



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Tuesday, February 21, 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-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 January 16, 2012 Library Board of Trustees Regular Meeting and January 25, 2012 Library Board of Trustees Work Session 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. FY2011-2012 Cash Flow Analysis through January 2012; the Schedule of Anticipated Property Tax Revenues for FY2011-2012 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

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

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for January 2012. (Receive, File, and Ratify Appointments)
18. Circulation Report for January 2012. (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 2012.
21. Library Services Manager's Report for January 2012.
22. Children's Services Report for January 2012.
23. Adult Services Report for January 2012.
24. Placentia Library Web Site & Technology Report for January 2012.

PRESENTATION

25. A Presentation to Mr. Bob Turner
Presentation: President DeVecchio

NEW BUSINESS

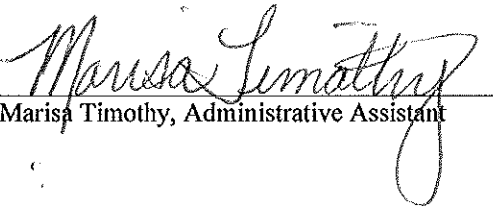
26. Travel Authorization: Library Board of Trustees and Library Director to attend the California Association of Library Trustees and Commissioners (CALTAC) the Spring Workshop on March 10, 2012 at the Burbank Public Library.
Presentation: Library Director
Recommendation: Authorize Library Board of Trustees and Library Director to attend the Spring Workshop on Saturday, March 10, 2012 at the Burbank Public Library, at a cost of \$10 per person plus mileage, with the expenses to be drawn from the General Fund.
27. Placentia Library District Policy #4080 – Membership in Associations
Presentation: Library Director
Recommendation: Authorize an amendment to Placentia Library District Policy #4080 – Membership in Associations as presented inclusive of feedback from the Library Board of Trustees.
28. Request to Transfer Funds Within the General Fund Accounts
Presentation: Business Manager
Recommendation: Authorize a transfer of \$7,000 from Account 1900 – Specialized Services to Account 1800 – Office Supplies and \$5,000 from Account 1900 – Specialized Services to Account 1000 – Household Expenses, as presented.
29. Discuss the Date and Time for the May Library Board of Trustees Meeting.
Presentation: Library Director
Recommendation: Actions to be determined by the Library Board of Trustees.

ADJOURNMENT

30. Agenda Preparation for the March Regular Date Meeting which will be held on Monday, March 19, 2012 unless re-scheduled by the Library Board of Trustees.
31. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
32. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the February 21, 2012 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 15, 2012.


Marisa Timothy, Administrative Assistant