



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Tuesday, July 24, 2012
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 – 24)

Presentation: Library Director
 Recommendation: Approve by Motion

Items 8 – 24 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 June 18, 2012 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 June 2012; 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 June 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for June 2012. (Receive & File)
15. Acquisitions Report for June 2012. (Receive & File)
16. Entrepreneurial Activities Report for June 2012. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

- 17. Personnel Report for June 2012. (Receive, File, and Ratify Appointments)
- 18. Circulation Report for June 2012. (Receive & File)
- 19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 24)

- 20. Library Director's Report for June 2012.
- 21. Library Services Manager's Report for June 2012. (No report due to vacancy).
- 22. Children's Services Report for June 2012.
- 23. Adult Services Report for June 2012.
- 24. Placentia Library Web Site & Technology Report for June 2012.

PRESENTATION

- 25. Employee of the Quarter Award
Presentation: Board President

CONTINUING BUSINESS

- 26. Placentia Library District Newsletter Update
Presentation: Library Director

NEW BUSINESS

- 27. Award Contract for Placentia Library District's Financial Audit, Management Letter and preparation of the Annual Controller's Report for Fiscal Year 2011-2012.
Presentation: Library Director
Recommendations: 1) Award the financial audit and Annual Controller's Report preparation contract for Fiscal year 2010-2011 to Macias Gini & O'Connell for an amount not to exceed \$14,000; and,

2) Authorize the Library Director to sign the engagement letter.
- 28. California Special Districts Association (CSDA) 2012 Board Elections
Presentation: Library Director
Recommendations: 1) Discuss and Select a candidate to serve on CSDA's Board of Directors; and,

2) Authorize Board President to sign the Official Election Ballot on behalf of the Placentia Library District.

29. Travel Authorization: For Library Staff to attend the Annual California Library Association Conference in San Jose, California from November 2 - 4, 2012.
Presentation: Library Director
Recommendation: Authorize library staff to attend the 2012 CLA in San Jose, CA from November 2 - 4, 2012.

30. Oral History Program
Presentation: Adult Services Librarian II
Recommendation: Authorize staff to proceed with an oral history as presented.

31. Response to the Orange County Grand Jury Report
Presentation: Library Director
Recommendation: Authorize the Library Director to submit the response as presented with inclusion of input from the Library Board of Trustees.

32. Staff Appreciation and Recognition Dinner
Presentation: Library Director
Recommendations: 1) Authorize the Staff Appreciation and Recognition Dinner to be held on Friday, October 26, 2012 at the Marriott Hotel in Fullerton; and,

2) Authorize approximately \$700 to be used for the event and be drawn from the Entrepreneurial Fund.

DISCUSSION ITEMS

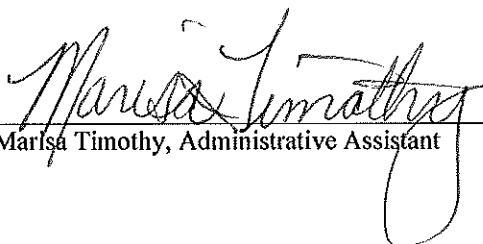
33. Newsletter Advertisement Rates and Contract
Presentation: Library Director
Recommendation: Discuss the proposed rates and contract for advertising with the Placentia Library District's eXPLORE Newsletter and approve as a first reading.

ADJOURNMENT

- 34. Agenda Preparation for the September Regular Date Meeting which will be held on Monday, September 17, 2012 unless re-scheduled by the Library Board of Trustees.
- 35. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 36. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the July 24, 2012 Meeting of the Library Board of Trustees of the Placentia Library District was posted on July 05, 2012.


Marisa Timothy, Administrative Assistant