



# AGENDA

## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, November 21, 2011  
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.*

### 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 October 17, 2011 Library Board of Trustees Regular 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. FY2011-2012 Cash Flow Analysis through October 2011; the Schedule of Anticipated Property Tax Revenues for FY2011-2012 as provided by the Orange County Auditor. (Receive & File).

**TREASURER'S REPORTS (Items 13 – 16)**

13. Financial Reports for October 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for October 2011. (Receive & File)
15. Acquisitions Report for October 2011. (Receive & File)
16. Entrepreneurial Activities Report for October 2011. (Receive & File)

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

17. Personnel Report for October 2011. (Receive, File, and Ratify Appointments)
18. Circulation Report for October 2011. (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 October 2011.
21. Library Services Manager's Report for October 2011.
22. Children's Services Report for October 2011.
23. Volunteer Report for October 2011.
24. Adult Services Report for October 2011.
25. Local History Room Report for October 2011.
26. Placentia Library Web Site & Technology Report for October 2011.

**PRESENTATION**

27. Employee of the Quarter Award to Fernando Maldonado  
Presentation: Board President

**CONTINUING BUSINESS**

28. Review and Discuss the Bids for the Keyless Restroom System  
Presentation: Library Director  
Recommendation: Procure additional proposals and continue to obtain references from Stanley Security and Com-Sec Incorporated.
29. Review and Discuss the Bids for the Security Camera System  
Presentation: Library Director  
Recommendation: Procure additional proposals and continue to obtain references from Stanley Security and Com-Sec Incorporated.
30. Review and Discuss the Bid for the Plumbing System Assessment  
Presentation: Library Director  
Recommendation: Award bid to Hanna Construction to provide an assessment of the Placentia Library District's current plumbing system, in the amount not to exceed \$10,000.
31. Review and Discuss the Placentia Library District Policy #2275 – Social Media Policy  
Presentation: Library Director  
Recommendation: No changes to be made to Placentia Library District Policy #2275 – Social Media Policy at this time.

32. Review and Discuss the Placentia Library District Policy #6025 – Public Internet Use Policy  
Presentation: Library Director  
Recommendation: Authorize library staff to procure legal advices for interpretation and recommendation with regards to the issues of pornography and violence related to Placentia Library District Policy #6025 – Public Internet Use Policy.

#### NEW BUSINESS

33. Orange County Register Request for Public Records  
Presentation: Library Director  
Recommendation: No Action is Required.
34. Approval to Increase the Placentia Library District's Credit Card Limit  
Presentation: Business Manager  
Recommendation: Approve the credit card limit to increase from \$5,000 to \$10,000.
35. Travel Authorization: Library Director to Attend the Public Library Association Conference in Philadelphia, Pennsylvania on March 13-17, 2012.  
Presentation: Library Director  
Recommendation: Authorize Library Director to Attend the Public Library Association Conference in Philadelphia, Pennsylvania on March 13-17, 2012.

#### DISCUSSION ITEMS

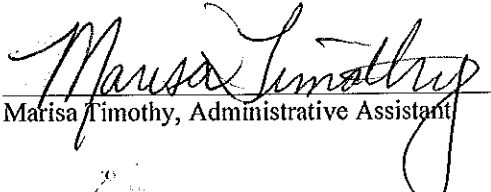
36. Discuss the Issue of Sex Offenders in the Library  
Presentation: Library Director  
Recommendation: Authorize library staff to procure legal advices to present at a later Library Board of Trustees meeting for further discussion and review.
37. Discuss the Option of Changing the Annual Budget Cycle to a Two-Year Budget Cycle  
Presentation: Library Director  
Recommendations: 1) Discuss the option of implementing a two-year Budget Cycle; and if approved  
2) Authorize library staff to present a resolution at the December Library Board of Trustees Regular meeting to change the annual budget cycle to a two-year budget cycle beginning with Fiscal Years 2013-2015.
38. Cutest Baby Reading Contest  
Presentation: Library Director  
Recommendation: Authorize the Placentia Library to have a Cutest Baby Reading Contest to promote reading to and with babies and winner(s) to be featured in the Placentia Library District newsletter.
39. Recognition and Reception to Honor History Room Volunteers  
Presentation: Library Director  
Recommendations: 1) Discuss and determine a date to honor the recently retired History Room Volunteers for their dedication to the Placentia Library District; and,  
2) Authorize library staff to use funds from the General Fund to expenses related to the reception.

**ADJOURNMENT**

40. Agenda Preparation for the December Regular Date Meeting which will be held on Monday, December 19, 2011 unless re-scheduled by the Library Board of Trustees.
41. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
42. Adjourn

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

I, Marisa Timothy, Administrative Assistant of Placentia Library District, hereby certify that the Agenda for the November 21, 2011 Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 17, 2011.

  
Marisa Timothy, Administrative Assistant