

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
DECEMBER 16, 2024

CALL TO ORDER President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 16, 2024 at 6:30 p.m.

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

Members Absent: None

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

Guests: None.

ADOPTION OF AGENDA It was motioned by Trustee Beverage to adopt agenda as presented. It was seconded by Secretary Dahl (Item 3). All in favor:

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

ORAL COMMUNICATION None (Item 4).

BOARD PRESIDENT REPORT President Carline reported the Board had received a thank-you card from Dr. Voiza Arnold. She circulated it among the Board for them to read. She also reported she attended the City's Tree Lighting Ceremony and the Tamale Festival.

TRUSTEE & ORGANIZATIONAL REPORTS Secretary Dahl reported she attended the Literacy Potluck and the Round Table Women's Club's regular meeting and Board meeting.

Trustee Beverage reported she has been attending to personal matters.

Trustee Nelson reported it has been a slow month and has nothing to report out on.

LIBRARY DIRECTOR REPORT Director Contreras reported she attended the Orange County Supervisor's meeting regarding President Carline's appointment, the City's Tamale Festival, and the Children's SLS Meeting. She reported the Administration team took Business Manager Maskarino out to lunch for his birthday. She reported out on the Staff Development Day that took place on December 5th. Staff worked on the strategic plan and FY 25/27 budget needs, which will be presented to the Board in April or May. She reported she attended and spoke at the Literacy Potluck. She also reported the District received a \$5,000 check from Dr. Voiza and Joe Arnold that was earmarked for the Outdoor Library.

FRIENDS FOUNDATION REPORT Secretary Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. This was a short meeting due to the holiday potluck portion of the meeting. They are continuing to work on deciding what to do for their website.

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They missed the 2024 membership drive and are deciding on how to move forward with asking current members to donate or renew their membership since the membership drive for 2025 would be in June. The bookstore made \$2214. There has been an increase in their social media posts.

CONSENT CALENDAR

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

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

MINUTES FOR NOVEMBER 25, 2024 REGULAR DATE MEETING.

The minutes for the November 25, 2024 Regular Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER'S REPORTS

Check Registers for November 2024 (Item 10)
Fund 707 Balance Report for November 2024 (Item 11)
Financial Reports through November 2024 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 November 2024 (Item 13)
Acquisitions Report for November 2024 (Item 14)
Entrepreneurial Activities Report for November 2024 (Item 15)
Library Impact Fee Report for November 2024 (Item 16)

GENERAL CONSENT REPORTS

Personnel Report for November 2024 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for November 2024 (Item 19)
Circulation Report for November 2024 (Item 20)

STAFF REPORTS

Children's Services Report November 2024 (Item 21)
Adult Services Report for November 2024 (Item 22)
Placentia Library Website Technology Report for November 2024 (Item 23)
Customer Service Report (Items 24)

ADOPTION OF RESOLUTION 2024-05: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO CERTIFY THE APPOINTMENT OF SHERRI DAHL AND STEPHANIE BEVERAGE IN LIEU OF ELECTION AND APPOINTMENT OF GAYLE CARLINE FOR THE OFFICE OF TRUSTEE OF THE

Director Contreras reported Trustee Voiza Arnold had resigned at the last Board Meeting and the Board had made a recommendation to the Orange County Supervisors to have President Carline complete Trustee Arnold's term. The recommendation was approved.

Director Contreras reported both Trustees Dahl and Beverage ran unopposed and their appointments have been certified.

Trustee Beverage made a motion to adopt Resolution 2024-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Certify the Appointments of Sherri Dahl and Stephanie Beverage in Lieu of Election and Appointment of Gayle Carline for the Office of Trustee of the Placentia Library District. It was seconded by Secretary Dahl. A roll call vote was taken.

**PLACENTIA LIBRARY
DISTRICT;
ADMINISTRATION OF THE
OATH OF OFFICE.**

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

Trustee Nelson then administered the Oath of Office for all three Trustees.

ELECTION OF OFFICERS.

Director Contreras reported a Board President and Board Secretary needed to be elected for 2025.

Trustee Beverage nominated Gayle Carline as Board President and it was seconded by Trustee Dahl. A roll call vote was taken.

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

Trustee Carline nominated Trustee Nelson as Board Secretary and it was seconded by Trustee Beverage. A roll call vote was taken.

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

**APPOINTMENT OF LIBRARY
BOARD REPRESENTATIVES
FOR 2025 BY THE BOARD
PRESIDENT.**

After a brief discussion for each position, these are the 2025 Library Board Representatives:

Joint Use Agreement Committee
President Carline and Trustee Beverage with Director Contreras and Assistant Director Baltierra
Trustee Dahl as alternate

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee
Trustee Beverage and President Carline as alternate

Representative to the Placentia Library Friends Foundation (PLFF)
Trustee Dahl and Secretary Nelson as alternate

Independent Special Districts of Orange County (ISDOC)
Trustee Nelson and Trustee Beverage as alternate

Personnel Committee
President Carline and Secretary Nelson

Trustee Beverage made a motion to authorize the appointment of Library Board of Representatives for 2025 as discussed. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**ADOPTION OF RESOLUTION
2024-06: A RESOLUTION OF**

Director Contreras advised the Board needs to establish the Board Meeting dates for calendar year 2025. After a brief discussion to change the May Board Meeting

**THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY
DISTRICT OF ORANGE
COUNTY TO ESTABLISH THE
BOARD OF TRUSTEES
REGULAR MEETING DATES
FOR CALENDAR YEAR 2025.**

to May 19th, President Carline read Resolution 2024-06 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2025. Trustee Beverage made a motion to Adopt Resolution 2024-06. It was seconded by Trustee Dahl. A roll call vote was taken:

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

**ADOPTION OF RESOLUTION
2024-07: A RESOLUTION OF
THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY
DISTRICT OF ORANGE
COUNTY TO ESTABLISH THE
HOLIDAY AND LIBRARY
CLOSURE SCHEDULE FOR
FISCAL YEAR 2025-2027.**

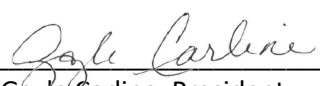
Director Contreras reported Resolution 2024-07 is to establish the holiday and library closure dates. Staff is proposing similar closure dates as last fiscal year. The only change would include the new closure for the winter holiday from December 24th through January 1st. There are a few dates during the holiday closure that are non-paid. This will allow for staff to come in to work and focus on off desk duties. President Carline read Resolution 2024-07 by Title Only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for the 2025-2027 Fiscal Year. It was motioned by Trustee Beverage to adopt Resolution 2024-07. It was seconded by Trustee Dahl. A roll call vote was taken:

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

ADJOURNMENT

The next Board Meeting will be on January 27, 2025 at 6:30 p.m.

The Board of Trustees Unusual Date Meeting of December 16, 2024 was adjourned at 7:00 p.m.



Gayle Carline, President
Library Board of Trustees



Scott Nelson, Secretary
Library Board of Trustees