



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

DATE, TIME & LOCATION
Monday, September 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 203.*

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 19, 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. FY2009-2010 Cash Flow Analysis through August 2010; the Schedule of Anticipated Property Tax Revenues for FY2009-2010 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 and August 2010 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for July and August 2010. (Receive & File)
15. Acquisitions Report for July and August 2010. (Receive & File)
16. Entrepreneurial Activities Report for July and August 2010. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 –19)

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

CONTINUING BUSINESS

27. Report on Actions taken at the Library Board of Trustees Closed Session
Presentation: Library Board of Trustees President
Recommendation: Action to be determined by the Library Board of Trustees
28. Short-Term Disability Insurance
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees
29. Placentia Library District Policy #1050 – Copying Public Documents
Presentation: Library Director
Recommendation: Authorize a revision to Policy #1050 – Copying Public Documents as presented.
30. Placentia Library District #5060 – Minutes of Board Meetings
Presentation: Library Director
Recommendation: Authorize a revision to Policy #5060 – Minutes of Board Meetings as presented.
31. Staff Recognition Dinner Updates
Presentation: Library Director

NEW BUSINESS

32. Award Contract for Placentia Library District's Financial Audit, Management Letter and preparation of the Annual Controller's Report for Fiscal Year 2009-2010.
Presentation: Library Director

Recommendation: Award the financial audit and Annual Controller's Report preparation contract for Fiscal Year 2009-2010 to Macias Gini & O'Connell for an amount not to exceed \$12,000.

Authorize the Library Director to sign the engagement letter dated September 7, 2010.

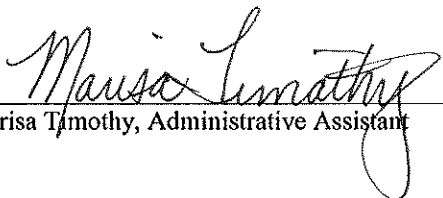
33. Public Transparency of Placentia Library District's Salary Information
Presentation: Library Director
Recommendation: Authorize staff to post the Placentia Library District's Salary Information on the website.
34. Travel Authorization: Administrative Assistant to attend the California Library Association Conference in Sacramento, California.
Presentation: Library Director
Recommendation: Authorize the Administrative Assistant to attend the California Library Association Conference in Sacramento, California, November 12-15, 2010.
35. Discuss Whether to Host a joint booth at the Heritage Festival with the Placentia Library Friends Foundation
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.
36. Special District Risk Management Authority Director Vacancy
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.

ADJOURNMENT

37. Agenda Preparation for the October Regular Date Meeting which will be held on Monday, October 18, 2010 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 Placentia Library District, hereby certify that the Agenda for the September 20, 2010 Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 14, 2010.



Marisa Timothy, Administrative Assistant