



Placentia Library District

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, July 18, 2011
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 June 20, 2011 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 June 2011; the Schedule of Anticipated Property Tax Revenues for FY2010-2011 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 June 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for June 2011. (Receive & File)
15. Acquisitions Report for June 2011. (Receive & File)
16. Entrepreneurial Activities Report for June 2011. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

- 17. Personnel Report for June 2011. (Receive, File, and Ratify Appointments)
- 18. Circulation Report for June 2011. (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 June 2011.
- 21. Library Services Manager's Report for June 2011.
- 22. Children's Services Report for June 2011.
- 23. Literacy / Volunteer Services Report for June 2011.
- 24. Reference and Adult Services Report for June 2011.
- 25. Local History Room Report for June 2011.
- 26. Placentia Library Web Site & Technology Report for June 2011.

PRESENTATION

- 27. Employee of the Quarter Recognition
Presentation: Board President
Recommendation: N/A

CONTINUING BUSINESS

- 28. Legislative Updates
Presentation: Library Director
Recommendation: N/A
- 29. Discuss Policy for Use of the Placentia Library District's Digital Signage
Presentation: Library Director
Recommendations: 1) Approve the proposed policy as presented inclusive of feedback from the Library Board of Trustees; and,

2) Adopt as Policy #6075 – Digital Signage Policy.
- 30. Discuss and Review the Naming /Sponsorships of Library Buildings and Departments Proposed Policy
Presentation: Library Director
Recommendations: 1) Approve the proposed policy as presented inclusive of feedback from the Library Board of Trustees; and,

2) Adopt as Policy #6090 – Naming of Library Buildings and Departments
- 31. Staff Appreciation and Recognition Dinner Update
Presentation: Board President and Library Director

- Recommendations: 1) Authorize the Staff Appreciation and Recognition Dinner to be held on Friday, October 28, 2011 at the Marriott Hotel in Fullerton; and,
- 2) Authorize approximately \$500 to be used for the event and be drawn from the Entrepreneurial Fund.

NEW BUSINESS

32. California Special Districts Association (CSDA) 2011 Board Elections
Presentation: Library Director
Recommendations: 1) Discuss and Select a candidate to serve on CSDA's Board of Directors; and,
- 2) Authorize Board President to sign the Official Election Ballot on behalf of the Placentia Library District.
33. Keyless Restroom Access
Presentation: Business Manager
Recommendations: 1) Discuss the need for a keyless restroom access and related issues based on information presented; and,
- 2) Authorize library staff to seek proposals for a keyless restroom access system.
34. Security Camera System Replacement
Presentation: Business Manager
Recommendations: 1) Discuss the need for a security camera system replacement and related issues based on information presented; and,
- 2) Authorize library staff to seek proposals for a security camera system replacement.
35. Amendment to Resolution 12-01: An Amended Resolution of the Board of Trustees of the Placentia Library of Orange County to Adopt Fiscal Year 2011-2012 Budget for the Placentia Library District of Orange County
Presentation: Business Manager
Recommendations: 1) Motion to read Amended Resolution 12-01 by title only: An Amended Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2011-2012 Budget for the Placentia Library District of Orange County; and,
- 2) Motion to adopt Amended Resolution 12-01 by roll call vote.
36. Liebert Cassidy Whitmore Consortium Training
Presentation: Library Director
Recommendation: Authorize the Placentia Library District to enroll in the Liebert Cassidy Whitmore's Consortium Training to provide quality employment relations training for library staff.
37. Travel Authorization: Library Board of Trustees and Library Director to Attend the California Special District Association (CSDA) Annual Conference in Monterey, California from October 10-13, 2011.
Presentation: Library Director
Recommendations: 1) Determine which Library Board of Trustees will attend the Annual CSDA

Conference in Monterey and authorize staff to proceed with the Early Bird registration; and,

- 2) Determine which Library Board of Trustees will require accommodation and authorize staff to proceed with reservations.

- 38. Travel Authorization: Administrative Assistant to Attend the California Special District Association (CSDA) Board Secretary/Clerk Certificate Conference in Monterey, California from March 1-2, 2012.

Presentation: Library Director

Recommendation: Authorize Administrative Assistant, Marisa Timothy, to attend the CSDA Board Secretary/Clerk Conference in Monterey, California from March 1-2, 2012.

DISCUSSION ITEMS

- 39. Placentia Library District Policy 2000 Series

Presentation: Library Director

Recommendations: 1) Discuss and review the proposed changes as presented; and,

2) Revisit the policies at the August meeting with a possible authorization to make the changes as presented.

- 40. Library Board of Trustees August Meeting

Presentation: Library Director

Recommendation: Discuss and determine whether to cancel the August 15, 2011 Library Board of Trustees regular meeting.

- 41. Personnel Committee

Presentation: Library Director

Recommendation: Discuss and determine which Library Board of Trustees will serve on the Personnel Committee.

ADJOURNMENT

- 42. Agenda Preparation for the August Regular Date Meeting which will be held on Monday, August 15, 2011 unless re-scheduled by the Library Board of Trustees.

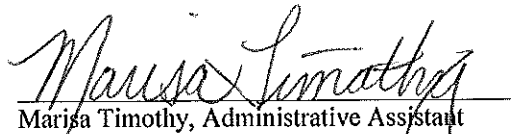
- 43. Review of Action Items.

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 July 18, 2011 Meeting of the Library Board of Trustees of the Placentia Library District was posted on July 14, 2011.


 Marisa Timothy, Administrative Assistant