

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 17, 1994

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on January 17, 1994 at 7:30 P.M. by President Dinsmore.

ROLL CALL **Members Present:** Secretary Sandra Stark; Trustees Ray Evans, Al Shkoler and Fred West; and Library Director Elizabeth Minter.

Members Absent: None

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

ADOPTION OF AGENDA It was moved by Trustee Shkoler, seconded by Secretary Stark to adopt the Agenda as presented.

AYES: Stark, Evans, Shkoler

NOES: None

ABSTAIN: None

MINUTES It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of December 20, 1993.

AYES: Dinsmore, Stark, Evans, Shkoler

NOES: None

ABSTAIN: West

ABSENT: None

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

BOARD PRESIDENT'S REPORT President Dinsmore reported that she attended the Town Hall Meeting on January 6, 1994. She said that Supervisor William Steiner encouraged the support of libraries. President Dinsmore requested that the Trustees review bills pending before the State legislature and encouraged them to write California's U.S. Senators to show support for the LSCA TITLE II funding.

**FRIENDS OF THE
LIBRARY REPORT**

Library Director Minter reported that the Friends gave the Library a donation of \$2,000.00 for the purchase of new books. She reminded Trustees that the Author's Luncheon will be held on January, 29, 1994 and that a final count on ticket sales is needed.

**LITERACY
VOLUNTEERS OF
AMERICA REPORT**

President Dinsmore reported that the 50/50 Workshop on Management Skills held at the Library on January 17, 1994 had been well attended. Several members of the LVA of Placentia Board attended.

**FOUNDATION
REPORT**

Secretary Stark reported that she had finished composing the By-laws and Articles of Incorporation and passed around copies to the Board for review. She suggested that the Foundation Board should consist of five members, two of whom should be Trustees, one member should be from the Friends of the Library and two members at large. She further recommended that Foundation Board members serve two year terms.

CLAIMS

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve Agenda Items 11 through 13: Nonstandard Claims in the amount of \$0.00; Claims forwarded by Library Director in the amount of \$4,239.75; and Current Claims and Payroll in the amount of \$51,156.03.

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

**FINANCIAL
REPORT**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Agenda Items 14 through 18: Financial Reports for December, 1993; Office General Ledger and Check Registers for December, 1993; Overdue Collection Report for December, 1993; Vending Machine Report for December, 1993; and Gifts Report for December, 1993.

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 19 through 22 and Item 24: Building Maintenance Report for December, 1993; Personnel Report for December, 1993; Volunteer Report for the Month of December, 1993; Circulation Report for December, 1993; and Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

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

It was moved by Secretary Stark, seconded by Trustee Evans to approve travel expenses not to exceed \$150.00 to include registration, parking and lunch at California Special District Association's Seminar "Practicalities of Running the District" for Administrative Assistant Charlene Dumitru.

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

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve travel expenses not to exceed \$200.00 for mileage, parking and lunches for all librarians and library assistants to attend the American Library Association Midwinter Meeting at the Los Angeles Convention Center February 4 - 9, 1994.

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

It was moved by Trustee West, seconded by Trustee Evans to approve travel expenses not to exceed \$1,200 for registration, mileage and lunches for Library Director Minter and Staff Members Ammar, McClain, Schneider, Shook, Burkich, Matas, Byrne, Willauer, Dumitru, Walters and Wnek to attend Skillpath Seminar "Total Quality Customer Service" presented on various dates in February and March, 1994.

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

The Meeting of the Board of Trustees recessed at 8:50 P.M. and reconvened at 8:55 P.M.

**Addendum to Minutes
of the
Regular Meeting of the Board of Trustees
of January 17, 1994**

ACTION ITEMS

1. Direct the Library Foundation to have founding documents prepared for the February 1994 meeting.
2. Vending machine is to be repaired.
3. Decide which trustees will attend Caltac workshops

**CONTRACT WITH
CALIFORNIA
ADVOCATES FOR
1994 LEGISLATIVE
SESSION**

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve renewal of legislative services contract for 1994 Legislative Session with California Advocates, Inc. at a cost not to exceed \$4,000 plus reimbursable expenses to be paid from and deposited to the County Exempt Account and to authorize the Library Director to sign the letter of agreement or contract on behalf of the District.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve renewal of California Library Association memberships for trustees, and staff per claim 3097, and to exclude the organizational dues for the Library.

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

It was moved by Secretary Stark, seconded by Trustee West to reconsider the previous motion and to defer the decision on CLA membership dues until the January meeting.

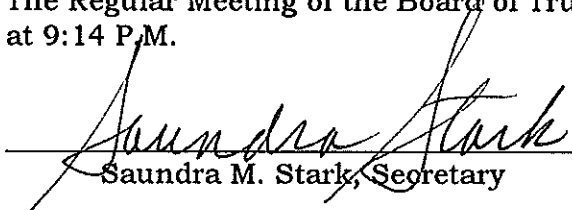
AYES: Dinsmore, Stark, Evans, Shkoler, West
NOES: None
ABSTAIN: None

STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 26 through 31: Program Report for month of December, 1993; Children's Services Report for the Month of December, 1993; Acquisitions Report for December, 1993; Publicity Materials produced for the Month of December 1993; Placentia Library Literacy Services Report for the Month of December, 1993; Families for Literacy Project Report for the Month of December, 1993.

AYES: Dinsmore, Stark, Evans, Shkoler
NOES: None
ABSTAIN: None
ABSENT: West

The Regular Meeting of the Board of Trustees was adjourned at 9:14 P.M.



Sandra M. Stark, Secretary