



AGENDA






PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, April 18, 2011
6:30 P.M.
Meeting Room

*The Vision of the Placentia Library District is to
inspire exploration, open minds and bring people together.*

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

-  Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
-  Provide literacy outreach and services to the community.
-  Provide a special collection to document and preserve Placentia's History and Authors.
-  Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
-  Promote the Library's vision through consistent messages to the public.

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.*

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. Placentia Library Friends Foundation Board of Director's Report (Trustee Turner)

CONSENT CALENDAR (Items 8 – 26)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 – 26 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 8)

8. Minutes of the March 23, 2011 Library Board of Trustees Regular Meeting and April 7, 2011 Work Session. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2010-2011 Cash Flow Analysis through March 2011; the Schedule of Anticipated Property Tax Revenues for FY 2010-2011 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for March 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for March 2011. (Receive & File)
15. Acquisitions Report for March 2011. (Receive & File)
16. Entrepreneurial Activities Report for March 2011. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for March 2011. (Receive, File, and Ratify Appointments)
18. Circulation Report for March 2011. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 26)

20. Library Director's Report for March 2011.
21. Library Services Manager's Report for March 2011. (No report due to vacancy)
22. Children's Services Report for March 2011.
23. Literacy / Volunteer Services Report for March 2011.
24. Reference and Adult Services Report for March 2011.
25. Local History Room Report for March 2011.
26. Placentia Library Web Site & Technology Report for March 2011.

PRESENTATION

27. Employee of the Quarter Award
Presentation: President Wood

DISCUSSION ITEMS

28. In-House Accounting
Presentation: Library Director
Recommendation: Discontinue accounting services with the County of Orange and library staff to perform services in-house.
29. Review and Discuss Updated Infrastructure List for Fiscal Year 2010-2011
Presentation: Library Director
Recommendation: Decide whether to move forward with the installation of a partition in the ADA restroom and replacement of sinks and faucets in the staff restrooms.

CONTINUING BUSINESS

30. Naming of Children's Library in honor of Gordon & Dixie Shaw
Presentation: Library Director
Recommendations: 1) Approve the naming of the Children's Library in honor of Gordon & Dixie Shaw; and
2) Authorize library staff to coordinate details with the Placentia Library Friends Foundation.
31. Contract Templates
Presentation: Library Director
Recommendation: Approve the contract templates as presented with minor changes to be made as necessary to reflect specific projects and vendors.

32. Review of Placentia Library District Policy Series 2300 (Job Descriptions)

Presentation: Library Director

Recommendations: 1) Approve changes in the Placentia Library District Policy 2308 – Job Description – Human Resources/Finance Analyst as presented; and,

2) Approve changes in the Placentia Library District Policy 2309 – Job Description – Administrative Assistant as presented; and,

3) Approve changes in the Placentia Library District Policy 2315 – Job Description – Librarian II as presented; and,

4) Approve changes in the Placentia Library District Policy 2317 – Job Description – Librarian I as presented; and,

5) Approve changes in the Placentia Library District Policy 2319 – Job Description – Library Assistant as presented; and,

6) Approve changes in the Placentia Library District Policy 2321 – Job Description – Circulation Supervisor as presented; and,

7) Approve changes in the Placentia Library District Policy 2323 – Job Description – Library Clerk as presented; and,

8) Approve changes in the Placentia Library District Policy 2325 – Job Description – Library Aide as presented; and,

9) Approve changes in the Placentia Library District Policy 2327 – Job Description – Library Page as presented.

33. Fiscal Year 2011-2012 Budget Preview. The Library Board of Trustees will make determinations on revenue, personnel and other expenditure issues for the Fiscal Year 2011-2012 Budget. The Fiscal Year 2011-2012 Budget may be set for Public Hearing.

Presentation: Library Director

Recommendations: 1) Determine whether to incorporate the Library Director's recommendations for organizational changes and reclassification of staff positions into the Fiscal Year 2011-2012; and,

2) Determine whether to approve the Library Director's recommendations for a 2% COLA to be reflected in the salary schedule for the Fiscal Year 2011-2012 Budget; and,

3) Approve the Fiscal Year 2011-2012 Budget as presented for a first reading and set it for Public Hearing at the May 16, 2011 Regular Meeting of the Library Board of Trustees.

34. Review the Placentia Library District Policy 6035 – Fines and Fees Schedule and set for Public Hearing.

Presentation: Library Director

Recommendations: 1) Determine whether to incorporate the Library Director's recommendations for changes to be effective Fiscal Year 2011-2012; and,

2) Approve changes to the Placentia Library District Policy 6035 – Fines and Fees Schedule as presented for a first reading and set it for Public Hearing at the May 16, 2011 Regular Meeting of the Library Board of Trustees.

NEW BUSINESS

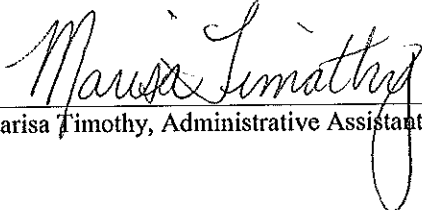
35. Review Proposed Changes to the Orange County Special District Selection Committee Bylaws
Presentation: Library Director
Recommendation: Approve Bylaws of the Orange County Special District Selection Committee as presented and authorize the Library Director to submit ballot on behalf of the Placentia Library District.
36. Review Proposed FY 2011-2012 LAFCO Budget
Presentation: Library Director
Recommendation: Authorize library staff to submit comments on behalf of the Placentia Library District as communicated at the meeting.
37. Shields Consulting Services for SB90 Reimbursement
Presentation: Library Director
Recommendation: Authorize library staff to proceed with procuring Shields Consulting Services to process SB90 Reimbursement for the Placentia Library District.

ADJOURNMENT

38. Agenda Preparation for the May Regular Date Meeting which will be held on Monday, May 16, 2011 unless re-scheduled by the Library Board of Trustees.
39. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
40. Adjourn

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

I, Marisa Timothy, Administrative Assistant of Placentia Library District, hereby certify that the Agenda for the April 18, 2011 Regular Meeting of the Library Board of Trustees of Placentia Library District was posted on April 14, 2011.



Marisa Timothy, Administrative Assistant