





## AGENDA

### SPECIAL MEETING PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Thursday, February 8, 2007  
3:00 P.M.  
Placentia Library History Room

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.*

1. Roll Call

Recorder

3:03P.M

- 2. Adoption of Agenda

MIBE  
M2 JT  
Absent: Gae

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

- 3. Oral Communications

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, 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 by Government Code Section 54954.2(b).

EDM gave status on Public Records Request ~~ASST~~ Gae present. @ 3:05pm  
Value Pooler will be @ Feb 20th

- 4. Library Director's Goal & Objectives - LO presented paper
- 5. Policy Manual Review 1020 - Conflict of interest changed to Feb 20th

ADJOURNMENT

- 5. Agenda Preparation for the February Regular Meeting, which will be held on Monday, February 20, 2007 at 6:30 P.M.
- 6. Review of Action Items.

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

- 7. Adjourn

3:53

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

I, Wendy Goodson, Administrative Services Manager for Placentia Library District, hereby certify that the Agenda for the February 8, 2007 Work Session of the Library Board of Trustees of the Placentia Library District was posted on Monday, February 5, 2007 @ at 10:30 A.M.

Quinnos & Salad (CDB) Checker  
Work Session @ 5:00pm.  
Policy Review Section 2

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Conflict of Interest  
**POLICY NUMBER:** 1020

**1020.1** The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Trustees and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of Placentia Library District.

**1020.2** Designated employees will file statements of economic interests with the Clerk of the County of Orange.

### ATTACHMENT A – Designated Positions

Library Trustee  
Library Director  
Manager of Administrative Services  
Manager of Public Services  
Manager of Technical Services

#### Disclosure Categories

The above designated positions must disclose all investments, interest in real property, income and business positions.

Reviewed September 15, 1998  
Reviewed August 16, 2000  
Reviewed September 18, 2002  
Reviewed August 23, 2004  
Revised February 19, 2007




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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** Library Director Goals December 2006 - June 2007.  
**DATE:** February 8, 2007

### Library Director' Goals

1. That she will manage the implementation of the strategic plan:
  - a. Provide process leadership for the development of the Facility Master Plan.
    - 1) That the community work sessions in December, January & March are organized and accomplished.
    - 2) That the staff work sessions and meetings in January were organized and accomplished.
    - 3) That the consultant receives the staff components of the report document on schedule.
    - 4) That the Library Board receives the final report by the date agreed upon by the Trustees and the consultant.
  - b. Provide process leadership for the selection of a financial advisor for implementing the Facility Master Plan and completing the Developer Fee process if the Board decides to implement one. .
    - 1) That after the Library Board's adoption of the Facility Master Plan the Board will decide whether to pursue the Developer Fee process through an agenda item.
    - 2) That if the Board decided to proceed with Developer Fees the Library Director will schedule a presentation by the designated Financial Consultant and prepare the necessary documents.

- c. Provide process leadership for the reorganization of the Friends of Placentia Library and assist the Friends Board with adapting to its new organizational framework.
  - 1) Assist the Friends & Foundation Boards with the development of the legal and operational structure of the new organization through meeting with their committees, coaching them about the potential role and scope of the combined organization, and assisting the attorney and the bylaws chair with the development of the documents.
  - 2) Assist the new standing committees develop job descriptions and operational plans and budget requirements for the first year.
  - 3) Assist the Finance Committee with the development of an accounting system and general ledger that reflects the bookkeeping and reporting needs of the combined organization.
  - 4) Work with the public information committee on the organization of a plan to present the new organization to the membership, donors and the community.
2. The Library Director will provide leadership in the review process of the Placentia Library District Policy Manual.
  - a. That the Library Board will have the information and opportunity to complete Sections 1000, 5000 and 2000 of the Placentia Library District Policy Manual Review by the end of April 2007.
3. The Library Director will implement public and technical services programs funded by the Fiscal Year 2006-2007 Budget. All program changes brought about by the budget will be coordinated with library managers, staff, volunteers, support organizations, vendors, news media and the public.
  - a. That the staff will complete the installation and develop an active promotion of the e-Commerce software and transition to using value on the Library accounts for in-building transactions and credit cards for in-building and remote transactions.
  - b. That the staff will continue to study and prepare a recommendation for the Fiscal Year 2007-2008 budget on the migration to RFID for inventory control and self-check.
  - c. That the Public Services staff will report to the Library Board on their activities in the areas of expanding the relationship with the elementary schools and the parents of elementary school students as well as the development of adult and senior programs.

4. The Library Director will encourage staff to create and strengthen partnerships with community organizations and Library support organizations to continue existing collaborative opportunities for the Library and develop new ones that will strengthen the Library's relationship with the community and enable larger, more effective programs through the use of shared resources.
  - a.) That staff will meet with PYLUSD staff to develop a better plan for providing accelerated reader materials for students.
  - b.) That Public Service staff will explore ways to expand the use of practicum and internship students from Cal State Fullerton.
5. The Library Director will expand the Library's local revenue through entrepreneurial activities by Library staff and supporting the fundraising and membership activities of the support organizations.
  - a. That the Library will meet its local revenue goal of \$240,000.
  - b. That the Friends will have a plan for its membership campaign and annual giving campaign in the planning stages by the end of May.
6. The Library Director will enhance the Library's visibility in the community through the web site, the *Placentia Quarterly*, the cable television announcements, *Notations*, the *Newsletter for Teachers*, news releases and participating in community organizations and events.
  - a. That publications will meet their publication deadlines and contain timely and appropriate information.
  - b. That the web site will be kept up to date.
  - c. That the Fiscal Year 2007-2008 Budget will contain a proposal for equipment to update the cable tv programming.
  - d. That staff will be effectively using the new electronic sign outside the building.

The Library Board agreed to identify several specific goals in the area of staff relations to be included in this document.

