



## AGENDA

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES UNUSUAL DATE MEETING

July 20, 2016

6:30 p.m.

Community Meeting Room

#### **Mission Statement:**

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

#### **The Centennial Vision Statement:**

The Vision of the Trustees is intended to help celebrate the 100-year anniversary of the District.

-  We will be the place where the community “sees and experiences” the technical edge and premier programming.
-  We will renovate and expand our Library.
-  We will remain financially self-sufficient.
-  We will seek strong community support.
-  We will reach our community with an active marketing plan.
-  We will increase the percentage of our operating budget that supports establishing the premier collection in Orange County.
-  We will plan for maintaining our qualified and professional staff.

**AGENDA DESCRIPTIONS:** *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

**REPORTS AND DOCUMENTATION:** *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 200.*

**PLEDGE OF ALLEGIANCE**      Library Board President

#### **CALL TO ORDER**

1. Call to Order      Library Board President
2. Roll Call      Recorder
3. Adoption of Agenda

*This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).*

Presentation:      Library Director  
Recommendation: Adopt by Motion

4. Oral Communications  
*Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized. Reference: California Government Code Sections 54954.3, 54954.2(b).*

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral  
*The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.*
6. Trustee Reports  
*The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.*
7. Library Director Report
8. Placentia Library Friends Foundation Board of Director's Report

**CONSENT CALENDAR (Items 9 – 24)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 9 – 24 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.*

**MINUTES (Item 9)**

9. Minutes of the June 20, 2016 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

**CLAIMS (Items 10 – 13)**

10. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
11. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
12. Current Claims and Payroll. (Receive & File and Approve)
13. FY2015-2016 Cash Flow Analysis through June 2016; the Schedule of Anticipated Property Tax Revenues for FY2015-2016 as provided by the Orange County Auditor. (Receive & File).

**TREASURER'S REPORTS (Items 14 – 17)**

14. Financial Reports for June 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
15. Balance Sheet for June 2016. (Receive & File)
16. Acquisitions Report for June 2016. (Receive & File)
17. Entrepreneurial Activities Report for June 2016. (Receive & File)

**GENERAL CONSENT REPORTS (Items 18 – 20)**

18. Personnel Report for June 2016. (Receive, File, and Ratify Appointments)
19. Circulation Report for June 2016. (Receive & File)

20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

**STAFF REPORTS (Items 21 – 24)**

21. Administration Report for June 2016.
22. Children's Services Report for June 2016.
23. Adult Services Report for June 2016.
24. Placentia Library Web Site & Technology Report for June 2016.

**OLD BUSINESS**

25. Adopt Policy 2322 Job Description – Emerging Technologies Assistant as presented, inclusive of comments from the Library Board of Trustees.

**NEW BUSINESS**

26. Discuss the Placentia Library District Policy 4080 – Membership in Associations and actions to be determined by the Library Board of Trustees.
27. Discuss and determine a date for the August & September Board meetings.
28. Approve Amendments to Placentia Library District Policy 6030 -- Circulation Policy as presented inclusive of comments from the Library Board of Trustees.

**ADJOURNMENT**

29. Agenda Preparation for the August Date Meeting which will be held on August 15, 2016 unless re-scheduled by the Library Board of Trustees.
30. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
31. Adjourn

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

I, Jeanette Contreras, Library Director of the Placentia Library District, hereby certify that the Agenda for the July 20, 2016 Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on July 15, 2016.



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Jeanette Contreras, Library Director