

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 20, 2021

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 20th, 2021 at 6:30 p.m.

Members Present: President Jo-Anne Martin, Secretary Gayle Carline, Trustee Sherri Dahl, Trustee Hilaire Shioura, Trustee Al Shkoler.

Members Absent: None.

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

Counsel Present: David DeBerry, Woodruff, Spradlin & Smart.

Guests: Mary Kay McMahon, Placentia Round Table Women's Club President; Jeremy Yamaguchi, IT Consultant; Kyle Packham, California Special District Association's Advocacy and Public Affairs Director; Laura De Leon, Library Clerk; Wendy Amireh, Supervising Librarian; Ethan Ly, El Dorado Student; Reuben Skipper, resident; Audriane Bridges-Skipper, resident; Theresa Kintz, resident; Teresa Thompson, resident; Elizabeth Hanink; Jon Legree; Luke Harwick; Desmond Silveira.

ADOPTION OF AGENDA

It was motioned by President Martin to adopt the agenda as presented. It was moved by Trustee Shkoler and seconded by Trustee Dahl to adopt the agenda (Item 3).

AYES:	Martin, Carline, Dahl, Shioura, Shkoler
NOES:	None
ABSENT:	None

ORAL COMMUNICATION

Reuben Skipper, resident and library patron, introduced himself to the Board and thanked them for their leadership and creativity to serve the community throughout the pandemic with modified services and the Director's Messages. (Item 4).

BOARD PRESIDENT REPORT

President Martin attended the Financial Partner's Credit Union Strategic Planning Conference, audit kick off meeting, Joint Use Committee meeting, Rotary's Cowabunga event, and the California Special District Association Conference to receive the Special District Risk Management Authority's Earl F. Sayre Excellence in Safety Award on behalf of the Placentia Library District. Moreover, President Martin was inducted into the Rotary Club of Placentia and will be serving on the Blue Ribbon Commission for the Senior Center.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline attended the Joint Use Committee Meeting and a LAFCO meeting.

Trustee Dahl volunteered with the Placentia Round Table Women’s Club and attended the OCCOG meeting, CSDA Annual Conference, and City housing update meeting.

Trustee Shioura attended the Governor Recall candidate forum and spoke with over 20 candidates to promote library funding.

Trustee Shkoler attended the Rotary Cowabunga event.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras reported on recruitment updates, thanked Police Chief Lenyi and the Police Department for ensuring their work in maintaining the availability of the Library’s parking spaces through the 150+ overnight parking citations issued since January 2021, the planned removal of three of the curbside parking signs, and upcoming programs, grants and partnerships within the community. Additionally, Director Contreras informed the Board, based on the Business Manager’s information, the 2020-2021 Fiscal Year is projected to result in a balance of \$570,000 which will be built into the District’s reserves.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth provided updates on the PLFF Blowout Sale fundraiser, strategic planning and how the bookstore is planning to be open throughout library operating hours to increase sales. The yard sale will be on Saturday, November 6th and donations of gently used items are being accepted for the fundraising event.

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Trustee Dahl to approve Agenda Items 9-22 as presented. A roll call vote was taken.

AYES: Martin, Carline, Dahl, Shkoler
NOES: Shioura
ABSENT: None

A motion was then made to amend the agenda to have Item 34 moved to the beginning of the New Business section of the agenda. It was moved by Secretary Carline and seconded by Trustee Shkoler. A roll call vote was taken.

AYES: Martin, Carline, Dahl, Shioura, Shkoler
NOES: None
ABSENT: None

**MINUTES FOR AUGUST 16,
2021 REGULAR DATE
MEETING.**

The minutes for the August 16th, 2021 Regular Date Board Meeting were received, reviewed and filed as amended (Item 9).

