



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

UNUSUAL DATE, TIME & LOCATION

Tuesday, April 21, 2009






6:30 P.M.

Local History 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 – 28)

Presentation: Library Director
Recommendation: Approve by Motion

Items 8 – 28 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 March 24, 2009 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. FY2008-2009 Cash Flow Analysis through March 2009; the Schedule of Anticipated Property Tax Revenues for FY2008-2009 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 March 2009 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for March 2009. (Receive & File)
15. Acquisitions Report for March 2009. (Receive & File)
16. Entrepreneurial Activities Report for March 2009. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 21)

17. Personnel Report for March 2009. (Receive, File, and Ratify Appointments)
18. Circulation Report for March 2009. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
20. Status Report on Partnerships with Community Organizations. (Receive & File)
21. Status Report on Active Grant Applications. (Receive & File)

STAFF REPORTS (Items 22 – 28)

22. Library Director's Report.
23. Library Services Manager's Report.
24. Children's Services Report for March 2009.
25. Literacy / Volunteer Services Report for March 2009.
26. Reference and Adult Services Report for March 2009.
27. Local History Room Report for March 2009.
28. Placentia Library Web Site & Technology Report for March 2009.

CONTINUING BUSINESS

29. Review of the Placentia Library District Policy #4075 – Duties & Responsibilities of Library Trustees
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees

NEW BUSINESS

30. Presentation of Fiscal Year 2007-2008 Financial Audit by Lynne Netty, CPA, Macias Gini & O'Connell.
Presentation: Lynne Netty, CPA
Recommendation: Receive & File the Fiscal Year 2007-2008 Financial Audit for the Placentia Library District of Orange County.
31. Title change consideration for Placentia Library District Policy #2308 – Management Analyst
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees
32. Presentation of revisions for Placentia Library District Policies #2325 – Library Aide and #2327 – Library Page.
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.

33. Budget Preview for Fiscal Year 2009-2010. The Library Director will make a presentation on revenue, personnel and other budget issues for the upcoming budget preparations.

Presentation: Library Director

Recommendation: Action to be determined by the Library Board of Trustees

ADJOURNMENT

34. Agenda Preparation for the May Regular Date Meeting which will be held on Monday, May 18, 2009 unless re-scheduled by the Library Board of Trustees.
35. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
36. Adjourn

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

I, Marisa Timothy, Administrative Assistant, of Placentia Library District, hereby certify that the Agenda for the Unusual April 21, 2009 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on April 13, 2009.

