exceed \$635.00 with the registration to be paid from the SLS Staff Development Account and the parking and local transportation to be paid from Fund 707.

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

**FURNITURE  
UPHOLSTERY  
AUTHORIZATIONS**

It was moved by Secretary Masters, seconded by Trustee Dinsmore to declare the five (5) 3-seat couches as excess property, and the Library Director instructed to give them to a local charitable organization or to Goodwill Industries.

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

It was moved by Secretary Masters, seconded by Trustee Wood to remove the fourteen (14) Board Room chairs from the prepared excess property list to the re-upholstery list, and to obtain quotes for new chair bases.

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

It was moved by Secretary Masters, seconded by Trustee Dinsmore to authorize the Library Director to seek bids on the re-upholstery of the items indicated in the Upholstered Furniture Survey of September 8, 1999, for work to begin in January 2000.

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

**HERITAGE DAY  
PARADE**

It was determined that the participants in the Heritage Day Parade will be Suad Ammar, Peggy Dinsmore, Jim Dinsmore, Pat Irot, and Al Shkoler. Also, the Children's Department will have literary characters representing the Library.

**STAFF REPORTS**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve Agenda Items 35-41:

Placentia Library Web Site Development Report for Aug, 1999

Program Committee Report for August, 1999

Children's Services Report for August, 1999

Publicity Materials Produced in August, 1999

Placentia Library Literacy Services Report for August, 1999

Safety Committee Minutes for August, 1999

Report on Y2K Preparation for August, 1999

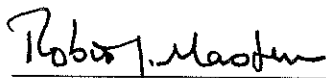
AYES: Dinsmore, Masters, Shkoler, Stark, Wood  
NOES: None  
ABSTAIN: None  
ABSENT: None

**AGENDA  
PREPARATION**

No action was taken on this item.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for Sep 15, 1999 adjourned at 9:23 P.M.



Robin J. Masters, Secretary