

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
September 19, 2022

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 19, 2022 at 6:31 p.m.

Members Present: President Jo-Anne Martin, Secretary Gayle Carline, Trustee Stephanie Beverage, Trustee Sherri Dahl, Trustee Scott Nelson.

Members Absent: None.

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager; Lina Nguyen, Executive Assistant.

Counsel Present: None.

Guests: Jeremy Yamaguchi, IT Consultant; Laura DeLeon, Library Clerk; Cheyenne Tanner, Library Assistant; Sandra Vazquez, Library Clerk and Passport Agent; Yomara Solis-Cabral, Library Clerk and Passport Agent; Iesu Ioane, Library Page; Tim Balen, Librarian; PLD IT; unnamed Placentia resident.

ADOPTION OF AGENDA

It was motioned by Trustee Beverage and seconded by Secretary Carline to adopt the agenda as presented (Item 3).

AYES: Martin, Carline, Beverage, Nelson, Dahl
NOES: None
ABSENT: None

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin reported she attended and volunteered at the Rotary Club's Annual Cowabunga fundraising event, volunteered at Lot 318 on behalf of Rotary and helped distribute backpacks filled with school supplies, volunteered at Charity's Closet, and attended the Joint Use Meeting.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline reported the LAFCO meeting was cancelled, she attended Wendy Amireh's farewell, and she attended the Board Development Training.

Trustee Dahl volunteered at the Placentia Round Table Women's Club Soup Workshop. She attended the 2022 CSDA Conference, the Orange County Council of Governments meeting, the Joint Use Meeting, and the Board Development Training.

Trustee Beverage attended the 2022 CSDA Conference, the OC Maker Faire, the 2022 Placentia Citizens Academy, and the Board Development Training. She also completed ethics training and sexual harassment prevention training.

Trustee Nelson attended the 2022 CSDA Conference and sat in on seminars about finance and work place safety. He also attended the Board Development Training.

**LIBRARY DIRECTOR
REPORT**

Director Contreras reported she attended a mass marketing webinar, visited former Board Trustee Al Shkoler, had a meeting with Guardian Health, attended

the 2022 CSDA Conference, the CLA Board meeting, and had lunch with previous Board President Elizabeth Minter.

Director Contreras also took this time to update the Board on personnel updates. On July 1st, three part-time staff were converted to full-time staff. On August 27th, the Part-Time Library Clerk and Passport Agent position was filled by Sandra Vazquez. On September 9th, the other Part-Time Library Clerk and Passport Agent position and the open Part-Time Library Page position were both filled by Yomara Solis-Cabral and Iesu loane, respectively. Tim Balen was promoted to Librarian I. The District is currently still recruiting for a Bookmobile Librarian, a Full-Time Library Assistant and a Supervising Librarian for Adults and Teens Services. The District is working with CPS HR Consulting for the outreach component for the Supervising Librarian. The remaining positions the District still needs to recruit for the remainder of this fiscal year is a Part-Time Library Assistant, a Full-Time Bookmobile Library Assistant, and other part time positions for various departments. The plan is to hire a Bookmobile Librarian at the end of the year to work on program development.

Director Contreras called up the new staff to introduce themselves to the Board: Cheyenne Tanner, Library Assistant; Sandra Vazquez, Library Clerk and Passport Agent; Yomara Solis-Cabral, Library Clerk and Passport Agent; and Iesu loane, Library Page.

Director Contreras proceeded to read a statement from Tim Balen, thanking the Board for the wellness stipend they approved during the June Board Meeting. Transcript of Tim’s comment has been attached to the end of these minutes.

