

# AGENDA

## SPECIAL MEETING PLACENTIA LIBRARY DISTRICT STRATEGIC PLANNING WORK SESSION

Monday, September 19, 2005

5:00 P.M.

Placentia Library Meeting Room

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

The Mission of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community.

To accomplish this goal the Library:

- 📖 Acquires, organizes and maintains a collection of print and non-print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
- 📖 Provides qualified staff to assist the public with the use of the collection and the information contained therein.
- 📖 Provides and operates a library facility that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for Library and community programs.
- 📖 Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

**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.*

1. Roll Call Recorder

6:30 PM

2. 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

3. Oral Communications

*At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.*

*In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.*

*In accordance with California Government Code Section 54954.3, 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 by Government Code Section 54954.2(b).*

4. Strategic Planning Work Session  
Update/Discussion

*EDM present draft Mission & Vision  
& request feedback.*

*Spoke about status focus group reports  
David suggested that surveying those indiv. who can't attend*

ADJOURNMENT

5. Agenda Preparation for the October Regular Meeting, which will be held on Monday, October 17, 2005 at 5:00 P.M.

*- next mtg - Oct 3, 2005 (Focus Group)*

6. Review of Action Items.

*\* Strategic - current  
- 7 day work week of 1/2 hr*

*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*

7. Adjourn

*5:45 PM*

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the September 19, 2005 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, September 15, 2005 @ at 5:00 P.M.

*[Signature]*

## FRIENDS OF PLACENTIA LIBRARY

Board of Directors Meeting

Minutes

September 6, 2005

**CALL TO ORDER:** President Eleanore Rankin called the meeting to order at 7:00 pm. The following directors were present: Nadine Blansett, Ted Farkas, Carole Fizzard. Pat Irot, Ginny Sanatar, Margo Thum . Absent: Brenda Benner and Barbara Hemmerling (excused). Camille Himes (unexcused).

Trustee Representative: Jean Turner

Staff: Laranne Millonzi and Jim Roberts

Guest: Lynda Baker

**MINUTES:** In the absence of secretary, Margo Thum read the minutes of the June 6 meeting, which were approved with one correction. Margo agreed to take the minutes of this meeting.

**FINANCIAL SECRETARY:** Ginny Sanatar submitted financial reports: June deposits-\$1,842.70; July deposits-\$1,658.33; and August deposits \$2,624.10. Motion by Carole Fizzard to accept and file the reports. Second and carried.

**TREASURER:** Camille Himes was absent and no reports were submitted. Eleanore presented a bill from Creative Continuum in the amount of \$283.38 covering the binding cost of the minutes from 1967 to 2000 in two volumes. Motion by Pat Irot to pay the bill. Second and carried.

**PRESIDENT:** (1) Eleanore reported a certificate of appreciation was received from the Chamber of Commerce for the Friends contribution of centerpieces fashioned from books that were used at the State of the City breakfast. She said the certificate will be posted in the Book Store for a short time. (2) The shelves in the lobby have been installed with a lot of help from board members. She thanked all those who worked. Ellie reported that Barbara Hemmerling had concern that the backs for some of the shelves are missing, and needed to be installed as the books have a tendency to fall to the floor. Ellie said she spoke to Elizabeth about the problem and that she is working on it. Ted Farkas suggested that the payment for the shelves be delayed until the problem is corrected. (3) The Strategic Planning Workshop/Retreat was successful and more than half of the Friends' directors participated. (4) The Friends program at the hospital was well attended with a full house and Jane Glenn Haas was well received. Jane indicated her willingness to speak for the Friends again should we have an occasion to use her. (5) Gordon Dillow has agreed to be our speaker at the Donor Reception. (6) The next Trustee's meeting will be held on Monday, September 19. Carole Fizzard agreed to attend and represent the Friends. (7) The Donor Reception is scheduled for Friday, December 2 at the Library. Laranne, Nancy Lone-Tollefson and Eleanore are working on it. (8) The Authors Lunch is scheduled for Saturday, March 4, 2006. Dr. Doug Lyle, forensic pathologist, will be the featured speaker. He writes mysteries. It is expected that the country club will increase our menu prices by the time the event takes place. Laranne has some ideas to jazz up the event. (9) The Annual Meeting will be held early in April next year. (10) Nancy Lone-Tollefson held a party for the book store volunteers and board at her home in August. (11) Ellie expressed the hope that many from our group will attend the pre-wedding party (shower) given in Laranne's honor on Thursday, September 22 at the library. (12) Lynda Baker was presented and gave us her background in the workplace and as a volunteer. She will be considered to fill the vacancy resulting from Susan Petrella's resignation received in June before the Friends went on summer hiatus.

**COMMITTEE REPORTS:**



**Bookstore** - Pat Irot reported difficulty in keeping up with the volume of books coming in. \* A special Happy Hour sale has been inaugurated offering one free hardback with the purchase of one hardback book that has added sales volume. \* Also another sales promotion of a \$5.00 certificate to the parent when his/her child gets processed for a library card for the first time is in effect for a limited time. The \$5.00 certificate when received from a patron in payment of books, should be placed with the days receipts and turned in at the end of the last shift. (An envelope is provided and should be turned in to a responsible person at the circulation desk for safekeeping.) \* Gift wrapping paper received from Mervyns has been gratefully accepted and will be useful in future promotions. Some of the materials were given to the Placentia Round Table Women's Club. \* A thank you letter to Mervyn's prompted them to donate teaching materials and was sent to HIS House, the School District's Teacher's Center, and to our Senior Center.

**Membership** - Ted Farkas reported that the data management software used for our membership lists does not allow easy identification of those who have not paid from one year to the next. This makes it difficult for us to follow up on retention. Eleanore said she would meet with Laranne and Ted and further study the situation. Our dwindling membership is of considerable concern because it represents a significant source of income for us.

**Publicity** - Pat Irot noted errors in some of the publicity items published in the Placentia News-Times. She will try to get these errors corrected. She said that she wrote a letter to Borders relative to their discontinuance of discounts to Friends in the hope that they will renew the promotion.

**Silent Auction** - Nadine reported the following total bids for recent months: June \$101.00; July \$40.00; August \$30.00. Eleanore said she had several old books to donate either to the Friends for the Silent Auction, or to the Bradford House. Nadine said she would like to have them, and Ellie will bring them in.

**Second Sunday Sale** - Ginny Sanatar completed the schedule for the SSS through December. Each sale day has three workers assigned. Please check the schedule and place the assigned dates on your calendar. She also said that she has reaffirmed her contact with the fellow who picks up our old stock after each SSS, and he has promised to be more timely with the pick ups.

#### **LIBRARY REPORTS:**

Jim Roberts reported that progress is being made in getting bids from Web site developers and that Elizabeth is working on this. He said he sent out 32 letters inviting education representatives to a Mission Group meeting. It was well attended. He has hired two people for 20-hour positions.

There being no further business, the president excused all but the directors who were asked to stay for an executive session and called the meeting adjourned.

### **MINUTES Executive Meeting**

President Eleanore Rankin called the meeting to order at 8:15 p.m. She said that Lynda Baker is interested in joining the board. Ted Farkas suggested that she be elected by general acclimation. The president then stated that her election be recorded as a unanimous action by the body as a whole. Ellie will advise Lynda of her election following the meeting. Having concluded the agenda for this special meeting, she called the meeting adjourned.

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Margo Thum, Secretary Pro-Tem

