



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

Monday, October 15, 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 (Trustee Turner)

CONSENT CALENDAR (Items 8 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 – 24 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 September 17, 2012 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. FY2012-2013 Cash Flow Analysis through September 2012; 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 September 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for September 2012. (Receive & File)
15. Acquisitions Report for September 2012. (Receive & File)
16. Entrepreneurial Activities Report for September 2012. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

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

STAFF REPORTS (Items 20 – 24)

20. Library Director's Report for September 2012.
21. Library Services Manager's Report for September 2012. (No report due to vacancy).
22. Children's Services Report for September 2012.
23. Adult Services Report for September 2012.
24. Placentia Library Web Site & Technology Report for September 2012.

PRESENTATION

25. Employee of the Quarter Award
Presentation: Board President

CONTINUING BUSINESS

26. Report on Actions taken at the Library Board of Trustees Closed Session Meeting
Presentation: Library Board of Trustees President
Recommendation: Action to be determined by the Library Board of Trustees
27. Adoption of Proposed Placentia Library District Policy #2013 – Name Badge Policy
Presentation: Library Director
Recommendation: Adopt Placentia Library District Policy #2013 – Name Badge Policy as presented inclusive of feedback from the Library Board of Trustees.
28. Adoption of Resolution 13-08: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt a Two-Year Financial Plan Effective July 1, 2013 Beginning With Fiscal Years 2013-2015.
Presentation: Library Director
Recommendations: 1) Read Resolution 13-08 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt a Two-year Financial Plan Effective July 1, 2013 Beginning With Fiscal Years 2013-2015; and,

2) Adopt Resolution 13-08 by a roll call vote.

NEW BUSINESS

29. Withdraw Membership From the Southern California Library Cooperative (SCLC)
Presentation: Library Director
Recommendation: Authorize Placentia Library District to withdraw its membership from SCLC, effective July 1, 2013.

- 30. Contract for a Computer Workshop Instructor
Presentation: Adult Services Librarian II
Recommendation: Authorize library staff to procure the service of an instructor to conduct computer workshops as presented inclusive of feedback from the Library Board of Trustees.

DISCUSSION ITEMS

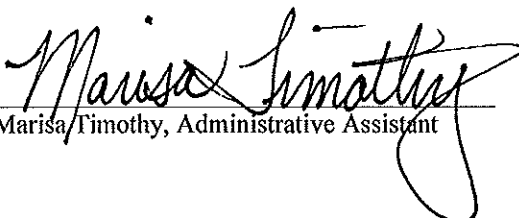
- 31. Discuss the Request for Proposals (RFP) – Backup Generator
Presentation: Business Manager
Recommendation: Authorize library staff to solicit bids based on RFP as presented inclusive of feedback from the Library Board of Trustees.
- 32. Discuss the Request for Proposals – Ceiling Lights
Presentation: Business Manager
Recommendation: Authorize library staff to solicit bids based on RFP as presented inclusive of feedback from the Library Board of Trustees.
- 33. Discuss the Request for Proposals – Facility Improvements for the Meeting Room and Staff Lounge
Presentation: Library Director
Recommendation: Authorize library staff to solicit bids based on RFP as presented inclusive of feedback from the Library Board of Trustees.

ADJOURNMENT

- 34. Agenda Preparation for the November Regular Date Meeting which will be held on Monday, November 19, 2012 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 the Placentia Library District, hereby certify that the Agenda for the October 15, 2012 Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 10, 2012.


Marisa Timothy, Administrative Assistant