



AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING

Monday, November 25, 2013
6:30 p.m.
Community 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: *Supporting documentation is available for review in the Administrative Office at the Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870 9:00 a.m. – 6:00 p.m., Monday-Thursday. The Agenda and minutes are available online at www.placentialibrary.org. A copy of the Agenda packet will be available for use during the Board Meetings.*

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 (Secretary Carline)

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 October 21, 2013 Regular Library Board of Trustees 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 October 2013; 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 October 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for October 2013. (Receive & File)
15. Acquisitions Report for October 2013. (Receive & File)
16. Entrepreneurial Activities Report for October 2013. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

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

OLD BUSINESS

24. Approve an amendment to Placentia Library District Policy 6050 – Meeting Room Policy.
25. Continue discussion on use of personal heaters and proposed policy.
26. Use of Library property by staff and Placentia Library District Policy 6035 – Fines & Fees Schedule

NEW BUSINESS

27. Representatives from Public Facilities Investment Corporation (PFIC) and CWAAIA Inc Architecture will provide basic information on how public agencies plan and pay for facility improvements\renovations.
28. Changing the Employee of the Quarter Award to be amended to an annual program.
29. Report on the work session of November 12 – Sound System for meeting room.
30. Report on the work session of November 12 – Fingerprinting Policy
31. Report on the work session of November 12 – Information Technology Equipment Use Policy
32. Report on the work session of November 12 – Patron Exclusion Policy.
33. Report on the work session of November 12 – Securitization Reimbursement and Fiscal Year 2012-2013 Surplus.

DISCUSSION ITEM

- 34. Discuss and determine the needs for a website support plan. Click Consulting will present recommendation.
- 35. Discuss the server bundle for the virtualization of public PCs. Click Consulting will present information and recommendation.

ADJOURNMENT

- 36. Agenda Preparation for the September Regular Date Meeting which will be held on Monday, November 18 2013 unless re-scheduled by the Library Board of Trustees.
- 37. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 38. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the November 25, 2013 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 14, 2013.



Yesenia Baltierra, Business Manager