



## Passport to Progress

## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

UNUSUAL DATE, TIME & LOCATION

Tuesday, February 16, 2010






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 203.*

### 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 January 25, 2010 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. FY2008-2009 Cash Flow Analysis through January 2010; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

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

13. Financial Reports for January 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for January 2010. (Receive & File)
15. Acquisitions Report for January 2010. (Receive & File)
16. Entrepreneurial Activities Report for January 2010. (Receive & File)

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

17. Personnel Report for January 2010. (Receive, File, and Ratify Appointments)
18. Circulation Report for January 2010. (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 January 2010.
21. Library Services Manager's Report for January 2010.
22. Children's Services Report for January 2010.
23. Literacy / Volunteer Services Report for January 2010.
24. Reference and Adult Services Report for January 2010.
25. Local History Room Report for January 2010.
26. Placentia Library Web Site & Technology Report for January 2010.

**PRESENTATION**

27. Employee of the Quarter Presentation  
Presentation: President Al Shkoler

**CONTINUING BUSINESS**

28. Employee of the Quarter Program  
Presentation: Library Director  
Recommendation: Authorize a change of eligibility from "non-exempt employees" to "non-management employee" as presented.
29. Memorandum of Agreement (MOA) Between the Placentia Library Friends Foundation (PLFF) and the Placentia Library District.  
Presentation: Library Director  
Recommendation: Authorize President Shkoler and Director Contreras to sign the MOA based on changes approved by the Library Board of Trustees at the January 25, 2010 meeting and accepted by the PLFF.
30. Placentia Library District Policy 2040 – Sick Leave  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees.

**NEW BUSINESS**

31. Performance Evaluation Form for the Library Director  
Presentation: Secretary DeVecchio  
Recommendation: Action to be determined by the Library Board of Trustees.

32. Upholstery of Library Furniture

Presentation: Library Director

Recommendation: Action to be determined by the Library Board of Trustees.

**ADJOURNMENT**

33. Agenda Preparation for the <sup>March</sup> February Regular Date Meeting which will be held on Monday, March 15, 2010 unless re-scheduled by the Library Board of Trustees.

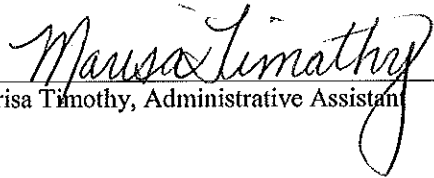
34. Review of Action Items.

*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*

35. Adjourn

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

I, Marisa Timothy, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the February 16, 2010 Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 10, 2010.

  
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Marisa Timothy, Administrative Assistant