

Placentia Library District

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, June 20, 2011
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 – 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 May 16, 2011 Library Board of Trustees Regular Meeting and May 19, 2011 Library Board of Trustees Special 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 May 2011; the Schedule of Anticipated Property Tax Revenues for FY2010-2011 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

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

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for May 2011. (Receive, File, and Ratify Appointments)
18. Circulation Report for May 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 May 2011.
21. Library Services Manager's Report for May 2011.
22. Children's Services Report for May 2011.
23. Literacy / Volunteer Services Report for May 2011.
24. Reference and Adult Services Report for May 2011.
25. Local History Room Report for May 2011.
26. Placentia Library Web Site & Technology Report for May 2011.

MEET AND GREET

27. An Introduction to Placentia's New Police Chief, Rick Hicks.

CONTINUING BUSINESS

28. Placentia Library District Policy 6020 – Public Computer and Internet Access Policy
Presentation: Library Director
Recommendation: Authorize a change in Placentia Library District Policy 6020 – Public Computer and Internet Access Policy as presented.
29. Emergency Preparedness Plan
Presentation: Business Manager
Recommendation: 1) Authorize library staff to research costs for emergency preparedness workshops and trainings as presented with feedback from the Library Board of Trustees; and,

2) Library staff to present information at the Library Board of Trustees September meeting.

NEW BUSINESS

30. C.O.P.S. New Children's Program
Presentation: Children's Librarian II

31. Weekly Claims Resolution 12-06
 - Presentation: Business Manager
 - Recommendations: 1) Motion to read Resolution 12-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Authorize the Library Director to Approve Weekly Claims as Designated; and,
 - 2) Motion to Adopt Resolution 12-06 by a roll call vote.

32. GASB Resolution 12-07
 - Presentation: Business Manager
 - Recommendations: 1) Motion to read Resolution 12-07 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish new Governmental Accounting Standards Board (GASB) Regulations for Restricted Fund Balances.
 - 2) Motion to Adopt Resolution 12-07 by a roll call vote.

33. Placentia Library District Policies #3020 – Budget Preparation, #3025 – Reserves, #3030 – Fixed Asset Accounting and #3035 – Investment of District Funds
 - Presentation: Business Manager
 - Recommendation: Authorize changes to the Placentia Library District Policies #3020, #3025, #3030 and #3035 as presented to conform with current GASB laws.

34. Review and Discuss Air Duct and Vent Cleaning Bids
 - Presentation: Business Manager
 - Recommendations: 1) Award contract to Disaster Kleenup / Better Floors and Restorations for the service of cleaning the library's air ducts and vents as described in Disaster Kleenup's bid dated February 17, 2011; and,
 - 2) Approve contract by a roll call vote.

35. California Special District Association (CSDA) Bylaws Amendments
 - Presentation: Library Director
 - Recommendations: 1) Approve the proposed CSDA Bylaws Amendments as presented; and,
 - 2) Authorize President Wood to sign and submit the ballot on behalf of the Placentia Library District.

36. Special District Risk Management Authority (SDRMA) Election Resolution and Ballot
 - Presentation: Library Director
 - Recommendations: 1) Discuss and Select three candidates to serve on SDRMA's Board of Directors; and,
 - 2) Motion to read Resolution 12-08 by title only: A Resolution of the Governing Body of the Placentia Library District For the Election of Directors to the Special District Risk Management Authority Board of Directors; and,
 - 3) Motion to adopt Resolution 12-08 by a roll call vote; and,
 - 4) Authorize President Wood and Secretary DeVecchio to sign the Official Election Ballot on behalf of the Placentia Library District.

37. National Night Out
Presentation: Library Director
Recommendation: Determine which Library Board of Trustees would like to participate in the National Night Out on August 2, 2011.
38. Heritage Parade and Festival
Presentation: Library Director
Recommendations: 1) Determine which Library Board of Trustees would like to participate in the Heritage Parade on October 15, 2011; and,

2) Authorize the Placentia Library District to have a booth at the Heritage Festival on October 15, 2011.
39. Recruitment Updates
Presentation: Library Director

DISCUSSION ITEMS

40. Review and Discuss Microphone Options for Library Board of Trustees Meetings
Presentation: Library Director
Recommendation: Authorize library staff to purchase microphones for use at the Library Board of Trustees meetings and other library-related business.
41. Discuss a Marketing Opportunity to Promote Library Services and Programs through an Email Campaign and Drawing
Presentation: Library Director
Recommendation: Consider authorizing the purchase of an Ipad2 for the Email Campaign and Drawing, using entrepreneurial funds.
42. Discuss Letterings and Art Canvas Photographs for the Meeting Room
Presentation: Library Director
Recommendation: Consider authorizing the letterings and art canvas for the meeting room as presented.
43. Staff Appreciation and Recognition Dinner
Presentation: Library Director
Recommendations: 1) Determine which date from the dates presented, to have the Staff Appreciation and Recognition Dinner; and,

2) Determine which Library Board Trustee would like to serve as Chairperson for the Staff Appreciation and Recognition Dinner; and,

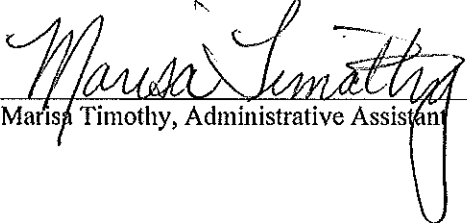
3) Authorize Chairperson and the Library Director to begin planning for the Staff Appreciation and Recognition Dinner.
44. Business Items For the Library Board of Trustees to Consider
Presentation: Library Director
Recommendation: Determine what items need to be presented to the Library Board of Trustees for Consideration and Approval.

ADJOURNMENT

45. Agenda Preparation for the July Regular Date Meeting which will be held on Monday, July 18, 2011 unless re-scheduled by the Library Board of Trustees.
46. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
47. Adjourn

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

I, Marisa Timothy, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the June 20, 2011 Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 14, 2011.



Marisa Timothy, Administrative Assistant