

# Passport to Progress

# PLACENTIA LIBRARY DISTRICT **BOARD OF TRUSTEES**

DATE, TIME & LOCATION Monday, November 16, 2009 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- $\square$ 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.  $\square$ Present programs and provide technology access to everyone in order to  $\square$ promote reading and lifelong learning. Promote the Library's vision through consistent messages to the public. Ш

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

Adoption of Agenda 3.

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

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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.

Trustee Reports 6.

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.

Placentia Library Friends Foundation Board of Director's Report (Trustee Turner) 7.

## 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)

Minutes of the October 13, 2009 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

## CLAIMS (Items 9-12)

- Nonstandard Claims in excess of \$300. (Receive & File and Approve) 9.
- Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve) 10.
- Current Claims and Payroll. (Receive & File and Approve) 11.
- FY2008-2009 Cash Flow Analysis through October 2009; the Schedule of Anticipated Property Tax 12. Revenues for FY2008-2009 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)

- Financial Reports for October 2009 for Placentia Library District Accounts on Deposit with the Orange 13. County Treasurer. (Receive & File)
- Balance Sheet for October 2009. (Receive & File) 14.
- Acquisitions Report for October 2009. (Receive & File) 15.
- Entrepreneurial Activities Report for October 2009. (Receive & File) 16.

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## GENERAL CONSENT REPORTS (Items 17 – 19)

- 17. Personnel Report for October 2009. (Receive, File, and Ratify Appointments)
- Circulation Report for October 2009. (Receive & File) 18.
- 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 2009.
- 21. Library Services Manager's Report for October 2009.
- 22. Children's Services Report for October 2009.
- 23. Literacy / Volunteer Services Report for October 2009.
- 24. Reference and Adult Services Report for October 2009.
- 25. Local History Room Report for October 2009.
- 26. Placentia Library Web Site & Technology Report for October 2009.

#### CONTINUINING BUSINESS

Placentia Library District Policy #2040 - Sick Leave 27.

Presentation:

Library Director

Recommendation: Approve revisions to Policy #2040 - Sick Leave, as presented.

28. Placentia Library District Policy #6030 - Circulation Policy

Presentation:

Library Director

Recommendation: Approve revision to Policy #6030 - Circulation Policy, as presented.

Placentia Library District Policy #6065 - Library Rules of Conduct 29.

Presentation:

Library Director

Recommendation: Approve revisions to Policy #6065 - Library Rules of Conduct, as presented.

Staff Appreciation Dinner. Trustee Wood will give a report on the November 12, 2009 event. 30.

Presentation:

Trustee Wood

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

## **NEW BUSINESS**

31. Headphones for Public Use

Presentation:

Library Director

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

#### ADJOURNMENT

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- 32. Agenda Preparation for the June Regular Date Meeting which will be held on Monday, November 16, 2009 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

I, Marisa Timothy, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the November 16, 2009 Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 12, 2009.

November 12, 2009, 11:00 A.M.