



## AGENDA






PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
UNUSUAL DATE MEETING

Monday, January 27, 2014  
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.*

**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 (Library Director)

**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 December 16, 2013 Library Board of Trustees Work Session and Regular 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 December 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 December 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for December 2013. (Receive & File)

15. Acquisitions Report for December 2013. (Receive & File)

16. Entrepreneurial Activities Report for December 2013. (Receive & File)

**GENERAL CONSENT REPORTS (Items 17 – 19)**

17. Personnel Report for December 2013. (Receive, File, and Ratify Appointments)
18. Circulation Report for December 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 December 2013.
21. Children's Services Report for December 2013.
22. Adult Services Report for December 2013.
23. Placentia Library Web Site & Technology Report for December 2013.

**NEW BUSINESS**

24. Presentation of Fiscal Year 2012-2013 Financial Audit from Macias Gini & O'Connell.  
Recommendation: Receive & File the Fiscal Year 2012-2013 Financial Audit for the Placentia Library District of Orange County.
25. Update on the Strategic Planning Process from BHI Consulting.
26. Review the Discussion of a Sound System in the Community Meeting Room.  
Recommendation: Authorize the installation and purchase of equipment for a sound system in the Community Meeting Room.
27. Travel Authorization: American Library Association (ALA) Annual Conference, June 26 – July 1, 2014, Las Vegas, Nevada.  
Recommendations: 1) Determine which Library Board of Trustees would like to attend the ALA Conference, June 26-July 1, 2014 in Las Vegas, Nevada; and,  
2) Authorize Library Director to attend; and  
3) Authorize time off for Children's Services Supervisor to attend with registration fee covered.
28. Presentation of a Request from the Bridge Club.  
Recommendation: Actions to be Determined by the Library Board of Trustees.
29. Amendments to Placentia Library District Policy 6030 – Circulation Policy.  
Recommendation: Authorize amendments to Placentia Library District Policy 6030 – Circulation, as presented inclusive of feedback from the Library Board of Trustees.

**CLOSED SESSION**


30. Conference with legal counsel-anticipated litigation.  
Conference with legal counsel-anticipated litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9 (one case).

**ADJOURNMENT**

31. Agenda Preparation for the February Unusual Date Meeting which will be held on Monday, February 24, 2014 unless re-scheduled by the Library Board of Trustees.
32. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
33. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the January 27, 2014 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 20, 2014

  
\_\_\_\_\_  
Yesenia Baltierra, Business Manager



Placentia Library District Board of Trustees, Closed Session Agenda, January 27, 2014

**CLOSED SESSION**

4. Conference with legal counsel-anticipated litigation.  
Conference with legal counsel-anticipated litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9 (one case).

**ADJOURNMENT**

5. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
6. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the agenda for the January 27, 2014 Closed Session Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 22, 2014.

  
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Yesenia Baltierra, Business Manager

***BHI MANAGEMENT CONSULTING***

"Organizational Efficiency for Public Agencies"

**Board of Trustees  
Placentia Library District**

January 27, 2014

**Subject: Initial report to Board regarding status of District Strategic Plan**

Dear Board: This report outlines the work performed to date and the activities that can be expected in the future regarding District strategic planning.

**To date -**

1. We have conducted preliminary meetings with your senior staff
2. We have developed and are circulating the needs survey for comment prior to its distribution to the public
3. We have met with you all today to take a look into the future and determine how that effects the future through strategic planning

**Activities to come –**

1. **Tomorrow** we will gather input from all District employees
2. For the remainder of **January** we will firm up the survey and get it set for distribution
3. **February** - We will firm up the survey while we are here for circulation in the month of February.
4. **March** – we hope to schedule Board strategic planning workshop
5. **(March-May)** - Beginning in March and lasting throughout the 6-8 weeks **thereafter**, we will develop a draft of the document, complete with implementation plan, for one of your meetings thereafter for the "Tone-check" with you
6. **(May/June?)** - After the Tone-check we will revise and bring it back to you with appropriate revisions for final review and approval.

Sincerely,

Brent H. Ives, Principal  
BHI Management Consulting

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Travel Authorization: American Library Association (ALA) Annual Conference, June 26-July 1, 2014, Las Vegas, Nevada**

**DATE:** January 27, 2014

**BACKGROUND**

The ALA Conference will be held June 26 through July 1, 2014 in Las Vegas, Nevada. Estimated cost includes:

- Full registration \$ 325 (Early bird registration by March 3, 2014)
- Accommodation \$ 500 (5 nights)
- Airfare \$ 250
- Per diem \$ 400

Attachment A is information regarding the ALA Conference. Additional information can be found at the conference website at <http://ala14.ala.org>.

Fiscal Impact: Estimated \$1,475 per person

**RECOMMENDATIONS**

1. Determine which Library Board of Trustees would like to attend the ALA Conference, June 26-July 1, 2014 in Las Vegas, Nevada; and,
2. Authorize Library Director to attend; and,
3. Authorize time off for Children's Services Supervisor to attend with registration fee pre-paid or reimbursed by PLD.