

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 – 24)

Presentation: Library Director
Recommendation: Approve by Motion

Items 8 – 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 8)

8. Minutes of the July 24, 2012 Library Board of Trustees Unusual Date Meeting. (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. FY2012-2013 Cash Flow Analysis through August 2012; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for July & August 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for July & August 2012. (Receive & File)
15. Acquisitions Report for July & August 2012. (Receive & File)
16. Entrepreneurial Activities Report for July & August 2012. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for July & August 2012. (Receive, File, and Ratify Appointments)
18. Circulation Report for July & August 2012. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 24)

20. Library Director's Report for July & August 2012.
21. Library Services Manager's Report for July & August 2012. (No report due to vacancy).
22. Children's Services Report for July & August 2012.
23. Adult Services Report for July & August 2012.
24. Placentia Library Web Site & Technology Report for July & August 2012.

CONTINUING BUSINESS

25. Report on Actions taken at the Library Board of Trustees Closed Session
Presentation: Library Board of Trustees President
Recommendation: Action to be determined by the Library Board of Trustees

NEW BUSINESS

26. August 8 & 29, 2012 Earthquake Updates
Presentation: Library Director
27. Amendment to Placentia Library Policy #2130 – Pay Periods and Distribution of Pay Checks
Presentation: Business Manager
Recommendation: Authorize amendment to Placentia Library Policy #2130 – Pay Periods and Distribution of Pay Checks as presented.
28. Amendment to Placentia Library Policy #6065 – Library Rules of Conduct and Elimination of Placentia Library Policy #6060 – Patron Behavior & Latchkey Children Policy
Presentation: Library Director
Recommendations: 1) Authorize amendments to Placentia Library Policy #6065 – Library Rules of Conduct as presented with inclusion of input from the Library Board of Trustees; and,

2) Authorize the elimination of Placentia Library Policy #6060 – Patron Behavior & Latchkey Children Policy as presented with inclusion of input from the Library Board of Trustees; as such policy will be incorporated with Placentia Library Policy #6065 – Library Rules of Conduct.
29. Review of Placentia Library Policies Series 3000 – Financial which includes the following policies:
#3010 – Illness and Injury Prevention Program
#3020 – Budget Preparation
#3025 – Reserves
#3030 – Fixed Asset Accounting Control
#3035 – Investment of District Funds
#3037 – Customer Payment Arrangements
#3040 – Expense Authorization & Petty Cash
#3042 – Employment of Outside Contractors and Consultants
#3045 – Travel Reimbursement
#3080 – Purchasing
#3085 – Disposal of Surplus Property/Equipment
#3090 – Records Retention
Presentation: Library Director
Recommendation: Adopt as a first reading for final adoption at the October 15, 2012 meeting.

- 30. Presentation of a New Proposed Placentia Library Policy #2013 – Name Badge Policy
Presentation: Library Director
Recommendation: Adopt as a first reading and refer to staff for further comments.
- 31. An Amended Resolution #13-01 of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal year 2012-2013 Budget for the Placentia Library District of Orange County.
Presentation: Business Manager
Recommendation: Adopt the Amended Resolution #13-01 as presented.
- 32. Travel Authorization for Business Manager to attend the 28th Annual Disaster Preparedness Academy in Anaheim, California on October 10, 2012.
Presentation: Library Director
Recommendation: Authorize the Business Manager to attend the 28th Annual Disaster Preparedness Academy in Anaheim, California on October 10, 2012 with expenses to be drawn from the General Fund.
- 33. Travel Authorization for Library Director to attend the Library Directors Digital Strategy Summit & Internet Librarian in Monterey, California from October 22-24, 2012.
Presentation: Library Director
Recommendation: Authorize Library Director to attend the Library Directors Digital Strategy Summit in Monterey, California from October 22-23, 2012 with expenses to be drawn from the General Fund.
- 34. Staff Appreciation and Recognition Dinner Updates
Presentation: Library Director

DISCUSSION ITEM

- 35. Request for Proposal (RFP) for Information Technology Services
Presentation: Library Director
Recommendations: 1) Discuss the proposed RFP as presented with inclusion of input from the Library Board of Trustees; and,

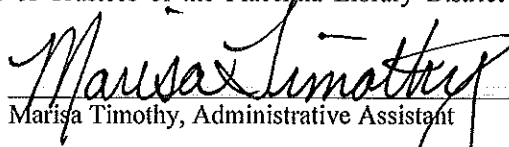
2) Authorize library staff to post the RFP for bid solicitation.

ADJOURNMENT

- 36. Agenda Preparation for the October Regular Date Meeting which will be held on Monday, October 15, 2012 unless re-scheduled by the Library Board of Trustees.
- 37. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 38. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the September 17, 2012 Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 11, 2012.


Marisa Timothy, Administrative Assistant