



AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

DATE, TIME & LOCATION
Monday, March 15, 2010
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 203.*

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 February 10, 2010 Library Board of Trustees Special Meeting, Minutes of the February 16, 2010 Library Board of Trustees Regular Meeting, and Minutes of the February 18, 2010 Library Board of Trustees Emergency 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. FY2008-2009 Cash Flow Analysis through February 2010; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 13 - 16)

13. Financial Reports for February 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for February 2010. (Receive & File)
15. Acquisitions Report for February 2010. (Receive & File)

16. Entrepreneurial Activities Report for February 2010. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for February 2010. (Receive, File, and Ratify Appointments)
18. Circulation Report for February 2010. (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 February 2010.
21. Library Services Manager's Report for February 2010.
22. Children's Services Report for February 2010.
23. Literacy / Volunteer Services Report for February 2010.
24. Reference and Adult Services Report for February 2010.
25. Local History Room Report for February 2010.
26. Placentia Library Web Site & Technology Report for February 2010.

CONTINUING BUSINESS

27. Placentia Library District Policy 2040 – Sick Leave
Presentation: Library Director
Recommendation: 1) Authorize a revision to Policy 2040.3 to read "Full time regular employees will earn sick leave at the rate of one working day per month. Regular part-time employees working 20 or more hours per week will receive a pro-rata allocation of sick leave. Regular part-time employees hired after July 1, 2010 will not be eligible for sick leave"; and/or

2) Authorize a revision to Policy 2040.9 to read "Illness while on paid vacation will be charged to vacation" and eliminate Policies 2040.9.1-240.9.3; and/or

3) Authorize a revision to Policy 2040.10 to read "The District provides a sick leave payoff plan upon resignation, retirement or death"; and/or

4) Authorize an elimination of Policies 2040.11 – 2040.11.3; and/or

5) Authorize an elimination of Policies 2040.12 – 2040.12.3; and/or

6) Authorize an inclusion of "Catastrophic Leave" to Policy 2040 as presented.
28. Placentia Library District Policy 2321 – Job Description – Circulation Supervisor

Presentation: Acting Human Resources/Finance Analyst
Recommendation: Authorize changes to Placentia Library District Policy 2321 – Job Description
– Circulation Supervisor, as presented.

NEW BUSINESS

29. California Special District Association (CSDA) Board of Directors Call For Nominations
Presentation: Library Director
Recommendation: 1) Submit nomination for a Library Board of Trustees member to serve a 3-year term (2010-2013) as a CSDA Board of Directors member; or

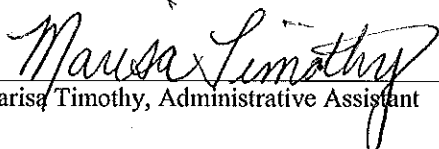
2) Forego nomination for the 2010-2013 and consider nomination in the future.
30. Fire Alarm System Replacement
Presentation: Library Director
Recommendation: Award contract to a vendor to provide a fire alarm replacement system using the general fund.
31. Fiscal Year 2009-2010 Midyear Budget Presentation
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.

ADJOURNMENT

32. Agenda Preparation for the February Regular Date Meeting which will be held on Monday, April 19, 2010 unless re-scheduled by the Library Board of Trustees.
33. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
34. Adjourn

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

I, Marisa Timothy, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the March 15, 2010 Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 8, 2010.



Marisa Timothy, Administrative Assistant