



AGENDA






PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, December 20, 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 November 15, 2010 Library Board of Trustees Regular 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. FY2010-2011 Cash Flow Analysis through November 2010; the Schedule of Anticipated Property Tax Revenues for FY2010-2011 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for November 010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for November 2010. (Receive & File)
15. Acquisitions Report for November 2010. (Receive & File)
16. Entrepreneurial Activities Report for November 2010. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

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

OLD BUSINESS

27. Placentia Library Policies #2020 – Vacations; #2050 – Bereavement Leave; #2060 – Jury Duty; #2070 – Continuity of Service; #2110 – Health and Welfare Benefits
Presentation: Library Director
Recommendation: Authorize revisions to Placentia Library District Policies #2020, #2050, #2060, #2070 and #2110 as presented.

NEW BUSINESS

28. Election of Board Officers:
Incumbents are indicated in parentheses.
President (*Shkoler*)
Secretary (*DeVecchio*)

Presentation: Library Director
Recommendation: Elect a Library Board President and a Library Board Secretary for 2011
29. Appointment of Library Board Representatives for 2011 by the Board President:
Incumbents are in parentheses.

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee (*Trustee Turner and Secretary DeVecchio as alternate*)

Representative to the Orange County Council of Governments (*Trustee Wood*)

Representative to the Placentia Library Friends Foundation (PLFF) (*Trustee Turner*)

Representative to the Placentia Community Network (*Trustee Escobosa and Secretary DeVecchio as alternate*)

Presentation: Library Director
Recommendation: Elect Board Representatives for 2011.

30. Selection of Date and Time for Regular Board Meetings for 2011: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2011. Staff recommendation is that the Library Board meet on the third Tuesday of January and February and the third Monday of March, April, May, June, July, August, October, November and December.

Presentation: Library Board President
Recommendations: 1) Determine the regular meeting dates and time for 2011; and

2) Read Resolution 11-06 by Title only. A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2011; and

3) Adopt Resolution 11-06.

31. Library Board of Trustees Agenda Material – Electronic Option

Presentation: Library Director
Recommendations: 1) Authorize the Placentia Library District to move to electronic distribution of agenda packets for both regular and special meetings of the Library Board of Trustees; and,

2) Adopt a common tablet platform for the Library Board of Trustees and Administrative Staff.

32. Agreement Letter with Linda Katsouleas to Provide Administrative Support

Presentation: Library Director
Recommendation: Authorize the Library Director to sign the Agreement Letter between the Placentia Library District and Linda Katsouleas to provide Administrative Support.

33. Computer Upgrades and Replacements

Presentation: Library Director
Recommendation: Authorize additional memory to public PCs and replacements for staff PCs as presented.

34. Staff Development Day

Presentation: Library Director

35. Linking Libraries to Help Haiti Project

Presentation: Library Director

36. Candidate Nomination for the Local Agency Formation Commission (LAFCO)

Presentation: Library Director
Recommendations: 1) Determine which Library Board of Trustees would be interested in serving on the LAFCO Board; and,

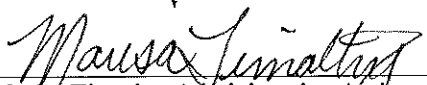
2) Authorize staff to submit nomination form.

ADJOURNMENT

37. Agenda Preparation for the December Regular Date Meeting which will be held on Monday, January 17, 2011 unless re-scheduled by the Library Board of Trustees.
38. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
39. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the December 20, 2010 Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 15, 2010.



Marisa Timothy, Administrative Assistant