



AGENDA






PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Wednesday, March 23, 2011
6:30 P.M.
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:

-  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 – 26)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 – 26 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 28, 2011 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. FY2010-2011 Cash Flow Analysis through February 2011; the Schedule of Anticipated Property Tax Revenues for FY2010-2011 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for February 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for February 2011. (Receive & File)
15. Acquisitions Report for February 2011. (Receive & File)
16. Entrepreneurial Activities Report for February 2011. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for February 2011. (Receive, File, and Ratify Appointments)
18. Circulation Report for February 2011. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 26)

20. Library Director's Report for February 2011.
21. Library Services Manager's Report for February 2011. Trustee Shkoler will provide report on IT projects and status.
22. Children's Services Report for February 2011.
23. Volunteer Services Report for February 2011.
24. Reference, Adult and Literacy Services Report for February 2011.
25. Local History Room Report for February 2011.
26. Placentia Library Web Site & Technology Report for February 2011.

NEW BUSINESS

27. Presentation of Fiscal Year 2009-2010 Financial Audit by Linda Hurley, CPA from Macias Gini & O'Connell.
Presentation: Linda Hurley, CPA
Recommendation: Receive & File the Fiscal Year 2009-2010 Financial Audit for the Placentia Library District of Orange County.
28. CSDA Board of Directors Call for Nominations – Seat C
Presentation: Library Director
Recommendation: Determine if any Library Board of Trustees would be interested in serving on the CSDA Board of Directors.

DISCUSSION ITEMS

29. Defibrillator and Two-Way Radio for the Placentia Library District
Presentation: Library Director
Recommendation: Determine the interest of the Library Board of Trustees and for the Library Board of Trustees to consider the purchase of a defibrillator and Two-Way Radio for the Fiscal Year 2011-2012.
30. Template for Consultant and Independent Contractor Agreements
Presentation: Library Director
Recommendation: 1) Authorize Library Staff to discuss and present contract templates to an attorney for legal opinion; and
2) Library Staff to present legal opinion at a future meeting.
31. Review the Process of the Re-flooring Project and Lessons Learned

Presentation: Library Director
Recommendation: Direct Library Staff to develop a procedure for all construction projects from lessons learned and present at a future meeting.

32. IT Position

Presentation: Library Director
Recommendation: Authorize Library Staff to research and present cost analysis at the April meeting.

CONTINUING BUSINESS

33. Report on Actions taken at the Library Board of Trustees Closed Session

Presentation: President Wood

34. Fiscal Year 2010-2011 Capital Improvement Projects

Presentation: Library Director
Recommendation: Prioritize and determine what project(s) are to be completed within Fiscal Year 2010-2011.

35. Post Construction Cleaning of the Library

Presentation: Library Director
Recommendation: Authorize Library Staff to continue pursuing discussion with Concrete Construction Corporation and/or their insurance carrier, Goodman Insurance Services, for the cost of post construction cleaning for the Library.

36. Legislative Issues – California Forward’s Speak Up California Dialogue

Presentation: Library Director
Recommendation: Determine which Library Board of Trustees would be interested in attending the Speak Up California Dialogue hosted by California Forward on Thursday, March 24, 2011 in San Diego.

ADJOURNMENT

37. Agenda Preparation for the April Regular Date Meeting which will be held on Monday, April 18, 2011 unless re-scheduled by the Library Board of Trustees.

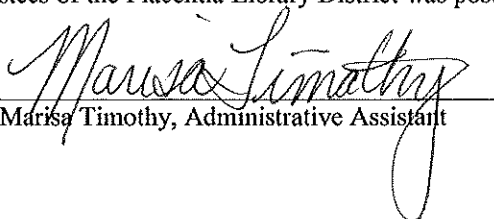
38. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

39. Adjourn

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

I, Marisa Timothy, Administrative Assistant of Placentia Library District, hereby certify that the Agenda for the March 23, 2011 Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 19, 2011.


Marisa Timothy, Administrative Assistant