

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
DECEMBER 21ST, 2020

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 21st, 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, Woodruff, Spradlin, & Smart.

ADOPTION OF AGENDA

It was motioned by President Carline to adopt agenda as amended. It was moved by Secretary Shkoler and seconded by Trustee Minter to adopt the agenda (Item 3).

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline had nothing to report at this time.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler had nothing to report at this time

Trustee DeVecchio had nothing to report at this time

Trustee Martin attended the a meeting with Mayor Smith regarding the City's Winter Wonderland and the Financial Partner's Credit Union Board of Director's Meeting.

Trustee Minter participated in PLFF's Santa Fundraiser.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras reported on her activities with CLA in addition to assisting with shelving, sorting and relabeling while in the office. Library Director Contreras also attended the Special Districts Program 2020: Year-in-Review Summit & Recognition Event.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) introduced their new President, Naydia Chantarasompoth. President Chantarasompoth provided her background and

history in Placenia, gave updates on the success of the Santa Letter program and an overview of upcoming plans for PLFF.

CONSENT CALENDAR

It was moved by Secretary Shkoler and seconded by Trustee DeVecchio to approve Agenda Items 9-22 to be reviewed at the January Board Meeting. A roll call vote was taken:

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

MINUTES FOR NOVEMBER 16TH, 2020 REGULAR DATE MEETING.

The minutes for the November 16th, 2020 Regular Date Board Meeting will be received and reviewed at the January Meeting (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER'S REPORTS

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

Financial Reports through November 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 November 2020 (Item 13)
Acquisitions Report for November 2020 (Item 14)
Service Revenue Report for November 2020 (Item 15)

GENERAL CONSENT REPORTS

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

STAFF REPORTS

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

PRESENTATIONS TO TRUSTEE RICHARD DEVECCHIO AND TRUSTEE ELIZABETH D. MINTER ON THEIR RETIREMENTS.

President Carline presented a slideshow for Trustee DeVecchio and Trustee Minter reflecting their many accomplishments during their time on the Placentia Library District Board of Trustees. The Board and staff thanked them for their years of service.

BUSINESS MANAGER WILL PRESENT AN UPDATE ON THE ENERGY EFFICIENCY PROJECT.

Business Manager, Fernando Maldonado, conducted a presentation to provide an update on the project as well as a cost saving report of just above \$25,000. The energy efficiency project began in May 2018 and after a year, the new meter and solar panels were completed. Project close out documents have been provided to the District including final permits, equipment warranties, operational manuals, and record drawings. Additionally, District staff have been provided training on temperature control, solar data acquisition, Southern California Edison account management, and PV system troubleshooting. The Business Manager will work with Johnson Controls, Inc. (JCI) to secure the Substantial and Final Certificate of Completion. This step will allow JCI to commence an annual Measurement and Verification report for the next five years outlining the systems effectiveness and total annual savings for the District.

SECOND HEARING ON DISTRICT-BASED ELECTIONS.

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 second 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 January 20, 2020.

OATH OF OFFICE FOR ELECTED OFFICIALS.

On November 30, 2020 Orange County Registrar of Voters Neal Kelley issued the Certificate of Election to Ms. Gayle Carline, Ms. Sherri Dahl, and Mr. Hilaire Shioura to a four-year term to the Placentia Library Board of Trustee. A resolution certifying the appointment is submitted for Board adoption. The election result will also be entered into the Board minutes as required by law. It was motioned by Trustee Martin and seconded by Secretary Shkoler to adopt Resolution 20-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Certify the Elections for the Office of Trustee of the Placentia Library District; and direct the Library Director to administer the Oath of Office to the Library Board members as appointed and present Certificate of Elections. The Oath of Office was given by the Library Director to Trustee Gayle Carline, Trustee Sherri Dahl and Trustee Hilaire Shioura. A roll call vote was taken:

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

ELECTION OF OFFICERS.

The Board President and Board Secretary positions were open for election by the Board. Gayle Carline nominated Jo-Anne Martin for Board President. The nomination was seconded by Secretary Shkoler. President Martin nominated Gayle Carline as secretary. This was seconded by Trustee Shkoler. A roll call vote was taken:

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

APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES FOR 2021 BY THE BOARD PRESIDENT.

The Board of Trustees discussed past positions and distribution of responsibilities resulting in the following positions being appointed:

Representative to Special District Local Area Formation Commission (LAFCO) – Trustee Shkoler and Secretary Carline as alternate.

Representative to the Orange County Council of Governments (OCCOG) – Trustee Dahl and Secretary Carline as alternate.

Representative to the Independent Special District of Orange County (ISDOC) – Trustee Shioura and President Martin as alternate.

Personnel Committee – President Martin and Secretary Carline

Joint Use Agreement Committee – President Martin and Secretary Carline

Placentia Library Friends Foundation – Trustee Dahl and Secretary Carline as alternate.

It was motioned by President Martin to approve the appointments of Library Board representatives and moved by Secretary Carline. All in favor:

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

ADOPTION OF RESOLUTION 20-04: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES FOR CALENDAR YEAR 2021.

The Board reviewed the presented Board Meeting Dates, reflective of holidays for possibly Unusual Board Meeting Dates. The Board discussed and agreed on the following dates:

Wednesday, January 20th (January 18th is Martin Luther King Day- Library is open)
 Tuesday, February 16th (February 15th is President's Day- Library is closed)
 Monday, March 15th
 Monday, April 19th
 Monday, May 17th
 Monday, June 21st
 Monday, July 19th
 Monday, August 16th
 Monday, September 20th

Monday, October 18th
Monday, November 15th
Monday, December 20th

It was motioned by Secretary Carline and seconded by Trustee Shkoler to adopt Resolution 20:04: 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 2021. A roll call vote was taken:

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

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY EXECUTIVE COMMITTEE CALL FOR NOMINATIONS.

Director Contreras presented that there is currently a call for nomination to fill the vacancy for the Third Vice President position on the Independent Special Districts of Orange County (ISDOC) Executive Committee. Any ISDOC member/trustee is eligible for nomination for the open position. After a discussion, no member of the Placentia Library District Board of Trustees would like to pursue this opportunity at this time. No action was taken at this time.

DISCUSS THE CIVIC CENTER PLAZA CAPITAL IMPROVEMENT PLANS AS PROVIDED BY THE CITY OF PLACENTIA.

On November 16, 2020, the District received a proposed 5-year Civic Center Capital Improvement Plan (CIP) from the City of Placentia that included estimated costs. Director Contreras presented the projects the City is proposing. The Board of Trustees discussed the plans and recommended these be discussed at the January Joint Use Committee Meeting more in detail. Moreover, more realistic estimates and in depth looks at the proposed projects are preferred. The Board also confirmed that if bids and quotes are not received prior to the March 2021 Budget Hearing, and projects for the next budget cycle are within budget, the District will reflect the original estimates in the next budget cycle. No action was taken at this time.

PRESIDENT CARLINE’S REPORT ON THE JOINT-USE COMMITTEE MEETING.

Secretary Carline reported out that the December Joint Use Committee was postponed to January. The next meeting is scheduled for January 7th, 2021.

REVIEW OF ACTION ITEMS

The next Board Meeting will be on January 20th, 2021 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of December 21st, 2020 was adjourned at 7:59 p.m.



Jo-Anne Martin, President
Library Board of Trustees



Gayle Carline, Secretary
Library Board of Trustees