AYES: Martin, Carline, Dahl, Shkoler
NOES: Shioura
ABSENT: None

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

Check Registers for August 2021 (Item 10)
Fund 707 Balance Report for August 2021 (Item 11)
Financial Reports through August 2021 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)

**GENERAL CONSENT
REPORTS**

Balance Sheets for August 2021 (Item 13)
Acquisitions Report for August 2021 (Item 14)
Service Revenue Report for August 2021 (Item 15)
Personnel Report for August 2021 (Item 16)
Circulation Report for August 2021 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

STAFF REPORTS

Administration Report for August 2021 (Item 19)
Children’s Services Report August 2021 (Item 20)
Adult Services Report for August 2021 (Item 21)
Placentia Library Website Technology Report for August 2021 (Item 22)

**BOARD PRESIDENT MARTIN
WILL REPORT OUT ON THE
CLOSED SESSION.**

President Martin reported the Closed Session regarding personnel matters of the Library Director’s Annual Performance will continue next month and be presented at the October meeting.

**PRESIDENT MARTIN WILL
PRESENT THE 2021
EMPLOYEE OF THE YEAR
AWARD TO SHELLIE
MCCURDY, LIBRARY
ASSISTANT.**

President Martin presented the 2021 Employee of the Year Award to Shellie McCurdy, Library Assistant. Shellie has been with the Placentia Library District since September 4, 2019, as a part-time Library Assistant. She was hired to develop and oversee programs for the new makerspace, the Hangar. Though Shellie’s been with Placentia for less than two years, she has truly transformed the service level and offered innovative programs beyond what was expected of her. Last year was a challenging year for our Placentia team and Shellie rose to the occasion. Despite not being able to provide in-person service, Shellie worked with her colleagues and offered her assistance to develop a new program – Family Cooking Time Series. This task was in addition to Shellie’s duties at the time. The community has greatly benefited from her programs and creativity. Thank you to Shellie for her dedication to our Placentia community.

INTRODUCTION OF TEEN PROGRAM AD HOC COMMITTEE (TPAC) MEMBERS.

At the August 16, 2021 Library Board of Trustees meeting, the Board approved the formation of the Teen Program Ad Hoc Committee (TPAC) to address the development of teen programs offered at the District. The goals for the committee are, but not limited to, the following: Discuss teen programs and identify program ideas that meet the teens in Placentia, with diversity and inclusion in mind, establish guidelines and processes for future teen programs and activities, address committee's concerns and appropriate actions to be taken, present committee recommendations to the Board at a future public meeting

Trustee Shioura asked to make a motion to cancel the ALLY Program. President Martin explained the program was held in June and at the last meeting it was discussed to create the Ad Hoc Committee. Director Contreras explained no ALLY programs are planned through February 2022, as reflected in the current issue of the eXPLORE newsletter. Director Contreras provided a copy of the September 2021-February 2022 issue to Trustee Shioura. The motion did not receive a second.

The District reached out to interested community members and received commitment from the following individuals who introduced themselves to the Board: Audrienne Bridges-Skipper, Teacher's Aide at Placentia-Yorba Linda School District; Ethan Ly, Valencia High School Student; Reuben Skipper, longtime patron & Publicist; Theresa Kintz, resident.

Additionally, TPAC will include the following members from the District: President Martin, Trustee Dahl, Library Director Contreras, Assistant Library Director Baltierra and Supervising Librarian Amireh. The first TPAC meeting will be held on Tuesday, October 5th in the History Room.

After background and introductions, President Martin opened the item for public comment. Resident Teresa Thompson took a moment to speak in regards to her stance regarding this program and wanting the aim of teen programming to reflect feeling like they belong rather than labels. The Board thanked her for her time and invited Ms. Thompson to join the committee.

LEGISLATIVE UPDATES FROM MR. KYLE PACKHAM.

Mr. Kyle Packham, California Special District Association's (CSDA) Advocacy and Public Affairs Director gave updates about CSDA's roles and status on the following legislations pertaining to special districts:

- COVID relief funding – Includes \$100M for independent special districts, CSDA will host a webinar with the Department of Finance on September 27th on the availability and process of these funds.
- Redistricting and the California Voting Rights Act (CVRA) – SB 443, special districts no longer affected by Fair Maps Act; SB 594 – CSDA supports.
- CalPERS (not pertinent to Placentia Library District) – Discount rate was reduced from 7% to 6.8% due to risk mitigation policy.
- Surplus Land Act – Local agencies must engage with the Housing and Community Development when disposing surplus land, or when declaring exempt surplus land, and shall include leases in excess of five years.

