

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
APRIL 13, 1992

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order at 7:34 P.M. by President Dinsmore.

ROLL CALL

Members present: President Peggy Dinsmore; Secretary Fred West; Trustees Ray Evans, Saundra Stark and Bob Osborn; and Library Director Elizabeth Minter.

Members absent: None

Others present: City Manager, Bob D'Amato; Friends of the Library President Pat Irot; Volunteer Ruth Cain; Assistant Library Director Sal Addotta; and Administrative Assistant Charlene Dumitru.

RECOGNITION OF VOLUNTEERS

President Dinsmore presented Friends of the Library Volunteer Ruth Cain with a certificate of commendation for her outstanding volunteer service to the library.

Literacy volunteer, Karen Bishop, was unable to attend the meeting and a certificate of commendation will be presented to her at the May 11, 1992, Board Meeting.

MINUTES

It was moved by Trustee Evans, seconded by Secretary West to approve the Minutes of March 9, 1992, Regular Meeting as presented.

AYES: Dinsmore, Evans, Osborn,
Stark, West

NOES: None

ABSTAIN: None

Direction was given to rewrite the Minutes of March 30, 1992, to include direction to investigate alternative providers of property and liability insurance policies, and to present them at the May 11, 1992, Board Meeting for approval.

**ADOPTION OF
AGENDA**

It was moved by Secretary West, seconded by Trustee Evans to adjust the Agenda in order to address items 23 and 28 and then return to the original order presented.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None

**ORAL
COMMUNICATIONS**

None

**SHARED MAINTENANCE
COSTS**

City Administrator Bob D'Amato explained changes in maintenance costs from 1989 to 1992 citing extraordinary repair costs for electrical work and the fountains.

It was moved by Secretary West and seconded by Trustee Stark that a committee be formed with Secretary West to act as contact with City of Placentia to investigate ways to lower maintenance costs or to find alternate ways to use the central quad area and possible different use of the fountains.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None

**PARKING LOT
RESERVED SPACES**

Direction was given to postpone discussion of this subject to the agenda for October.

**FRIENDS OF THE
LIBRARY**

Friends President Pat Irot reported on a suggestion from a puppeteer group to trade use of the meeting room for free puppet shows. The group has been advised to submit its request to the Library Director.

CALIFORNIA ROOM

It was moved by Trustee Stark and seconded by Secretary West to designate Friends President Pat Irot and Assistant Library Director Sal Addotta as the Board's representatives to the Committee on the California Room.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None

Direction was given to develop a time frame over the next three months to define the basic format and the content of the collection and preliminary plans for the physical layout of the California Room.

**LITERACY
VOLUNTEERS OF
AMERICA**

Minutes from the Literacy Volunteers of America meeting of March 4, 1992 were received and filed. It was understood that in the future the Literacy Coordinator will obtain approval for request lists before submitting to LVA Placentia.

FINANCIAL CLAIMS

It was moved by Secretary West and seconded by Trustee Evans to add the amount of \$3,200 for the provision of Liability Insurance to the claims as the invoice had been received after the agenda was posted and needed to be paid immediately; and to approve Agenda Item 9 through 11: Nonstandard Claims in excess of \$300; Claims forwarded by the Library Director as presented; and Current Claims and Payroll as amended.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None

FINANCIAL REPORT

It was moved by Secretary West, and seconded by Trustee Evans to approve Agenda Items 12 through 15: Financial Report for March; Overdue Collection Report for February and March, 1992; and Vending Machine Report for March.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary West, and seconded by Trustee Evans, to receive and file Agenda Items 16 through 21 of the General Consent Calendar: Circulation Report for March, 1992; Volunteer Report for March, 1992, Personnel Report for March, 1992, Building Maintenance Report for March, 1992; Contribution to LVA Placentia Scholarship Fund; Travel request for Literacy Coordinator and two adult learners to be funded from the California Literacy Campaign Grant at cost not to exceed

\$350.00, noting the expenditures on Agenda Items 20 and 21.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None

CONTINUING BUSINESS It was moved by Secretary West, and seconded by Trustee Evans to approve selection of Barbara Shaw Seminars of Lafayette, CA, for facilitation services on May 15 and 16, 1992, at a cost of \$2,250.00 plus air fare, ground transportation, hotel and meal expenses for the facilitator and recorder, and authorize payment of a non-refundable booking fee of \$500; and to authorize Library Director Elizabeth Minter to select a site for the planning sessions on May 15 and 15, 1992, for 30 adults and to sign the contract; and to approve selection criteria for public representatives to the planning process and authorize the Library Director to extend invitation to nominated participants.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None

**ORANGE COUNTY
AUGMENTATION FUNDS** It was moved by Secretary West, and seconded by Trustee Evans to endorse concepts presented in the report and to apply for the Orange County Augmentation Funds.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None

**DEFERRED
COMPENSATION** It was moved by Secretary West, and seconded Trustee Evans to approve staff recommendation for payment of \$278.11 to Nationwide Insurance Cash Clearing Account for interest lost to staff contributors to the deferred compensation program because the Library did not process the deductions in a timely manner.

**CARPET AND
UPHOLSTERY
CLEANING
CONTRACTS**

It was moved by Trustee Evans, and seconded by Secretary West to approve the recommendation to accept the contract with INTEX for carpet and upholstery cleaning at the price of \$5,899.90 per year for a two-year period.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None

The meeting was adjourned for a break at 10:00 p.m.

The general meeting of the Board of Trustees resumed at 10:15 p.m.

**ESTABLISHMENT
OF RULES FOR
ORAL COMMUNICATION
AT MEETINGS OF THE
LIBRARY BOARD OF
TRUSTEES**

It was moved by Secretary West, and seconded by Trustee Stark that oral communications be limited to 5 minutes per person per agenda item and that the Administrative Assistant be responsible for assisting the presiding officer with monitoring the length of each presentation and give a warning at the end of 4 minutes and at the end of 5 minutes.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None

**REQUEST FOR
EXTENDED HOURS
FOR DISTRIBUTION
OF TAX FORMS**

It was moved by Trustee Stark, and seconded by Trustee Evans to approve the use of extended hours from April 13-15, 1992, for the distribution of income tax forms at the Library.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None

**HEALTHY START
GRANT**

It was moved by Secretary West, and seconded by Trustee Evans to approve the participation of the Library's Family Literacy program in the Healthy Start Grant proposal of the Placentia Yorba Linda Unified School District.

AYES: Dinsmore, Evans, Osborn,

Stark, West
NOES: None
ABSTAIN: None

**TRANSFER OF
CATALOGING
SERVICES**

It was moved by Trustee Osborn, and seconded by Trustee Evans to designate Brodart Books Division as a source for cataloging and physical processing at the rates outlined in the letter of April 8, 1992, from Michael Wilder, Brodart Manager of Automated Technical Services.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None

**STAFF APPRECIATION
DINNER**

It was moved by Trustee Evans, and seconded by Secretary West to direct Library Director Minter to investigate alternatives and costs for the staff appreciation dinner.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None

STAFF REPORTS

Staff reports, Agenda Items 34 through 41, were received and filed.

ADJOURNMENT

The Regular Meeting of the Placentia Library District Board of Trustees was adjourned at 11:20 p.m.



Fred D. West, Secretary