



## Passport to Progress

## AGENDA

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

#### DATE, TIME & LOCATION

Monday, August 17, 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-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.*

#### 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 -- 28)**

Presentation: Library Director

Recommendation: Approve by Motion

*Items 8 -- 28 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 June 16, 2009 Library Board of Trustees Regular Meeting and the June 23 and 30, 2009 Library Board of Trustees Special Meetings. (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 July 2009; the Schedule of Anticipated Property Tax 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)**

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

**GENERAL CONSENT REPORTS (Items 17 – 21)**

17. Personnel Report for June & July 2009. (Receive, File, and Ratify Appointments)
18. Circulation Report for June & July 2009. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
20. Status Report on Partnerships with Community Organizations. (Receive & File)
21. Status Report on Active Grant Applications. (Receive & File)

**STAFF REPORTS (Items 22 – 28)**

22. Library Director's Report for June & July 2009.
23. Library Services Manager's Report for June & July 2009.
24. Children's Services Report for June & July 2009.
25. Literacy / Volunteer Services Report for June & July 2009.
26. Reference and Adult Services Report for June & July 2009.
27. Local History Room Report for June & July 2009.
28. Placentia Library Web Site & Technology Report for June & July 2009.

**CONTINUING BUSINESS**

29. Employee of the Quarter Recognition  
Presentation: Board President
30. Accounting Services with the County of Orange  
Presentation: Library Director  
Recommendation: Authorize the County of Orange to continue to handle the Library's accounting services.
31. Revision proposal for the Placentia Library District Policy#6050 – Meeting Room  
Presentation: Library Director  
Recommendation: Authorize a revision to the Placentia Library District Policy #6050 as presented.
32. Legislative Issues  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees

**NEW BUSINESS**

33. Living Library Program  
Presentation: Library Services Manager

34. Date for the September Library Board of Trustees Meeting  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees
35. Award Contract for Placentia Library District's Financial Audit, Management Letter and preparation of the Annual Controller's Report for Fiscal Year 2008-2009.  
Presentation: Library Director  
Recommendation: Award the financial audit and Annual Controller's Report preparation contract for Fiscal Year 2008-2009 to Macias Gini & O'Connell for an amount not to exceed \$10,500.  
  
Authorize the Library Director to sign the engagement letter dated August 4, 2009.
36. Special District Risk Management Authority (SDRMA) 2009 Board of Directors Election Ballot  
Presentation: Library Director  
Recommendation: Select four (4) candidates.  
  
Motion to read Resolution 10-03 by title only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County for the Election of Directors to the Special District Management Authority Board of Directors.  
  
Motion to adopt Resolution 10-03 by a roll call vote.
37. Establish the District's Appropriations Limitation (GANN Limit) at \$3,551,788 for Fiscal year 2009-2010 by Resolution 10-04.  
Presentation: Acting Human Resources / Finance Analyst  
Recommendation: Motion to read Resolution 10-04 by Title only: A Resolution of the Library Board of Trustees of the Placentia library District of Orange County to Establish the Appropriations Limitation for Fiscal year 2009-2010.  
  
Motion to adopt Resolution 10-04 by a roll call vote.
38. Revision proposal for the Placentia Library District Policy #2150 -- Compensation  
Presentation: Library Director  
Recommendation: Authorize a revision to the Placentia Library District Policy #2150 as presented.
39. Revision proposal for the Placentia Library District Policy #3085 -- Disposal of Surplus  
Presentation: Library Services Manager  
Recommendation: Authorize a revision to the Placentia Library District Policy #3085 as presented.
40. Staff Appreciation Dinner  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees.

**CLOSED SESSION**

41. Closed Session to Discuss a Personnel Matter.  
*Pursuant to California Government Code Section 54957 a closed session can be held to discuss a personnel matter.*

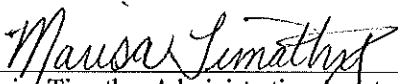
Presentation: Library Board President will report on the Closed Session  
Recommendation: Action to be determined by the Library Board of Trustees

**ADJOURNMENT**

- 42. Agenda Preparation for the June Regular Date Meeting which will be held on Monday, September 21, 2009 unless re-scheduled by the Library Board of Trustees.
- 43. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
- 44. Adjourn

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

I, Marisa Timothy, Administrative Assistant, of Placentia Library District, hereby certify that the Agenda for the August 17, 2009 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on August 12, 2009.

  
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Marisa Timothy, Administrative Assistant