- Development Impact Fees – CSDA opposes AB 59, AB 678, and AB 602, the Impact Fee Nexus Study Reform, unless it is amended.
- AB 361 – Brown Act Emergency Flexibility. On September 16, 2021 Governor Gavin Newsom signed into law AB 361, a law which enables local public agencies to continue to use teleconferencing without complying with certain Brown Act provisions.

**INFORMATION ON THE
PLACENTIA ROUND TABLE
WOMEN’S CLUB FROM
MARY KAY MCMAHON,
CLUB PRESIDENT.**

Placentia Round Table Women’s Club (PRTWC) President McMahon provided the history of PRTWC since 1902. Through its fundraisers - Friendship Soup, Festival of the Trees, and Tea and Fashion Show, PRTWC provides over \$20,000 in scholarships to local high school students and veterans. Additionally, the Club’s continued support, both monetarily and time, has allowed the Placentia Library District to provide an Easter Eggcitement event and Summer Reading programs that have been treasured by our Placentia community.

**REPORT ON IT PROJECTS
AND STATUS BY JEREMY
YAMAGUCHI, IT
CONSULTANT.**

Mr. Yamaguchi provided progress reports to the Board of Trustees since beginning his consulting services. Additionally, Mr. Yamaguchi provided long-term improvements for the Board’s consideration inclusive of updating servers, the voice over IP phone system, failover internet connection, establishing a business continuity and disaster recovery plan in addition to other items. After an in depth discussion, it was motioned by Secretary Carline and seconded by Trustee Shkoler to authorize staff to proceed with recommendations within the approved budget as presented by Mr. Yamaguchi. A roll call vote was taken:

AYES:	Martin, Carline, Dahl, Shkoler
NOES:	Shioura
ABSENT:	None

**ADOPTION OF POLICY 4078
– CENSURE POLICY.**

At the August 16, 2021 Library Board of Trustees meeting, a new policy, Policy 4078 – Censure Policy was presented and passed as a First Reading, with a 4-1 voting with Trustee Shioura dissenting. President Martin opened up the discussion for Board members to speak. Trustee Shioura expressed such policy infringes on the First Amendment, Freedom of Speech and believes members should not be censored. Trustee Shioura further voiced his opposition to the policy as he believed he was being censored due to his political party affiliation and his support for pro-life. District Counsel reiterated the definition of a censure - a formal resolution of the Library Board reprimanding one of its own members for specific conduct, generally a violation of law or of District policy where the violation of policy is considered to be a serious offense. In order to deter violations of law and serious violations of adopted District policies, the Library Board may take formal action against its members for such misconduct in the form of censure. Definitions from the Webster dictionary for censure and censor were provided in the staff report.

Trustee Shkoler then motioned to adopt Policy 4078-Censure Policy as presented. The motion was seconded by Trustee Dahl. A roll call vote was taken.

AYES: Martin, Carline, Dahl, Shkoler
NOES: Shioura
ABSENT: None

**CONFERENCE
AUTHORIZATION FOR IT
CONSULTANT TO ATTEND
THE VIRTUAL INTERNET
LIBRARIAN CONFERENCE,
OCTOBER 26-28, 2021.**

Library Director Contreras presented the request for the IT Consultant to attend the Virtual Internet Librarian Conference. The three-day virtual conference is one of the most comprehensive conference for library and information professionals with interests in technology. After a brief discussion, it was motioned by Trustee Shkoler to have the IT Consultant attend the conference with a report to be presented by Mr. Yamaguchi to the Library Board of Trustees at the November Board meeting. The motion was seconded by Trustee Dahl. A roll call vote was taken.

AYES: Martin, Carline, Dahl, Shkoler
NOES: Shioura
ABSENT: None

**ATTENDANCE
AUTHORIZATION TO THE
ORANGE COUNTY COUNCIL
OF GOVERNMENT GENERAL
ASSEMBLY ON NOVEMBER
17, 2021.**

The Orange County Council of Governments (OCCOG) serves as Orange County's sub-regional planning organization. It is a voluntary joint-powers agency that provides member agencies opportunities to engage on matters such as land use, energy, mobility, air quality, and water issues, that concerns residents of Orange County. Trustee Dahl is the District's OCCOG representative, and therefore, is being recommended by staff to attend the General Assembly meeting. After a short discussion, it was motioned by Trustee Shkoler and seconded by Secretary Carline to authorize Trustee Dahl to attend the Orange County Council of Government General Assembly meeting on November 17, 2021, in Anaheim. A roll call vote was taken.

