



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

Monday, December 16, 2013
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.*

PLEDGE OF ALLEGIANCE Library Board President

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. FY2013-2014 Cash Flow Analysis through November 2011; the Schedule of Anticipated Property Tax Revenues for FY2013-2014 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for November 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for November 2013. (Receive & File)

15. Acquisitions Report for November 2013. (Receive & File)

16. Entrepreneurial Activities Report for November 2013. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for November 2013. (Receive, File, and Ratify Appointments)
18. Circulation Report for November 2013. (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 2013.
21. Children's Services Report for November 2013.
22. Adult Services Report for November 2013.
23. Placentia Library Web Site & Technology Report for November 2013.

NEW BUSINESS

24. Selection of Date and Time for Regular Board Meetings for 2014: 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 2014. 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.

- Recommendations:
- 1) Determine the regular meeting dates and time for 2014; and
 - 2) Read Resolution 14-08 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 2014; and
 - 3) Adopt Resolution 14-08.

25. Election of Board Officers:

Incumbents are indicated in parentheses.

President (*Shkoler*)

Secretary (*Carline*)

- Recommendation: Elect a Library Board President and a Library Board Secretary for 2014.

26. Appointment of Library Board Representatives for 2014 by the Board President:

Incumbents are in parentheses.

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee (*Trustee Minter and Secretary Carline as alternate*)

Representative to the Orange County Council of Governments (*Open*)

Representative to the Placentia Library Friends Foundation (PLFF) (*Secretary Carline and alternate is open*)

Representative to the Placentia Community Network (*recommend that staff attend*)

- Recommendation: Elect Board Representatives for 2014.


27. Travel Authorization: California Special Districts Association (CSDA) How to be an Effective Board Member Workshop on January 23, 2014 in Fountain Valley, California.
Recommendations: 1) Determine which Library Board of Trustees would like to attend the CSDA How to be an Effective Board Member Workshop on January 23, 2014 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 23, 2014 in Fountain Valley, California.
28. Travel Authorization: CSDA Board Secretary/Clerk Conference, February 27-28, 2014 in Napa, California.
Recommendations: 1) Determine which Library Board of Trustees would like to attend the CSDA Board Secretary/Clerk Conference, February 27-28, 2014 in Napa, California; and,
2) Authorize travel expenses for \$525 per person for the CSDA Board Secretary/Clerk Conference, February 27-28, 2014 in Napa, California.
29. Midyear 2013-2014 Budget Review
30. Library Director will report out on the Staff Development Day

ADJOURNMENT

31. Agenda Preparation for the January Regular Date Meeting which will be held on Monday, January 20, 2014 unless re-scheduled by the Library Board of Trustees.
32. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
33. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the December 16, 2013 Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 11, 2013.



Yesenia Baltierra, Business Manager