



Placentia Library District

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, October 17, 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 September 19, 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 September 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 September 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for September 2011. (Receive & File)
15. Acquisitions Report for September 2011. (Receive & File)
16. Entrepreneurial Activities Report for September 2011. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

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

PRESENTATION

27. Employee of the Quarter Recognition
Presentation: Library Board President

CONTINUING BUSINESS

28. Recognition for Margaret Cooper
Presentation: Library Director
Recommendation: Discuss and decide on an appropriate recognition in honor of Ms. Margaret Cooper.
29. Meeting Room Improvements
Presentation: Library Director
Recommendation: Authorize library staff to proceed with solicitation for RFPs based on improvements as discussed and presented.

NEW BUSINESS

30. Placentia Library District Policy #6030 – Circulation Policy
Presentation: Library Director
Recommendation: Authorize changes to Placentia Library District Policy #6030 to designate and revise loan periods as presented and to be effective November 1, 2011.

DISCUSSION ITEM

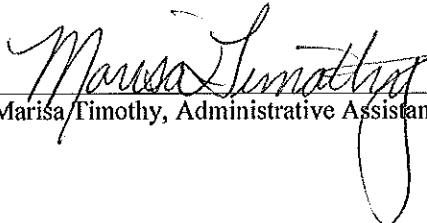
31. Placentia Library District Newsletter
Presentation: Library Director
Recommendation: Discuss the possibility of an independent newsletter for the Placentia Library District.

ADJOURNMENT

32. Agenda Preparation for the November Regular Date Meeting which will be held on Monday, November 21, 2011 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 Placentia Library District, hereby certify that the Agenda for the October 17, 2011 Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 13, 2011.



Marisa Timothy, Administrative Assistant