AGENDA



PLACENTIA LIBRARY DISTRICT **BOARD OF TRUSTEES**

Monday, September 17, 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- \square print materials in an easily accessible facility and assist the public with its use.
- \Box Provide literacy outreach and services to the community.
- Provide a special collection to document and preserve Placentia's History and Authors. \Box
- \Box Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
- \mathbf{m} 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

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

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)

Minutes of the July 24, 2012 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

CLAIMS (Items 9 - 12)

- Nonstandard Claims in excess of \$300. (Receive & File and Approve) 9.
- 10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
- Current Claims and Payroll. (Receive & File and Approve) 11.
- FY2012-2013 Cash Flow Analysis through August 2012; the Schedule of Anticipated Property Tax 12. Revenues for FY2012-2013 as provided by the Orange County Auditor, (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

- Financial Reports for July & August 2012 for Placentia Library District Accounts on Deposit with the Orange 13. County Treasurer. (Receive & File)
- 14. Balance Sheet for July & August 2012. (Receive & File)
- 15. Acquisitions Report for July & August 2012. (Receive & File)
- Entrepreneurial Activities Report for July & August 2012. (Receive & File) 16.

GENERAL CONSENT REPORTS (Items 17 – 19)

- Personnel Report for July & August 2012. (Receive, File, and Ratify Appointments) 17.
- 18. Circulation Report for July & August 2012. (Receive & File)
- Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File) 19.

STAFF REPORTS (Items 20 - 24)

- 20. Library Director's Report for July & August 2012.
- Library Services Manager's Report for July & August 2012. (No report due to vacancy). 21.
- 22. Children's Services Report for July & August 2012.
- 23. Adult Services Report for July & August 2012.
- Placentia Library Web Site & Technology Report for July & August 2012. 24.

CONTINUING BUSINESS

Report on Actions taken at the Library Board of Trustees Closed Session 25.

Presentation:

Library Board of Trustees President

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

NEW BUSINESS

26. August 8 & 29, 2012 Earthquake Updates

Presentation:

Library Director

Amendment to Placentia Library Policy #2130 - Pay Periods and Distribution of Pay Checks 27.

Presentation:

Business Manager

Recommendation: Authorize amendment to Placentia Library Policy #2130 - Pay Periods and

Distribution of Pay Checks as presented.

Amendment to Placentia Library Policy #6065 - Library Rules of Conduct and Elimination of Placentia 28. Library Policy #6060 - Patron Behavior & Latchkey Children Policy

Presentation:

Library Director

Recommendations: 1) Authorize amendments to Placentia Library Policy #6065 - Library Rules of Conduct as presented with inclusion of input from the Library Board of

Trustees; and,

2) Authorize the elimination of Placentia Library Policy #6060 - Patron Behavior & Latchkey Children Policy as presented with inclusion of input from the Library Board of Trustees; as such policy will be incorporated with Placentia Library Policy #6065 - Library Rules of Conduct.

Review of Placentia Library Policies Series 3000 - Financial which includes the following policies: 29.

#3010 - Illness and Injury Prevention Program

#3020 - Budget Preparation

#3025 - Reserves

#3030 - Fixed Asset Accounting Control

#3035 - Investment of District Funds

#3037 - Customer Payment Arrangements

#3040 - Expense Authorization & Petty Cash

#3042 - Employment of Outside Contractors and Consultants

#3045 - Travel Reimbursement

#3080 - Purchasing

#3085 - Disposal of Surplus Property/Equipment

#3090 - Records Retention

Presentation: Library Director

Recommendation: Adopt as a first reading for final adoption at the October 15, 2012 meeting.

30. Presentation of a New Proposed Placentia Library Policy #2013 – Name Badge Policy

Presentation:

Library Director

Recommendation: Adopt as a first reading and refer to staff for further comments.

31. An Amended Resolution #13-01 of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal year 2012-2013 Budget for the Placentia Library District of Orange County.

Presentation:

Business Manager

Recommendation: Adopt the Amended Resolution #13-01 as presented.

Travel Authorization for Business Manager to attend the 28th Annual Disaster Preparedness Academy in 32. Anaheim, California on October 10, 2012.

Presentation:

Library Director

Recommendation: Authorize the Business Manager to attend the 28th Annual Disaster

Preparedness Academy in Anaheim, California on October 10, 2012 with

expenses to be drawn from the General Fund.

33. Travel Authorization for Library Director to attend the Library Directors Digital Strategy Summit & Internet Librarian in Monterey, California from October 22-24, 2012.

Presentation:

Library Director

Recommendation: Authorize Library Director to attend the Library Directors Digital Strategy

Summit in Monterey, California from October 22-23, 2012 with expenses to

be drawn from the General Fund.

34. Staff Appreciation and Recognition Dinner Updates

Presentation:

Library Director

DISCUSSION ITEM

35. Request for Proposal (RFP) for Information Technology Services

Presentation:

Library Director

Recommendations: 1) Discuss the proposed RFP as presented with inclusion of input from the

Library Board of Trustees; and,

2) Authorize library staff to post the RFP for bid solicitation.

ADJOURNMENT

- 36. Agenda Preparation for the October Regular Date Meeting which will be held on Monday, October 15, 2012 unless re-scheduled by the Library Board of Trustees.
- 37. Review of Action Items.

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

38. Adjourn

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the September 17, 2012 Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 11, 2012.

a Timothy, Administrative Assistant