



AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING

Monday, February 24, 2014
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.*

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

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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 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 – 24 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 January 27, 2014 Unusual Library Board of Trustees 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. FY2013-2014 Cash Flow Analysis through January 2014; the Schedule of Anticipated Property Tax Revenues for FY2013-2014 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for January 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for January 2014. (Receive & File)

15. Acquisitions Report for January 2014. (Receive & File)

16. Entrepreneurial Activities Report for January 2014. (Receive & File)

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GENERAL CONSENT REPORTS (Items 17 – 20)

17. Personnel Report for January 2014. (Receive, File, and Ratify Appointments)
18. Circulation Report for January 2014. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
20. Public Agency Retirement Services (PARS) Financial Statements and Audit Report. (Receive & File)

STAFF REPORTS (Items 21 – 24)

21. Library Director's Report for January 2014.
22. Children's Services Report for January 2014.
23. Adult Services Report for January 2014.
24. Placentia Library Web Site & Technology Report for January 2014.

NEW BUSINESS

25. Presentation of the new Website design from Click Consulting.
Recommendation: Authorize the new design as presented, inclusive of feedback from the Library Board of Trustees.
26. Review of Placentia Library District Policy Manual, Sections 2300, Job Descriptions, and 6000, Operations.
Recommendation: Set a date for a work session to further review Sections 2300 and 6000
27. Marketing Video for Promotion of the Summer Reading Program.
Recommendation: Authorize library staff to work with People Star FilmWorks to produce a promotional video for the annual Summer Reading Program.
28. Travel Authorization: Computers in Libraries Annual Conference, April 7-9, 2014, Washington, DC.
Recommendation: Authorize Library Director Contreras to attend the Computers in Libraries Conference in Washington, DC, April 7-9, 2014 with expenses to be paid from the General Fund.

CLOSED SESSION

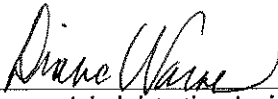
29. Conference with legal counsel-anticipated litigation.
Conference with legal counsel-anticipated litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9 (one case).

ADJOURNMENT

30. Agenda Preparation for the February Unusual Date Meeting which will be held on Monday, March 17, 2014 unless re-scheduled by the Library Board of Trustees.
31. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
32. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the February 24 2014 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 19, 2014



Diane Warner, Administrative Assistant