



# AGENDA

## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING

September 21, 2020

6:30 p.m.

Call-In Information

(669) 900-6833

Meeting ID: 850 1206 7452








Password: 046086

### **Mission Statement:**

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

### **The Centennial Vision Statement:**

The Vision of the Trustees is intended to help celebrate the 100-year anniversary of the District.

-  We will be the place where the community “sees and experiences” the technical edge and premier programming.
-  We will renovate and expand our Library.
-  We will remain financially self-sufficient.
-  We will seek strong community support.
-  We will reach our community with an active marketing plan.
-  We will increase the percentage of our operating budget that supports establishing the premier collection in Orange County.
-  We will plan for maintaining our qualified and professional staff.

**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. Library Director Report
8. Placentia Library Friends Foundation Board of Director's Report

**CONSENT CALENDAR (Items 9 – 22)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 9 – 22 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 9)**

9. Minutes of the August 17, 2020 Library Board of Trustees Regular Date and August 27, 2020 Special Date Meetings. (Receive & File and Approve)

**CASH FLOW ANALYSIS (Items 10 – 11)**

10. Check Register for August 2020. (Receive & File and Approve)
11. FY2019-2020 Cash Flow Analysis through August 2020; the Schedule of Anticipated Property Tax Revenues for FY2019-2020 as provided by the Orange County Auditor. (Receive & File).

**TREASURER'S REPORTS (Items 12 – 15)**

12. Financial Reports for August 2020 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Balance Sheet for August 2020. (Receive & File)
14. Acquisitions Report for August 2020. (Receive & File)
15. Entrepreneurial Activities Report for August 2020. (Receive & File)

**GENERAL CONSENT REPORTS (Items 16 – 18)**

16. Personnel Report for August 2020. (Receive, File, and Ratify Appointments)
17. Circulation Report for August 2020. (Receive & File)
18. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

**STAFF REPORTS (Items 19 – 22)**

19. Administration Report for August 2020.
20. Children's Services Report for August 2020.
21. Adult Services Report for August 2020.
22. Placentia Library Web Site & Technology Report for August 2020.

**CLOSED SESSION**

23. President Carline will report on actions taken by the Library Board of Trustees during the closed session.

**NEW BUSINESS**

24. Review and Discuss the Proposed District-Based Election System Timeline.
25. Approve the Retainer Agreement for Legal Services with Woodruff, Spradlin & Smart.
26. Authorize the Library Director to Attend the League of Cities Virtual Conference.
27. Discuss COVID-19 Testing Procedure for Staff and Volunteers.
28. Review and Adopt Policy 3027 – Unclaimed Check Policy.
29. Joint-Use Committee Report from President Carline.
30. Phase 2 Report from the Library Director.
31. Staff Appreciation and Recognition Report from the Assistant Library Director.

**ADJOURNMENT**

32. Agenda Preparation for the September Regular Date Meeting which will be held on October 19, 2020 at the Placentia Library District, unless re-scheduled by the Library Board of Trustees.
33. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
34. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the September 21, 2020 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 16, 2020.



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Alyssa Stolze, Administrative Assistant