

Placentia Library District

AGENDA






PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, September 19, 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 July 18, 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 July & August 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 July & August 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for July & August 2011. (Receive & File)
15. Acquisitions Report for July & August 2011. (Receive & File)
16. Entrepreneurial Activities Report for July & August 2011. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

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

CONTINUING BUSINESS

27. Placentia Library District's Digital Signage Policy #6075
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.
28. Naming /Sponsorships of Library Buildings and Departments Policy #6090
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
29. Staff Appreciation and Recognition Dinner Updates
Presentation: Board President and Library Director

NEW BUSINESS

30. Request from Relay For Life Placentia to Waive the Meeting Room Rental Fee
Presentation: Library Director
Recommendation: Consider waiving the meeting room rental fee for the Relay for Life Placentia for the months of September 2011 through August 2012.

31. Easter Eggcitement Event with Community Partners
Presentation: Library Director
Recommendation: N/A
32. Award Contract for Placentia Library District's Financial Audit, Management Letter and Preparation of the Annual Controller's Report for Fiscal Year 2010-2011.
Presentation: Library Director
Recommendations: 1) Award the financial audit and Annual Controller's Report preparation contract for Fiscal Year 2010-2011 to Macias Gini & O'Connell for an amount not to exceed \$12,500.

2) Authorize the Library Director to sign the engagement letter.
33. Blinds and Window for Supervisors and Staff Offices
Presentation: Library Director
Recommendation: Authorize Library Staff to install a window for the Adult Services Librarian II office and blinds for staff offices as presented.

DISCUSSION ITEMS

34. Plumbing System Assessment and Possible Replacement
Presentation: Business Manager
Recommendation: Authorize library staff to solicit request for proposals to conduct an assessment of the Library's existing plumbing system and possibly replacing the system.
35. Information Technology (IT) Assessment and Procurement of Services
Presentation: Library Director
Recommendation: Authorize library staff to solicit request for proposals to conduct an assessment of the Library's existing IT infrastructure with a possibility of procuring services to maintain and manage the Library's IT system.
36. Request from the Placentia Library Friends Foundation – Recognition for Margaret Cooper
Presentation: Library Director
Recommendation: Discuss recognition opportunities for Ms. Margaret Cooper who donated \$10,000 to the Library.
37. Point of Service Desk Business Model
Presentation: Library Director
Recommendations: 1) Discuss the new Point of Service Desk Business concept and incorporate the Library Board of Trustees' feedback into the new concept; and,

2) Authorize library staff to order signages for the public service desks and public area, including Circulation, Children's, Adult, and Passport Office.

ADJOURNMENT


38. 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.
39. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

40. Adjourn

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

I, Yesenia Baltierra, of Placentia Library District, hereby certify that the Agenda for the September 19, 2011 Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 13, 2011.



Yesenia Baltierra, Business Manager