AYES: Martin, Carline, Dahl, Shioura, Shkoler
NOES: None
ABSENT: None

**TRAINING AUTHORIZATION
FOR BOARD MEMBERS
WITH DAVID ARANDA.**

President Martin presented the recommendation, in order to assist new board members to better understand their roles, the ins and outs of governance, the basics of parliamentary procedure, and successfully working with the legislative body and staff, the Board considers hiring a professional trainer to conduct board development training for all five members. Background was provided on David Aranda, who has been serving Independent Special Districts since 1994 and is a frequent presenter for California Special District Association presentations at the Annual Conference, Special District Leadership Academy Conference and Board Secretary Conference.

Mr. Aranda will be in Orange County for CSDA Board Secretary Conference, and is available October 28, 2021, saving the District costs for Mr. Aranda's lodging and travel expenses. Mr. Aranda would like to meet in-person with individual board members and conduct a 3 to 4 hour training for all five members, followed by the one-on-one meetings.

President Martin opened the item for discussion, voicing her support of this workshop to make the Board the best it can be. Trustee Shioura requested this be scheduled via Zoom as he was concerned about meeting in person and believed the mandatory training was unreasonable and dangerous due to COVID. Trustee Shioura made a motion that due to confusion, the agenda should be tabled until next month. Trustee Shioura did not receive a second.

Trustee Shkoler motioned to authorize the hiring of David Aranda to conduct board development training on October 28, 2021 as presented, inclusive of input from the Board. Trustee Dahl seconded the motion. A roll call vote was taken.

AYES: Martin, Carline, Dahl, Shkoler
NOES: Shioura
ABSENT: None

**INFORMATION ON CIVIC
CENTER COURTYARD
TRELLIS REPLACEMENT
PROJECT.**

Library Director Contreras presented the bid packet for the Civic Center Courtyard Trellis Project and work to be performed, such as to demolish, dispose of existing wood trellis structure in front of City Hall and Library with the scope of work also includes contractor to fabricate and install new trellis structure to match existing wood. Director Contreras informed the Board that bid opening occurred on September 16, 2021 with the lowest bid being from Noble E&C Inc at \$144,300. This bid will be presented to be awarded by City Council at their next meeting. If approved, the District's obligation will be 41% of the total, which is included in the budget. President Martin opened the item for discussion and input. It was then motioned by Secretary Carline and seconded by Trustee Shkoler to approve the wood trellis replacement project as reflected on the City's bid packet, inclusive of input received from the Library Board. A roll call vote was taken.

AYES: Martin, Carline, Dahl, Shioura, Shkoler
NOES: None
ABSENT: None

**REPORT OF THE JOINT-USE
COMMITTEE MEETING BY
PRESIDENT MARTIN.**

President Martin presented updates given by the City at the September 16, 2021 Joint Use Committee meeting. City updates included the road and street work, fiber optic project status, annexation, State Housing Development Review, grants they have applied for, the Kraemer fountain refurbishment and the grand opening of the Herald. Minutes from the Joint Use Meeting were furnished at this meeting

REVIEW OF ACTION ITEMS

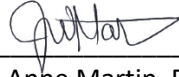
Trustee Shioura requested a motion to redo the censure policy approval. The motion did not receive a second.

Trustee Shioura then requested a motion to move the Board of Trustees training on October 28th to November for a virtual training. The motion did not receive a second.

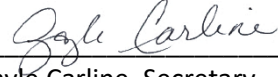
ADJOURNMENT

The next Board Meeting will be on October 18th, 2021 at 6:30 p.m.

The Board of Trustees Regular Date Meeting of September 20th, 2021 was adjourned at 8:22 p.m.



Jo-Anne Martin, President
Library Board of Trustees



Gayle Carline, Secretary
Library Board of Trustees

