

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
SEPTEMBER 23, 2024

**CALL TO ORDER**

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 23, 2024 at 6:34 p.m.

**Members Present:** President Gayle Carline, Secretary Sherri Dahl, Trustee Voiza Arnold, Trustee Stephanie Beverage.

**Members Absent:** Trustee Scott Nelson (excused).

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

**Guests:** Natalie McCard, Librarian.

**ADOPTION OF AGENDA**

It was motioned by Trustee Beverage to adopt agenda as presented. It was seconded by Trustee Arnold (Item 3). All in favor:

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

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Carline first expressed her apologies for not being able to attend the last Board Meeting due to a loss in her family. She reported she did not do much for the month of September other than a meeting with Library Director Contreras. She will be attending the State of the City Address this coming Thursday, September 26th.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Dahl reported she attended the Placentia Library Friends Foundation (PLFF) meeting, the Round Table Women's Club Board meeting, the California Special District Association (CSDA) Conference, and the Round Table Women's Club soup workshop.

Trustee Arnold did not have anything to report on.

Trustee Beverage reported she will be attending the State of the City Address this coming Thursday, September 26th. She will be attending a webinar on what Trustees need to know about book bans and she also signed up for Civics for Libraries, which is a Niche Academy webinar. She also filed her form 470 to the register.

Trustee Nelson had an excused absence.

**LIBRARY DIRECTOR  
REPORT**

Director Contreras reported she attended the CSDA Conference where she participated in a pickleball event, met with Class, participated in a preconference general summit speed coaching event, and attended a session regarding first amendment auditors. First amendment recordings will be a part of the training

during the next Staff Development Day. She also attended the PLFF Board Meeting where they discussed the party reception. Invitations have been mailed out for the event. She also attended the Public Library Directors Forum meeting.

Director Contreras then took this time to introduce the new Librarian for the History Room, Natalie McCard. Ms. McCard spoke briefly about herself and the Prison Arts Collective she worked on at her previous job. The Board welcomed her to the library.

**FRIENDS FOUNDATION REPORT**

Secretary Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. The bookstore is doing well and has been making around \$2,000 a month for several months now. The vending machine made about \$300 last month. She reported they are holding off on the membership drive until the Stripe system and equipment have been set up. She reported PLFF will also be posting a disclaimer for their bookstore in regards to how books are handled after they have been donated to them.

**CONSENT CALENDAR**

After a brief discussion regarding agenda items 13 and 21, it was moved by Trustee Beverage and seconded by Trustee Arnold to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

**MINUTES FOR AUGUST 26, 2024 REGULAR DATE MEETING.**

The minutes for the August 26, 2024 Regular Date Meeting were received, reviewed and filed (Item 9).

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

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

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

**GENERAL CONSENT REPORTS**

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

**STAFF REPORTS**

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

**PERFORMANCE  
EVALUATION OF LIBRARY  
DIRECTOR AND  
CONSIDERATION OF  
CHANGES TO  
COMPENSATION.**

President Carline reported the Board had met the Personnel Committee, which consists of Trustee Beverage and Trustee Arnold, in a closed session to discuss Director Contreras’ performance and compensation. Trustee Beverage reported the Personnel Committee is pleased with Director Contreras’ performance and accomplishments. No action was taken at this time.

**APPROVAL OF BENEFITS  
FOR THE LIBRARY  
DIRECTOR.**

Trustee Beverage reported the Trustees met with Director Contreras following the Closed Session and reviewed her benefits. The Personnel Committee recommended the following changes to her compensation:

- 7% salary increase
- Increase in car allowance to \$600 a month

Secretary Dahl made a motion to approve the recommended benefits as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**AUTHORIZE THE BUSINESS  
MANAGER TO ATTEND THE  
2025 ANNUAL CALIFORNIA  
SOCIETY OF MUNICIPAL  
FINANCE OFFICERS (CSMFO)  
CONFERENCE IN SAN JOSE,  
CALIFORNIA, FEBRUARY 18-  
21, 2025.**

Director Contreras presented the travel request for Business Manager Maskarino to attend the 2025 Annual California Society of Municipal Finance Officers (CSMFO) Conference in San Jose. After a brief discussion, Trustee Beverage made a motion to authorize the Business Manager to attend the 2025 Annual CSMFO Conference in San Jose, California, February 18-21, 2025. It was seconded by Trustee Arnold. A roll call vote was taken:

