



## AGENDA

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING

Monday, December 17, 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 (Library Director)

**CONSENT CALENDAR (Items 8 – 23)**

Presentation: Library Director

Recommendation: Approve by Motion

*Items 8 – 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 8)**

8. Minutes of the November 19, 2012 Library Board of Trustees Work Session and Regular 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. FY2012-2013 Cash Flow Analysis through November 2011; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor. (Receive & File).

**TREASURER'S REPORTS (Items 13 – 16)**

13. Financial Reports for November 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for November 2012. (Receive & File)

15. Acquisitions Report for November 2012. (Receive & File)

16. Entrepreneurial Activities Report for November 2012. (Receive & File)

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

17. Personnel Report for November 2012. (Receive, File, and Ratify Appointments)
18. Circulation Report for November 2012. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

**STAFF REPORTS (Items 20 – 23)**

20. Library Director's Report for November 2012.
21. Children's Services Report for November 2012.
22. Adult Services Report for November 2012.
23. Placentia Library Web Site & Technology Report for November 2012.

**NEW BUSINESS**

24. Report on Actions taken at the Library Board of Trustees Closed Session Meeting  
Presentation: Library Board of Trustees President
25. Selection of Date and Time for Regular Board Meetings for 2013: 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 2013. Staff recommendation is that the Library Board meet on the third Tuesday of February and the third Monday of January, February, March, April, May, June, July, August, September, October, November and December.  
Presentation: Library Director  
Recommendations: 1) Determine the regular meeting dates and time for 2013; and  
2) Read Resolution 13-09 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 2013; and  
3) Adopt Resolution 13-09.
26. Election of Board Officers:  
*Incumbents are indicated in parentheses.*  
President (*DeVecchio*)  
Secretary (*Escobosa*)  
  
Presentation: Library Director  
Recommendation: Elect a Library Board President and a Library Board Secretary for 2013.
27. Appointment of Library Board Representatives for 2013 by the Board President:  
*Incumbents are in parentheses.*  
  
Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee (*Trustee Turner and Trustee Carline as alternate*)  
  
Representative to the Orange County Council of Governments (*Secretary Escobosa*)

Representative to the Placentia Library Friends Foundation (PLFF) (*Trustee Turner and Trustee Carline as alternate*)

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

Presentation: Library Director  
Recommendation: Elect Board Representatives for 2013.

28. Placentia Library District Policy Manual Review.

Presentation: Library Director  
Recommendations: 1) Review and make recommendations for amendments the policies in Series 4000 – Board of Trustees; and,  
2) Establish a schedule to continue discussion, if necessary.

29. Travel Authorizations: California Special Districts Association (CSDA) How to be an Effective Board Member Workshop on January 22, 2013 in Fountain Valley, California.

Presentation: Library Director  
Recommendations: 1) Determine which Library Board of Trustees would like to attend the CSDA How to be an Effective Board Member Workshop on January 22, 2013 in Fountain Valley, California; and,  
2) Determine if the Library Director is to attend; and,  
3) Authorize travel expenses for \$225 per person for the CSDA How to Be an Effective Board Member Workshop on January 22, 2013 in Fountain Valley, California.

**ADJOURNMENT**

30. Agenda Preparation for the December Regular Date Meeting which will be held on Monday, January 16, 2013 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 December 17, 2012 Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 4, 2012.

  
Marisa Timothy, Administrative Assistant