



**AGENDA**  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
UNUSUAL DATE MEETING

June 22, 2022

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: [meetings.placentialibrary.org](https://meetings.placentialibrary.org)

**Mission Statement:**

Placentia Library District inspires, opens minds, innovates, and connects our community.

**District Goals:**

-  Strengthen connections and expand community relationships.
-  Provide equitable access.
-  Adapt to community needs.
-  Cultivate thriving collections of resources.
-  Provide and promote relevant library services.
-  Maintain fiscal responsibility and integrity.
-  Support and empower staff.
-  Provide an inviting, pleasant, and safe place to explore.

**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.*

**PLEDGE OF ALLEGIANCE**      Library Board President

**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

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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. Library Director Report

8. Placentia Library Friends Foundation Board of Director's Report

**CONSENT CALENDAR (Items 9 – 23)**

Presentation: Library Director

Recommendation: Approve by Motion

*Items 9 – 23 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 9)**

9. Minutes of the May 26, 2022 Unusual Date Meeting. (Receive & File and Approve)

**CASH FLOW ANALYSIS (Items 10 – 11)**

10. Check Register for May 2022. (Receive & File and Approve)

11. FY2021-2022 Fund Balance through May 2022; the Schedule of Anticipated Property Tax Revenues for FY2021-2022 as provided by the Orange County Auditor. (Receive & File).

**TREASURER'S REPORTS (Items 12 – 16)**

12. Financial Reports for May 2022 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Revenue and Expenditure Reports for May 2022. (Receive & File)

14. Acquisitions Report for May 2022. (Receive & File)

15. Entrepreneurial Activities Report for May 2022. (Receive & File)

16. Library Impact Fee Report for May 2022. (Receive & File)

**GENERAL CONSENT REPORTS (Items 17 – 19)**

17. Personnel Report for May 2022. (Receive, File, and Ratify Appointments)

18. Circulation Report for May 2022. (Receive & File)

19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

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**STAFF REPORTS (Items 20 – 23)**

- 20. Administration Report for May 2022.
- 21. Children's Services Report for May 2022.
- 22. Adult Services Report for May 2022.
- 23. Placentia Library Web Site & Technology Report for May 2022.

**NEW BUSINESS**

- 24. Present Passport Services Updates.
- 25. Approve a Subscription Agreement with Bridgeall Libraries Limited in the Amount of \$25,200 for a Three-Year Subscription to their Web-Based Software Product CollectionHQ, and Authorization for the Library Director to Execute the Agreement.
- 26. Discuss HVAC Installation Service Contract from White Mechanical, Inc. in the amount of \$24,554.
- 27. Approve Amendments to Policy 2310 – Job Description – Facility Maintenance Technician as presented, inclusive of input from the Library Board of Trustees.
- 28. Approve Amendments to Policy 6010 – Materials Selection Policy as presented, inclusive of input received from the Library Board of Trustees.
- 29. Adopt Resolution 2022-03: Amending the Budget for the 2022-2023 Fiscal Year, Beginning July 1, 2022 and Ending June 30, 2023.
- 30. Adopt Resolution 2022-04: Stating the Intent of the Placentia Library District to Transition from an At-Large Election System to a District-Based Election System Pursuant to Elections Code Section 10010.
- 31. California Library Association Conference Report from Secretary Carline.
- 32. Legislative Updates from Secretary Carline.
- 33. Senior Community Center/Blue Ribbon Committee Report from President Martin.
- 34. Joint-Use Committee Report from President Martin.

**AGENDA DEVELOPMENT**

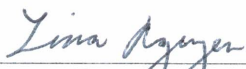
- 35. Agenda Preparation for the July Regular Meeting which will be held on July 18, 2022 unless re-scheduled by the Library Board of Trustees.

**ADJOURNMENT**

- 36. The Library Board of Trustees will adjourn the Regular Meeting Unusual Date Meeting, June 22, 2022.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for June 22, 2022 Regular Meeting Unusual Date of the Library Board of Trustees of the Placentia Library District was posted on June 15, 2022.

  
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Lina Nguyen, Executive Assistant