



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, March 19, 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 February 21, 2012 Library Board of Trustees Work Session Meeting and February 21, 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 February 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 February 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for February 2012. (Receive & File)
15. Acquisitions Report for February 2012. (Receive & File)
16. Entrepreneurial Activities Report for February 2012. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for February 2012. (Receive, File, and Ratify Appointments)
18. Circulation Report for February 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 February 2012.
21. Library Services Manager's Report for February 2012.
22. Children's Services Report for February 2012.
23. Adult Services Report for February 2012.
24. Placentia Library Web Site & Technology Report for February 2012.

CONTINUING BUSINESS

25. Amendment Recommendation to Placentia Library Policy #2020 – Vacations
Presentation: Library Director
Recommendation: Adopt amended Placentia Library District Policy #2020 – Vacations as presented inclusive of feedback from the Library Board of Trustees.
26. Amendment Recommendation to Placentia Library District Policy #2030 – Holidays
Presentation: Library Director
Recommendation: Adopt amended Placentia Library District Policy #2030 – Holidays as presented inclusive of feedback from the Library Board of Trustees.
27. Amendment Recommendation to Placentia Library Policy #2040 – Sick Leave
Presentation: Library Director
Recommendation: Adopt amended Placentia Library District Policy #2040 – Sick Leave as presented inclusive of feedback from the Library Board of Trustees.
28. Amendment Recommendation to Placentia Library District Policy #2050 – Bereavement Leave
Presentation: Library Director
Recommendation: Adopt amended Placentia Library District Policy #2050 – Bereavement Leave as presented inclusive of feedback from the Library Board of Trustees.
29. Amendment Recommendation to Placentia Library District Policy #2060 – Jury Duty
Presentation: Library Director
Recommendation: Adopt amended Placentia Library District Policy #2060 – Jury Duty as presented inclusive of feedback from the Library Board of Trustees.
30. Amendment Recommendation to Placentia Library Policy #2110 – Health and Welfare Benefits
Presentation: Library Director
Recommendation: Adopt amended Placentia Library District Policy #2110 – Health and Welfare Benefits as presented inclusive of feedback from the Library Board of Trustees.
31. Amendment Recommendation to Placentia Library District Policy #2120 – Educational Assistance
Presentation: Library Director
Recommendation: Adopt amended Placentia Library District Policy #2120 – Educational Assistance as presented inclusive of feedback from the Library Board of Trustees.

NEW BUSINESS

32. Travel Authorization: Library staff to attend the Annual American Library Association (ALA) Conference from June 21-26, 2012 at the Anaheim Convention Center.
Presentation: Library Director
Recommendation: Authorize Library staff to attend the Annual ALA Conference from June 21-26, 2012 at the Anaheim Convention Center, at a cost not to exceed \$2,000 to be drawn from the General Fund.
33. Presentation of a Recommended Placentia Library District Policy – Operating Hours
Presentation: Library Director
Recommendation: Adopt the Recommended Placentia Library District Policy – Operating Hours as Policy #6005 as a first reading and present policy at the April 16, 2012 Library Board of Trustees Regular Meeting for Final Adoption.
34. Presentation of a Recommended Placentia Library District Policy – District Proclamation Guidelines
Presentation: Library Director
Recommendation: Adopt Placentia Library District Policy – District Proclamation Guidelines as Policy #1070 as a first reading and present policy at the April 16, 2012 Library Board of Trustees Regular Meeting for Final Adoption.
35. CSDA Board of Directors Call for Nominations – Seat A
Presentation: Library Director
Recommendation: Determine which Library Board of Trustees would be interested in serving on the CSDA Board of Directors.
36. Oversight Board Appointment as Required by Health & Safety Code Section 34179(a).
Presentation: Library Director
Recommendation: Determine which Library Board of Trustees would be interested in serving on the Oversight Board to represent the Placentia Library District.

LIBRARY BOARD OF TRUSTEES REQUESTS

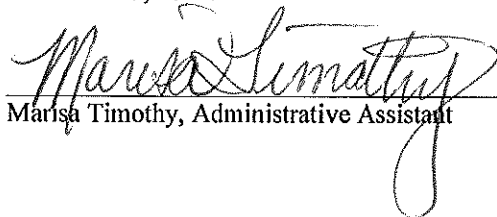
Library Board of Trustee may make requests or ask questions of Staff. If a Trustee would like to have a formal action taken on a requested matter, it will be place on a future Library Board of Trustee Meeting Agenda.

ADJOURNMENT

The Library Board of Trustees will adjourn to the next regular meeting on April 16, 2012 at 6:30pm unless re-scheduled by the Library Board of Trustees.

CERTIFICATION OF POSTING

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the March 19, 2012 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 15, 2012.



Marisa Timothy, Administrative Assistant