

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 16TH, 2021

CALL TO ORDER

President Martin called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 16th, 2021 at 6:35 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.

Guests: None.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin attended the new trustee board book training, the Joint Use Committee Meeting, CLA Presentation meeting, and the Financial Partner's Credit Union finance meeting. Additionally, President Martin has continued meeting with her literacy learner, has been volunteering at Charity's Closet and participated in a virtual 5k on behalf of the Financial Partner's Credit Union. Moreover, President Martin had her Board of Trustee portrait taken.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline attended the Joint Use Committee Meeting, Strategic Planning Committee meeting, and CLA Presentation Meeting. Secretary Carline also had her Board of Trustee portrait taken.

Trustee Dahl attended the new trustee board book training, the PLFF Board Meeting, and had her Board of Trustee portrait taken.

Trustee Shioura attended the Strategic Planning Committee Meeting.

Trustee Shkoler had his Board of Trustee portrait taken.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras reported on her activities on the CLA Conference Marketing Committee in addition to assisting with shelving, sorting and relabeling while in the office. Library Director Contreras also attended the Joint Use Committee meeting, the new trustee board book training, and the PLFF Board Meeting.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth provided updates on the 2022 Author's Luncheon planning, increase in bookstore sales through the Honor Box, fundraising opportunities, PLFF ideas for opportunity drawings, and attended a volunteer meeting with library staff to discuss the potential for teen volunteers' and PLFF.

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Secretary Carline to approve Agenda Items 9-22. A roll call vote was taken:

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

**MINUTES FOR JANUARY 20,
2020 UNUSUAL DATE
MEETING.**

The minutes for the January 21st, 2021 Unusual Date Board Meeting were received, reviewed and filed (Item 9).

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

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

Check Registers for January 2021 (Item 10)
Fund 707 Balance Report for January 2021 (Item 11)

Financial Reports through January 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)

Balance Sheets for January 2021 (Item 13)
Acquisitions Report for January 2021 (Item 14)
Service Revenue Report for January 2021 (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for January 2021 (Item 16)
Circulation Report for January 2021 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

STAFF REPORTS

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

FOURTH HEARING ON DISTRICT-BASED ELECTIONS WITH PRESENTATION OF A PROPOSED MAP.

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 held 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 with the third and fourth hearing presenting the proposed map.

After a discussion with the City of Placentia regarding a possible change in the districting of their map based on the upcoming Census results at the Joint Use Committee Meeting, it was recommended by Library Director Contreras to table the district-based election mapping process and continue once the City provides an update on their new map. The Board discussed the recommendation in length, and it was motioned by Secretary Carline and seconded by Trustee Shkoler to table the discussion on district-based elections and direct staff to report to the Board at its meeting in March on the status of the City's revision of its map. A roll call vote was taken:

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

REVIEW THE CIVIC CENTER EVENT CALENDAR.

Library Director Contreras presented the current City Calendar of Events inclusive of Library events through the end of the 2021 Calendar Year. Assistant Library Director Baltierra reported out on the ongoing monthly event meetings with the City of Placentia and Placentia Police Department, the concerns regarding the parking lot, and how the City is looking into other locations for events to have as little impact to the Civic Center Parking Lot as possible. Any updates to the event calendar will be provided by the City and presented to the Board of Trustees. No action was taken at this time.

STRATEGIC PLANNING COMMITTEE REPORT.

At the January 20th, 2021 Board Meeting, the Strategic Planning Ad Hoc Committee was created inclusive of Trustee Shioura, Secretary Carline and Assistant Library Director Baltierra. The committee presented their progress to the Board, inclusive of staff feedback provided from Staff Development Day and items to add, such as bilingual signage, technology focus, and types of programs. Moreover, it was suggested to have the Strategic Plan be 5 years to ensure goals that may not be included in the 2021-2023 budget cycle are still included. No action was taken at this time.

DISCUSS TRUSTEE SHIOURA'S INTEREST IN SERVING ON THE ISDOC WEBSITE SUBCOMMITTEE.

At the January 5, 2021 Independent Special Districts of Orange County (ISDOC) Executive meeting, the committee reviewed the organization's website with discussions on improving it. At the meeting, Trustee Shioura had expressed interest in assisting ISDOC with the website as his background is in IT. Trustee Shioura presented the Board with his interest and request to serve on the ISDOC Website

Subcommittee. It was motioned by Secretary Carline to support Trustee Shioura's interest to assist ISDOC with their website and provide a monthly report to the Board of Trustees. This motion was seconded by Trustee Dahl. A roll call vote was taken:

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

NOMINATION FOR ISDOC EXECUTIVE COMMITTEE 2ND VICE PRESIDENT VACANCY.

Library Director Contreras presented the notice provided by the Independent Special Districts of Orange County (ISDOC) calling for candidates for the 2nd Vice President vacancy. Both Secretary Carline and Trustee Shioura noted interest in the nomination and why they felt they would best represent the Placentia Library District at ISDOC. A roll call vote was taken for the Board to nominate Secretary Carline and for the Library Director to submit her nomination to ISDOC:

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

A roll call vote was taken for the Board to nominate Trustee Shioura and for the Library Director to submit his nomination to ISDOC:

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

DISCUSS A POSSIBLE VACCINATION POLICY.

Library Director Contreras presented the draft Vaccination Policy to the Board of Trustees. After an in length discussion, edits, and the request to include an addendum of understanding, it was determined by the Board of Trustees to have the Vaccination Policy Final Draft presented at the March Board Meeting. No action was taken at this time.

JOINT-USE COMMITTEE UPDATE.

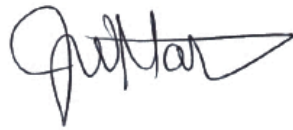
President Martin provided a report on the February 4th, 2021 Joint Use Committee Meeting, inclusive of the City's plan to redistrict their election map based on the upcoming Census results, the mid-year budget numbers being higher than anticipated, and upcoming developments and goals to create a Community Center. The City also provided Library Director Contreras with their demographer's information. The next meeting is scheduled for Thursday, March 4th, 2021.

REVIEW OF ACTION ITEMS

The next Board Meeting will be on March 15th, 2021 at 6:30 p.m. with a 5:00 p.m. Work Session in the City of Placentia's City Meeting Room.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of February 16th, 2021 was adjourned at 7:55 p.m.



Jo-Anne Martin, President
Library Board of Trustees



Gayle Carline, Secretary
Library Board of Trustees