



AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

Monday, October 21, 2013
6:30 p.m.
Community 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: *Supporting documentation is available for review in the Administrative Office at the Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870 9:00 a.m. – 6:00 p.m., Monday-Thursday. The Agenda and minutes are available online at www.placentialibrary.org. A copy of the Agenda packet will be available for use during the Board Meetings.*

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. Placentia Library Friends Foundation Board of Director's Report (Secretary Carline)

CONSENT CALENDAR (Items 8 – 23)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 – 23 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 September 11, 2013 Work Session and Unusual Date Library Board of Trustees Meetings. (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. FY2013-2014 Cash Flow Analysis through September 2013; the Schedule of Anticipated Property Tax Revenues for FY2013-2014 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for September 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for September 2013. (Receive & File)
15. Acquisitions Report for September 2013. (Receive & File)
16. Entrepreneurial Activities Report for September 2013. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for September 2013. (Receive, File, and Ratify Appointments)
18. Circulation Report for September 2013. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 23)

20. Library Director's Report for September 2013.
21. Children's Services Report for September 2013.
22. Adult Services Report for September 2013.
23. Placentia Library Web Site & Technology Report for September 2013.

PRESENTATIONS

24. President Shkoler will present the Employee of the Quarter Award.

OLD BUSINESS

25. Award bid to BHI Management Consulting to provide strategic planning consultation services to the Placentia Library District.

NEW BUSINESS

26. Authorize waiving of advertisement fee to the Placentia Police Department in exchange for the waiving of the fingerprinting fee (\$20.00) for up to 50 applicants.
27. Authorize Librarian I, Teen Services, to attend the Public Library Association Conference in Indianapolis, IN on March 11-15, 2014.
Fiscal Impact: \$3,000
28. Authorize the Library Director to attend the Special District Leadership Academy Conference in Napa Valley on November 17-20, 2013.
Fiscal Impact: \$1,500
29. Approve a request from the Placentia Historical Committee to name a bookcase in the Placentia History Room in memory of Marie Schmidt.

- 30. Authorize funding for the Staff Appreciation & Recognition Dinner.
Fiscal Impact: \$700

DISCUSSION ITEMS

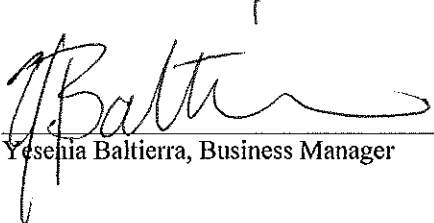
- 31. Discuss new library hours for Fiscal Year 2014-2015.
- 32. Discuss the use of personal heaters and the possible need for a Policy.
- 33. Discuss staff's request for use of library properties.
- 34. Library staff will provide information on new library programs.
- 35. Discuss the possibility of a new sound system for the community meeting room.

ADJOURNMENT

- 36. Agenda Preparation for the September Regular Date Meeting which will be held on Monday, November 18 2013 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, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the October 21, 2013 Unusual Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 14, 2013.



Yesenia Baltierra, Business Manager