



AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSAL DATE MEETING

Monday, April 22, 2013
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: *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 March 18, 2013 Library Board of Trustees Unusual Date and Work Session 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 March 2013; 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 March 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for March 2013. (Receive & File)
15. Acquisitions Report for March 2013. (Receive & File)
16. Entrepreneurial Activities Report for March 2013. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

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

PRESENTATION

24. Library Board President will present the Employee of the Quarter Award to Brenda Ramirez.

OLD BUSINESS

25. Select a firm to provide information technology services to the Placentia Library District on an annual basis commencing July 1, 2013.
Fiscal Impact: \$22,200 - \$71,760 annually
26. Authorize library staff to solicit services for an interior designer to provide two designs for the meeting room and staff lounge facility improvement projects, to be presented at the May 20, 2013 Board meeting.
Fiscal Impact: To be determined
27. Authorize postponement of the request for proposals for the purchase and installation of a backup generator until Fiscal Year 2014-2015.
Fiscal Impact: \$100,000+

28. Authorize postponement of the request for proposals for the Ceiling and Lighting Seismic Assessment until Fiscal Year 2013-2014.
Fiscal Impact: To be determined
29. Approve the amendments to the Placentia Library District Policy Series 2300 – Job Descriptions, reviewed by a Human Resources consultant, as presented inclusive of feedback received from the Library Board of Trustees.
Fiscal Impact: \$500 for the Human Resources Consultant fee
30. Adopt the Fiscal Year 2013-2015 Budget as presented for a first reading and set it for Public Hearing at the May 20, 2013 Regular Meeting of the Library Board of Trustees.
Fiscal Impact: \$2,126,414 for Fiscal Year 2013-2014 and \$2,167,102 for Fiscal Year 2014-2015

NEW BUSINESS

31. Library staff will report out on the shifting of responsibility of adult education programs from K-12 schools to community colleges and its impact on public libraries.
Fiscal Impact: N/A
32. Library staff will provide an update on the most recent facility issues and solutions
Fiscal Impact: \$10,736
33. Library staff will provide a report out on the Special District Risk Management Authority (SDRMA) Worker's Compensation & Property/Liability Insurance Incentive Program
Fiscal Impact: Savings of \$1,212
34. Approve the amendment to the Placentia Library District Policy 6030 – Circulation Policy as presented with an effective date of May 1, 2013.
Fiscal Impact: N/A
35. Approve the amendment to the Placentia Library District Policy 6035 – Fines & Fees Schedule as presented with an effective date of July 1, 2013.
Fiscal Impact: N/A

DISCUSSION ITEMS

36. Discuss and decide on the possible procurement of a Human Resources Consulting firm to conduct a comprehensive compensation and classification study for the Placentia Library District.
Fiscal Impact: N/A
37. Discuss and decide on the possible procurement of a strategic planning consultant and present a request for proposal with recommendation at the May 20, 2013 Regular Meeting of the Library Board of Trustees.
Fiscal Impact: \$25,000

ADJOURNMENT

- 38. Agenda Preparation for the May Regular Date Meeting which will be held on Monday, May 20, 2013 unless re-scheduled by the Library Board of Trustees.
- 39. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 40. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the April 22, 2013 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on April 17, 2013.



Yesenia Baltierra, Business Manager