



AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, June 21, 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 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 – 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 May17, 2010 Library Board of Trustees Regular Meeting, May 26, 2010 Library Board of Trustees Special Meeting, and June 2, 2010 Library Board of Trustees Special 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 May 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 May 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for May 2010. (Receive & File)
15. Acquisitions Report for May 2010. (Receive & File)

16. Entrepreneurial Activities Report for May 2010. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

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

PUBLIC HEARING

27. Public Hearing for Fiscal Year 2010-2011 Budget.
Presentation: Library Director
Recommendations: Conduct Public Hearing on the Budget for Fiscal Year 2010-2011 as published; and

Finalize the Placentia Library District Budget for all Funds for 2010-2011 Fiscal Year; and

Motion to read Resolution 11-03 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2010-2011 Budget for the Placentia Library District of Orange County; and

Motion to adopt Resolution 11-03 by a roll call vote; and

Authorize the President and Secretary of the Placentia Library District Board of Trustees to sign the Orange County budget Forms.

CONTINUING BUSINESS

28. Staff Appreciation Dinner
Presentation: Trustee Wood
Recommendation: Action to be determined by the Library Board of Trustees.
29. Library Director Performance Evaluation Guidelines
Presentation: Secretary DeVecchio

- Recommendations: 1) Authorize changes to the Placentia Library District Policy #2000 – Job Description, Executive Officer, as presented; and
- 2) Authorize a change to the Placentia Library District Policy #2170 – Performance Evaluation, as presented.
30. Computer Lab Update
Presentation: Library Services Manager
Recommendation: Action to be determined by the Library Board of Trustees.
31. Placentia Library District Policy #6050 – Meeting Room
Presentation: Library Director
Recommendation: Authorize the amendment of Placentia Library District Policy #6050 – Meeting Room to reflect the changes, effective upon adoption and approval of Fines & Fees Schedule for Fiscal Year 2010-2011.
32. Establish Fines and Fees Schedule for Fiscal Year 2010-2011 and set Public Hearing for Monday, July 19, 2010 at 6:30 p.m.
Presentation: Library Director
Recommendations: Adopt as a first reading the Fines and Fees Schedule for Fiscal Year 2010-2011; and
- Authorize the amendment of Placentia Library District Policy #6035 – Fines & Fees Schedule to reflect the changes; and
- Set the Fines & Fees Schedule for Fiscal Year 2010-2011 for Public hearing on Monday, July 19, 2010 at 6:30 p.m.

NEW BUSINESS

33. Establish the District's Appropriation Limitations (Gann Limit) at \$3,468,648 for Fiscal Year 2010-2011 by Resolution 11-04.
Presentation: Acting Human Resources/Finance Analyst
Recommendations: 1) Read Resolution 11-04 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2010-2011.
- 2) Adopt Resolution 11-04 by Roll Call Vote.
34. KOHA Presentation – An Open Source Integrated Library System
Presentation: Library Services Manager
Recommendation: Authorize library staff to present proposal and cost analysis to the Library Board of Trustees at the July 19, 2010 Regular Meeting.
35. IT Management & Networking Service
Presentation: Library Director
Recommendation: Authorize library staff to proceed with Request For Proposals for the Placentia Library District's IT Management & Networking needs based on the specifications presented.
36. Digital Signage and Media
Presentation: Library Services Manager
Recommendation: Action to be determined by the Library Board of Trustees.
37. Placentia Library District Policy #2010 – Hours of Work and Overtime

Presentation: Library Director
Recommendation: Authorize the amendment of Placentia Library District Policy #2010 – Hours of Work and Overtime to reflect the changes, effective immediately.

38. Placentia Library District Policy #6020 – Internet Access Policy

Presentation: Library Services Manager

Recommendations: 1) Authorize a revision of Placentia Library District Policy 6020.2.2 to read “Each patron is guaranteed thirty (30) minutes of uninterrupted use per session. Time will be extended automatically in fifteen (15) minute increments if there is no reservation in place. A five (5) minute notice will be given if another patron has reserved that PC. Staff may establish additional time restrictions during peak use periods in order to ensure that all patrons will have an opportunity to use the Internet if they wish to do so. In no case shall an individual’s total access allowance for a day be less than sixty (60) minutes or more than one hundred twenty (120) minutes.”

2) Authorize a renumbering of Placentia Library District Policy 6020.1.7 to read 6020.2.8.

3) Authorize Placentia Library District Policy 6020 be renamed as “Public Computer and Internet Access Policy”.

39. Accounting Recommendations

Presentation: Acting Human Resources/Finance Analyst

Recommendations: 1) Close county Funds 702, 703, 706, 708 and transfer all balances to a restricted general reserve account within Fund 707.

2) Close Bank of the West Literacy Fund, COE Checking, and COE Savings, and transfer all balances to GF Savings Money Market Account.

3) Close CD with Cal national Bank and transfer fund to a restricted general reserve account within Fund 707.

40. CSDA Conference

Presentation: Library Director

Recommendations: 1) Determine which Library Board of Trustees will attend the Annual CSDA Conference in Newport Beach and authorize staff to proceed with the Early Bird registration.

2) Determine which Library Board of Trustees will require accommodation and authorize staff to proceed with the reservations.

ADJOURNMENT

41. Agenda Preparation for the July Regular Date Meeting which will be held on Monday, July 19, 2010 unless re-scheduled by the Library Board of Trustees.


42. Review of Action Items.

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

43. Adjourn

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

I, Marisa Timothy, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the June 21, 2010 Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 9, 2010.



Marisa Timothy, Administrative Assistant