FRIENDS FOUNDATION REPORT

Trustee Dahl gave an update on behalf of the Placentia Library Friends Foundation (PLFF) President Marian Kalman. The PLFF Board Meeting was cancelled due to an unexpected situation with the President. They had their book sale this month and raised the majority of the money on Saturday, \$248, and raised \$70 on Sunday. President Kalman wanted to say a big thank you to the teen volunteers for setting up for the book sale. They are still working on getting an author for the next Author’s Luncheon. They thought they had secured one but the author backed out. They had their volunteer luncheon on August 19th that was well attended. They have not settled on any holiday fundraisers yet. They had a fundraiser that was supposed to happen with Mountain Mike’s but it fell through. President Kalman is currently working a full-time job and has not been able to keep up with all the different aspects of the PLFF. They have a few members that will be voted in as full members at the next meeting. Two of those members have expressed interest in potentially taking over as President.

CONSENT CALENDAR

President Martin had a question about Agenda Item 15 – revenue drop for passports. Director Contreras advised it was due to moving to an appointment-based system for Passports Services and the one-month passport closure. The projection for the 2022-2023 FY will reflect closely what we expect as a result of that change.

It was moved by Trustee Beverage and seconded by Trustee Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

AYES: Martin, Carline, Beverage, Nelson, Dahl
NOES: None
ABSENT: None

Minutes of Placentia Library District Board of Trustees – Regular Date Meeting of September 19, 2022

MINUTES FOR AUGUST 15, 2022 REGULAR DATE MEETING.	<p>The minutes for the August 15, 2022 Regular Date Meeting were received, reviewed and filed (Item 9).</p> <p>AYES: Martin, Carline, Beverage, Nelson, Dahl NOES: None ABSENT: None</p>
CASH FLOW ANALYSIS AND TREASURER’S REPORTS	<p>Check Registers for August 2022 (Item 10) Fund 707 Balance Report for August 2022 (Item 11) Financial Reports through August 2022 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)</p>
GENERAL CONSENT REPORTS	<p>Balance Sheets for August 2022 (Item 13) Acquisitions Report for August 2022 (Item 14) Service Revenue Report for August 2022 (Item 15) Library Impact Fee Report for August 2022 (Item 16) Personnel Report for August 2022 (Item 17) Circulation Report for August 2022 (Item 18) Review of Shared Maintenance Costs with the City of Placentia (Item 19)</p>
STAFF REPORTS	<p>Administration Report for August 2022 (Item 20) Children’s Services Report August 2022 (Item 21) Adult Services Report for August 2022 (Item 22) Placentia Library Website Technology Report for August 2022 (Item 23)</p>
REPORT ON ACTIONS TAKEN AT THE LIBRARY BOARD OF TRUSTEES CLOSED SESSION MEETING.	<p>President Martin reported the Personnel Committee will take on the annual review for the Library Director and will make recommendations to the Board before a vote is made at the December Board Meeting for compensation changes.</p>
PUBLIC AGENCY RETIREMENT SERVICES (PARS) PRESENTATION.	<p>Director Contreras reported we are due for our annual presentation from our compensation vendor, Public Agency Retirement Services (PARS). Here to present an update on our portfolio is Executive Vice President Dennis Yu and the District’s Senior Coordinator Angela Tang. The presentation can be found in this meeting’s Board Report. Questions from Director Contreras and the Board were answered by Mr. Yu and Ms. Tang. Director Contreras wanted to take this time to let the new Board members know how pleased the District has been with Mr. Yu and his team in putting together this plan for us. She also wanted to remind staff that we have seen a 6.9% growth over the last 10 years. She encouraged staff to contribute on their own towards PARS to benefit their retirement.</p>
PUBLIC HEARING: SECOND HEARING ON DISTRICT-BASED ELECTIONS.	<p>Director Contreras reported tonight’s meeting is the second of two public hearings where the public can provide information which they want to be considered in the drawings of the map. Director Contreras opened the Public Hearing. As no residents requested to make any comments, the hearing was closed. The next Board Meeting on October 17th will be the first meeting where maps will be presented. No further action was taken.</p>
ADOPTION OF RESOLUTION 2022-06: A RESOLUTION OF THE BOARD OF TRUSTEES	<p>Director Contreras reported, by law, the District needs to establish the Gann Limit due to previously approving the amended budget during the June Board Meeting. Trustee Dahl made a motion read Resolution 2022-06: A Resolution of the Board of</p>

OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR THE 2022-2023 FISCAL YEAR.

Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2022-2023 Fiscal Year and motioned to adopt resolution 2022-06 by a roll call vote. It was seconded by Trustee Beverage. A roll call vote was taken:

AYES: Martin, Carline, Beverage, Nelson, Dahl
NOES: None
ABSENT: None

AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH MR. ROBERT HOUSLEY FOR PROFESSIONAL FINANCE AND ACCOUNTING SERVICES AND TRAINING.

Director Contreras reported there are many capital improvement projects scheduled for this fiscal year, which the Business Manager will oversee. Since his time and workload will be impacted by these projects, Director Contreras requested the Board approve the District entering into an agreement with Mr. Robert Housley to provide accounting and finance services for this fiscal year, including resolving audit findings discovered during previous audits, and managing of the next financial audit. The Board sought a monthly cap of 60 hours to be added to item 4 on the agreement. After a discussion, Trustee Beverage made a motion to authorize the Agreement as amended between the Placentia Library District and Mr. Housley for financial and accounting services and training. It was seconded by Trustee Nelson. A roll call vote was taken:

AYES: Martin, Carline, Beverage, Nelson, Dahl
NOES: None
ABSENT: None

AUTHORIZATION TO ACCEPT THE BUILDING FORWARD MATCHING GRANT FROM THE CALIFORNIA STATE LIBRARY IN THE AMOUNT OF \$54,810.

Director Contreras reported the District received a grant from the California State Library. The California State Library is requesting a resolution to be adopted as part of the grant acceptance packet. This grant is for three infrastructure projects: ADA-compliant loading ramp, plumbing, ventilation system in the makerspace. The grant received does not cover the entire amount which was requested by the District. Staff is currently waiting on responses from the State Library regarding requirements on how to proceed since the amount requested was not matched by the grant. After a discussion, Trustee Beverage made a motion to authorize to accept the Building Forward Matching Grant from the California State Library in the amount of \$54,810. It was seconded by Trustee Dahl. A roll call vote was taken:

AYES: Martin, Carline, Beverage, Nelson, Dahl
NOES: None
ABSENT: None

JOINT-USE COMMITTEE REPORT FROM PRESIDENT MARTIN.

President Martin presented updates given by the City at the recent Joint Use Committee meeting. It was first meeting in several months and it was nice to see everyone again. President Martin reported on updates from the City regarding the bookmobile MOU, the Nexus Study Update for Impact, the Guardian Health COVID-19 testing unit, and the Christmas Tree lighting. President Martin also congratulated the City on receiving the prestigious Helen Putnam Award for Excellence due to their work on the Placentia FiberCity Fiber Optic Broadband Access for All project.

LEGISLATIVE UPDATES FROM SECRETARY CARLINE.

Secretary Carline reported on legislative updates from ISDOC. AB 2449, which concerns teleconferencing board meetings without violating the Brown Act, went from watch to oppose. Another bill which concerns the District was AB 1711. This bill requires a public agency to post a link on its website, to a notice of security breach, provided by a person or business operating a system on behalf of an

agency, when that third party is required to disclose a breach of that system potentially involving personal information.

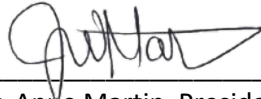
AGENDA DEVELOPMENT

Director Contreras stated she will request Counsel DeBerry to be present at the next meeting due to the next public hearing for the district-based elections and to discuss AB 1711. The December 1st early closure for the Christmas Tree Lighting will also be added to the agenda for the next meeting.

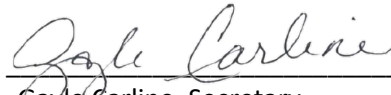
The next Board Meeting will be on October 17, 2022 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of September 19, 2022 was adjourned at 07:28 p.m.



Jo-Anne Martin, President
Library Board of Trustees



Gayle Carline, Secretary
Library Board of Trustees