

AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

DATE, TIME & LOCATION Monday, May 18, 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:

- $\mathbf{\Omega}$ Provide a qualified staff to acquire, organize, and maintain a collection of print and nonprint materials in an easily accessible facility and assist the public with its use.
- \Box Provide literacy outreach and services to the community.
- $\mathbf{\Omega}$ Provide a special collection to document and preserve Placentia's History and Authors.
- \Box Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
- \square 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

Roll Call

Recorder

Adoption of Agenda 3.

> 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

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.

Placentia Library Friends Foundation Board of Director's Report (Trustee Turner) 7.

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)

Minutes of the April 21, 2009 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

CLAIMS (Items 9 - 12)

- Nonstandard Claims in excess of \$300. (Receive & File and Approve) 9.
- Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve) 10.
- 11. Current Claims and Payroll. (Receive & File and Approve)
- FY2008-2009 Cash Flow Analysis through February 2009; the Schedule of Anticipated Property Tax 12. 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)

- Financial Reports for April 2009 for Placentia Library District Accounts on Deposit with the Orange County 13. Treasurer. (Receive & File)
- Balance Sheet for April 2009. (Receive & File) 14.
- Acquisitions Report for April 2009. (Receive & File) 15.
- Entrepreneurial Activities Report for April 2009. (Receive & File) 16.

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GENERAL CONSENT REPORTS (Items 17 – 21)

- Personnel Report for April 2009. (Receive, File, and Ratify Appointments) 17.
- 18. Circulation Report for April 2009. (Receive & File)
- 19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
- Status Report on Partnerships with Community Organizations. (Receive & File) 20.
- 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 April 2009.
- 25. Literacy / Volunteer Services Report for April 2009.
- 26. Reference and Adult Services Report for April 2009.
- 27. Local History Room Report for April 2009.
- 28. Placentia Library Web Site & Technology Report for April 2009.

CONTINUING BUSINESS

Budget for Fiscal Year 2009-2010. The Library Board of Trustees will make determinations on revenue, personnel and other expenditure issues for the Fiscal Year 2009-2010 Budget. The Fiscal Year 2009-2010 Budget may be set for Public Hearing.

Presentation:

Library Director

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

NEW BUSINESS

Presentation of Revisions for the Placentia Library District Policy #2150 - Compensation.

Presentation:

Library Director

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

Revision of the Placentia Library District Organization Chart and Establish Personnel Allocation for Fiscal 31. Year 2009-2010 and adopt as a first reading the new Job Description to implement the new Organization Chart.

Presentation:

Library Director

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

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Establish the Exempt and Non-Exempt Salary Schedules for Fiscal Year 2009-2010, effective, July 1, 2009, 32. and adopt by Resolution 09-10.

Presentation:

Library Director

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

Entrance design to the Children's & Teen Area. 33.

Presentation:

Library Director

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

CLOSED SESSION

ADJOURNMENT

Closed Session to Discuss a Pending Litigation.

Pursuant to California Government Code Section 54956.9a closed session can be held to discuss a pending litigation.

Presentation:

Library Board President will report on the Closed Session Recommendation: Action to be determined by the Library Board of Trustees

- Agenda Preparation for the June Regular Date Meeting which will be held on Monday, June 15, 2009 unless re-scheduled by the Library Board of Trustees.
- 36. Review of Action Items. No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by
- 37. Adjourn

I, Marisa Timothy, Administrative Assistant, of Placentia Library District, hereby certify that the Agenda for the May 18, 2009 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 14, 2009.