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

**ADOPTION OF RESOLUTION  
2024-04: A RESOLUTION OF  
THE BOARD OF TRUSTEES  
OF THE PLACENTIA LIBRARY  
DISTRICT ENDORSING THE  
CANDIDACY OF TRUSTEE  
SCOTT NELSON TO THE  
POSITION OF 3RD VICE  
PRESIDENT OF THE  
EXECUTIVE COMMITTEE OF  
THE INDEPENDENT SPECIAL  
DISTRICTS OF ORANGE  
COUNTY.**

Director Contreras reported the Independent Special Districts of Orange County (ISDOC) are looking for candidates for the two-year term positions of 3rd Vice President and Secretary. She advised Trustee Nelson has expressed interest in staying on as the 3rd Vice President for the Executive Committee of ISDOC. Trustee Beverage made a motion to adopt Resolution 2024-04: A Resolution of the Board of Trustees of the Placentia Library District Endorsing the Candidacy of Trustee Scott Nelson to the Position of 3rd Vice President of the Executive Committee of ISDOC. It was seconded by Trustee Arnold. A roll call vote was taken:

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

**AUTHORIZE A FUND  
REQUEST FOR THE 2024  
STAFF APPRECIATION AND  
RECOGNITION.**

Director Contreras reported for this year’s Staff Appreciation and Recognition, a survey was sent out to see where staff would like the event to be held. This year, based off of the results from the survey, the 2024 recognition will be held at Concourse Bowling Center in Anaheim. She is requesting \$4,500 from the general fund for the event. Trustee Beverage made a motion to approve the request for

\$4,500 to be used for the annual Staff Appreciation and Recognition event. It was seconded by Trustee Arnold. A roll call vote was taken:

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

**VENTURE ACADEMY  
INTERNSHIP UPDATE.**

Director Contreras reported the Trustees had requested an update on the Venture Academy internship at the last Board Meeting. Assistant Library Director Baltierra gave an update on the internship. Currently, the District only has one intern. He is a fast learner and has adapted well to the training and schedule. The Board expressed they are glad to have started this internship between the District and Venture Academy.

**DISCUSS THE GENERAL  
CONTRACTING SERVICES  
RFP NO. 2024-02  
PROPOSALS AND AWARD  
BID TO U.S. BUILDERS.**

Director Contreras reminded the Board that the RFP for contracting services for the loading dock and outdoor library projects was released after the last Board Meeting. The closing date was September 17th and the District received two bids. The Selection Committee met on September 18th to review the bids and they are recommending the Board to award the contract to U.S. Builders. After a brief discussion, Trustee Beverage made a motion to award the contract general contracting services for the loading dock expansion and construction of the outdoor library space to U.S. Builders, with the total contact amount of \$1,105,421. It was seconded by Secretary Dahl. A roll call vote was taken:

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

Trustee Beverage made a motion to authorize the Library Director to approve contingencies, and change orders, in the amount not to exceed 10% of the project total. It was seconded by Trustee Arnold. A roll call vote was taken:

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

**JOINT-USE COMMITTEE  
UPDATES FROM PRESIDENT  
CARLINE.**

President Carline reported there was no Joint Use Meeting in September.

**ROUNDTABLE WOMEN'S  
CLUB UPDATES FROM  
SECRETARY DAHL.**

Secretary Dahl reported the Round Table Women's Club first board meeting of their year was in September. They are working on two major fundraisers: Festival of Trees and the soup project. They will be starting on the scholarship program for the new year next month. They are also working on their budget. Their rentals have been going well. There will be a ribbon cutting for their newly renovated room.

**ISDOC UPDATES FROM  
TRUSTEE NELSON.**

Trustee Nelson had an excused absence. President Carline advised he will give his report next month.

**LAFCO UPDATES FROM  
TRUSTEE BEVERAGE.**

Trustee Beverage reported LAFCO is still working on personnel issues. They are looking at legislations in line with CSDA. They had a performance evaluation done for their director but a report has not been released yet.

Minutes of Placentia Library District Board of Trustees – Regular Date Meeting of September 23, 2024

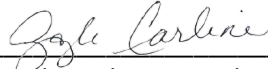
**AGENDA DEVELOPMENT**

Director Contreras reported the User Experience Conference, which used to be the Midwinter ALA Conference, will be on the agenda next month to see which Trustees would like to attend. The conference will be held in Phoenix, Arizona from January 24-27, 2025.

**ADJOURNMENT**

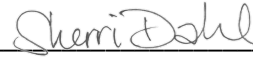
The next Board Meeting will be on October 28, 2024 at 6:30 p.m.

The Board of Trustees Regular Date Meeting of September 23, 2024 was adjourned at 7:27 p.m.



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Gayle Carline, President  
Library Board of Trustees



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Sherri Dahl, Secretary  
Library Board of Trustees