



AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING

Monday, January 28, 2013
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 (Library Director)

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 December 17, 2012 Library Board of Trustees Work Session and Regular 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. FY2012-2013 Cash Flow Analysis through December 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 December 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for December 2012. (Receive & File)

15. Acquisitions Report for December 2012. (Receive & File)

16. Entrepreneurial Activities Report for December 2012. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

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

PRESENTATION

24. Employer of the Quarter
Presentation: Board President Shkoler

NEW BUSINESS

25. Presentation of Fiscal Year 2011-2012 Financial Audit from Macias Gini & O'Connell.
Presentation: Macias Gini & O'Connell
Recommendation: Receive & File the Fiscal Year 2011-2012 Financial Audit for the Placentia Library District of Orange County.
26. Mid-Year Budget Review
Presentation: Library Director
Recommendation: Action determined by the Library Board of Trustees.
27. Carpet and Furniture Cleaning Update
Presentation: Business Manager
28. Updates on Joint Power Agreement Related Issues with the City of Placentia
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees
29. Selling Pens
Presentation: Library Director
Recommendation: Authorize the Placentia Library Friends Foundation to sell pens inside the library for patron use.
30. Travel Authorization: Public Library Director Forum
Presentation: Library Director
Recommendation: Authorize the Library Director to attend the Public Library Director Forum in Sacramento on March 6-7, 2013 with expenses covered by the California State Library.

31. Orange County Local Area Formation Commission (LAFCO) Municipal Service Review (MSR) for Placentia Library District is scheduled for February 13, 2013 in Santa Ana.

Presentation: Library Director

Recommendation: Authorize Library Director to attend the February 13, 2013 LAFCO meeting and report findings at the February 25, 2013 Library Board of Trustees meeting.

DISCUSSION ITEMS

32. 2006 Strategic Plan and Staff Development Day Summary

Presentation: Library Director

Recommendation: Discuss and determine what budget items are to be considered for Fiscal Year 2013-2015.

33. Request for Proposals – Facility Improvement and IT Services

Presentation: Library Director

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

ADJOURNMENT

34. Agenda Preparation for the February Unusual Date Meeting which will be held on Monday, February 25, 2013 unless re-scheduled by the Library Board of Trustees.


35. Review of Action Items.

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

36. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the January 28, 2013 Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 22, 2013.



Yesenia Baltierra, Business Manager