



AGENDA
 (Revised June 13, 2012)

PLACENTIA LIBRARY DISTRICT
 BOARD OF TRUSTEES

Monday, June 18, 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 May 24, 2012 Library Board of Trustees Regular Meeting and the May 24, 2012 Work Session 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 May 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 May 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for May 2012. (Receive & File)
15. Acquisitions Report for May 2012. (Receive & File)

16. Entrepreneurial Activities Report for May 2012. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for May 2012. (Receive, File, and Ratify Appointments)
18. Circulation Report for May 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 May 2012.
21. Library Services Manager's Report for May 2012. (No report due to vacancy).
22. Children's Services Report for May 2012.
23. Adult Services Report for May 2012.
24. Placentia Library Web Site & Technology Report for May 2012.

PUBLIC HEARINGS

25. Public Hearing for the Fines & Fees Schedule for Fiscal Year 2012-2013.
Presentation: Library Director
Recommendations: 1) Conduct Public Hearing on the Fines & Fees Schedule for Fiscal Year 2012-2013 as published; and,

2) Finalize Placentia Library District Fines & Fees Schedule for Fiscal Year 2012-2013; and,

3) Read Resolution 13-05 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines & Fees Schedule for Fiscal Year 2012-2013 for the Placentia Library District of Orange County; and,

4) Adopt Resolution 13-05 by a roll call vote.

CONTINUING BUSINESS

26. Finalize the list of Library needs that may be funded through the Placentia Library Friends Foundation (PLFF).
Presentation: Library Director
Recommendation: Approve the three projects – meeting room improvement, backup generator, and staff lounge improvement and present them to PLFF.

NEW BUSINESS

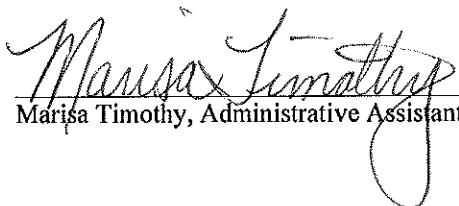
27. Travel Authorization: Library Board of Trustees and Library Director to Attend the California Special District Association (CSDA) Annual Conference in San Diego, California from October September 24 - 27, 2012.
 Presentation: Library Director
 Recommendations: 1) Determine which Library Board of Trustees will attend the Annual CSDA Conference in San Diego and authorize staff to proceed with the Early Bird Registration; and,
 2) Determine which Library Board of Trustees will require accommodation and authorize staff to proceed with reservations.
28. Conflict of Interest Code Resolution 13-06.
 Presentation: Library Director
 Recommendations: 1) Read Resolution 13-06 by title only: A Resolution of the Placentia Library District of Orange County Adopting a Conflict of Interest Code Which Supersedes All Prior Conflict of Interest Codes and Amendments Previously Adopted; and,
 2) Adopt Resolution 13-06 by a roll call vote.
29. Personnel Committee
 Presentation: Library Director
 Recommendation: Discuss and determine which Library Board of Trustees will serve on the Personnel Committee.
30. Heritage Parade and Festival
 Presentation: Library Director
 Recommendations: 1) Determine which Library Board of Trustees would like to participate in the Heritage Parade on October 13, 2012; and,
 2) Authorize the Placentia Library District to have a booth at the Heritage Festival on October 13, 2012.
31. Weekly Claims Resolution 13-07
 Presentation: Business Manager
 Recommendations: 1) Read Resolution 13-07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Authorize the Library Director to Approve Weekly Claims as Designated; and,
 2) Adopt Resolution 13-07 by a roll call vote.
32. Library Board Meeting for the Month of August.
 Presentation: Library Director
 Recommendation: Discuss and determine whether to cancel the August 20, 2012 Library Board of Trustees regular meeting.
33. Travel Authorization: Library Director to Attend the General Manager Leadership Summit in Napa, California from July 15-17, 2012.
 Presentation: Library Director
 Recommendation: Authorize Library Director to attend the General Manager Leadership Summit in Napa, California from July 15-17, 2012.

ADJOURNMENT

- 34. Agenda Preparation for the June Regular Date Meeting which will be held on Monday, July 16, 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 Revised Agenda for the June 18, 2012 Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 13, 2012.



Marisa Timothy, Administrative Assistant