

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 16, 2020

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 16th, 2020 at 6:30 p.m.

Members Present: President Gayle Carline, Secretary Al Shkoler, Trustee Richard DeVecchio, Trustee Jo-Anne Martin, Trustee Elizabeth Minter.

Members Absent: None.

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager; Alyssa Stolze, Administrative Assistant.

Guests: David DeBerry, Director at Woodruff, Spradlin & Smart.

ADOPTION OF AGENDA

It was motioned by Secretary Shkoler and seconded by Trustee DeVecchio to adopt the agenda (Item 3).

AYES:	Carline, Shkoler, DeVecchio, Martin, Minter
NOES:	None
ABSENT:	None

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the Joint Use Committee Meeting, Day One of Staff Development Day, and the Staff Appreciation Trivia Night.

Secretary Shkoler attended the morning session of Day One of Staff Development Day and the Staff Appreciation Trivia Night.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Trustee DeVecchio attended the Staff Appreciation Trivia Night.

Trustee Martin attended the Joint Use Committee Meeting, Day One of Staff Development Day, and the Staff Appreciation Trivia Night. Trustee Martin also presented at the 29th Senate District's Women of Recognition Event. Moreover, Trustee Martin continues to meet with her learner and attended a Federal Partner's Credit Union Director's Meeting.

Trustee Minter attended a virtual ISDOC Meeting.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras reported out on her presentation at the League of California Cities Virtual Conference about how libraries are respond during crisis, is submitting the CLA proposal regarding the library's re-opening plans, and is working with staff to finalize the District's Mask PSA Video.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported the PLFF Membership Drive is moving forward, the need for a bookstore manager, pricers

and sorters, and how they are planning to utilize National Giving Tuesday in November as a fundraising opportunity. PLFF President Dahl reported on the income from the Honor Box exceeding expectations as well.

CONSENT CALENDAR

It was motioned by Trustee Minter and seconded by Trustee Martin to approve Agenda Items 9-22 as amended. A roll call vote was taken:

AYES: Carline, Shkoler, DeVecchio, Martin, Minter
NOES: None
ABSENT: None

**MINUTES OF THE LIBRARY
BOARD OF TRUSTEES
OCTOBER 16, 2020
REGULAR DATE MEETING.**

Minutes of the Library Board of Trustees September 20th, 2020 Regular Date Meeting were approved as amended, received, and filed (Item 9).

AYES: Carline, Shkoler, DeVecchio, Martin, Minter
NOES: None
ABSENT: None

**CASH FLOW ANALYSIS
AND
TREASURER'S REPORTS**

Check Registers for October 2020 (Item 10)
Fund 707 Balance Report for October 2020 (Item 11)

Financial Reports through October 2020 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

Balance Sheets for October 2020 (Item 13)
Acquisitions Report for October 2020 (Item 14)
Service Revenue Report for October 2020 (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for October 2020 (Item 16)
Circulation Report for October 2020 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

STAFF REPORTS

Administration Report for October 2020 (Item 19)
Children's Services Report October 2020 (Item 20)
Adult Services Report for October 2020 (Item 21)
Placentia Library Website Technology Report for October 2020 (Item 22)

**PRESIDENT CARLINE WILL
PRESENT THE 2020
EMPLOYEE OF THE YEAR
PRESENTATION TO ALYSSA
STOLZE.**

President Carline provided background on the qualifications for nomination of the Placentia Library District's Employee of the Year and presented the 2020 Employee of the Year to Alyssa Stolze, Administrative Assistant. The Library Board of Trustees presented Miss Stolze with a plaque for her achievement and congratulated her on the nomination and her accomplishments.

FIRST HEARING ON DISTRICT-BASED ELECTIONS. DISCUSS A MASK-RELATED INCIDENT AND INQUIRY FROM A PATRON.

In August of 2020 the Board of Trustees (“Board”) adopted Resolution No. 20-02 declaring its intent to transition from at-large to district-based elections for the Board of Trustees. Pursuant to Elections Code Section 10010 the Board must hold two public hearings over a period of no more than 30 days to receive public input regarding the composition of the districts before any map or maps of the boundaries of the proposed districts are drawn and the sequencing of the district elections. Once a map(s) is drawn, the Board must hold two additional hearings to receive public input on the maps(s).

President Carline opened the first of the two hearings before a map(s) is drawn. Library Director Contreras and David DeBerry of Woodruff, Spradlin & Smart presented how the District has engaged in outreach efforts to inform the public about the proposed district elections and the process associated with developing the districts. The public notice for this hearing was published in English and Spanish in The Register. Notices of the hearing were posted on the Library’s website in English and Spanish and on the Library’s Facebook page. The Board reviewed map options and decided the first district-based election will begin 2022. There were no members of the public at this time and the public hearing was closed. The next public hearing will take place on December 21, 2020.

DISCUSS A MASK-RELATED INCIDENT AND INQUIRY FROM A PATRON.

Library Director Contreras presented the discussion at the request of the Board President regarding a patron mask incident where a patron had received multiple warnings and was then given a 30 day ban from the premises due to continuous displays of not wearing his mask over his nose while inside the library. Library Director Contreras presented the steps taken and Policy 6067- Patron Exclusion Policy. It was motioned by Trustee Minter to ratify the staff’s response and support the Library Director’s direction. This was seconded by Secretary Shkoler. All in favor:

AYES:	Carline, Shkoler, DeVecchio, Martin, Minter
NOES:	None
ABSENT:	None

PRESIDENT CARLINE WILL REPORT OUT ON THE JOINT-USE COMMITTEE MEETING.

President Carline reported out on the updates presented by the City at the November 5, 2020 Joint Use Committee Meeting. Discussions included the parking lot, such as the update that trustees will be given hanging parking passes, the action plan of giving staff parking stickers, and the use of the lot for city events without informing the library. Assistant Library Director Baltierra will continue to hold meetings with the City quarterly to discuss upcoming events.

The City also provided upcoming projects and a list of capital improvement projects, such as the pergola, and their estimates for the next five years. Projects such as the pergola, lighting, and the removal of the tree near the library lot will be considered in the Library District’s next budget cycle. Additionally, the Christmas Tree Ceremony is planned to happen, but not in a manner that would cause a large gathering.

COUNTY OF ORANGE CLERK OF THE BOARD CODE AMENDMENTS FOR PUBLIC SERVICES MANAGER AND TECHNOLOGY MANAGER RECLASSIFICATIONS.

Library Director Contreras presented the District’s current conflict of interest codes and those that are required to submit a Form 700 annually. At the December 12, 2019 Board Meeting, the Board of Trustees approved the reclassification of the Public Services Manager to Assistant Library Director and Technology Manager to Systems Librarian. Due to these reclassifications, the Public Services Manager title must be amended as a filer and the Technology Manager position is to be removed.

It was motioned by Secretary Shkoler to authorize a code amendment for the renaming of Public Services Manager to Assistant Library Director as instructed by the Orange County Clerk of the Board, authorize a code amendment to remove the “Technology Manager” position as instructed by the County Clerk of the Board, and authorize the Board President to sign the Declaration for Non- County Local Agencies. The motion was seconded by Trustee DeVecchio. A roll call vote was taken:

AYES:	Carline, Shkoler, DeVecchio, Martin, Minter
NOES:	None
ABSENT:	None

REVIEW OF ACTION ITEMS

The next Regular Date Board Meeting will be on December 21st, 2020 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of November 16th, 2020 was adjourned at 7:30 p.m.



Gayle Carline, President
Library Board of Trustees



Al Shkoler, Secretary
Library Board of Trustees