

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
OCTOBER 23, 2023

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 23, 2023 at 6:44 p.m.

Members Present: President Gayle Carline, Secretary Sherri Dahl, Trustee Stephanie Beverage, Trustee Scott Nelson (left early at 7:27 p.m.).

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

Counsel Present: David DeBerry, Woodruff & Smart.

Guests: Laura DeLeon, Library Clerk; Jeremy Yamaguchi, IT Consultant; Dennis Yu, Public Agency Retirement Services; Angela Tang, Public Agency Retirement Services; Robert Callanan, Clifton Larson Allen LLP; Fullerton College Students

ADOPTION OF AGENDA

It was motioned by Trustee Beverage and seconded by Secretary Dahl to move up agenda items 26, 31, 32, 33, 36, and 38A. Trustee Beverage then made a motion to also pull agenda items 27 and 38 from the agenda. It was seconded by Secretary Dahl.

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline reported she attended the State of the City and the Placentia Heritage Festival. She advised she will be meeting with the Placentia Library Friends Foundation to go over some marketing ideas for the Authors Luncheon.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Dahl reported she attended the State of the City, the Placentia Library Friends Foundation Board Meeting, the Employee of the Year Committee Meeting, the Personnel Committee Meeting and the Placentia Round Table Meeting where she wrapped up working on their scholarship program. She also took part in the Placentia Heritage Parade.

Trustee Beverage reported she took part in the Placentia Heritage Parade and attended the State of the City.

Trustee Nelson reported he attended the Employee of the Year Committee Meeting, the Personnel Committee Meeting and the ISDOC Luncheon.

**LIBRARY DIRECTOR
REPORT**

Before reporting out, Library Director Contreras took this time to introduce new library staff to the Board: Bookmobile Library Clerk, Joy Ellis, and Library Clerk, Greg Chavez.

Director Contreras reported she attended the Future of Libraries Conference with Assistant Library Director Baltierra, the Employee of the Year Committee Meeting and the ISDOC Luncheon. She also took part in the Placentia Heritage Parade.

FRIENDS FOUNDATION REPORT

Secretary Dahl reported out on the Placentia Library Friends Foundation on behalf of President Reuben Skipper. The PLFF are currently working on the Authors Luncheon. They have decided on the author, Janis Thomas. Their last quarterly book sale is coming up on December 16th and 17th. They had their highest ever bookstore month ever at \$1,991.55. Melissa has been doing a great job with the bookstore. We had a high amount of volunteer hours logged last month at 263 hours. Their Krispy Kreme fundraiser is ongoing and will end on October 31st.

CONSENT CALENDAR

The Board requested to discuss Agenda Items 14 and 21. After a brief discussion where staff answered questions from the Board regarding those agenda items, it was moved by Trustee Beverage and seconded by Trustee Nelson to approve Agenda Items 9-24 as amended. A roll call vote was taken:

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

MINUTES FOR SEPTEMBER 25, 2023 UNUSUAL DATE MEETING.

The minutes for the September 25, 2023 Regular Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for September 2023 (Item 10)
Fund 707 Balance Report for September 2023 (Item 11)
Financial Reports through September 2023 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 September 2023 (Item 13)
Acquisitions Report for September 2023 (Item 14)
Entrepreneurial Activities Report for September 2023 (Item 15)
Library Impact Fee Report for September 2023 (Item 16)

GENERAL CONSENT REPORTS

Personnel Report for September 2023 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for September 2023 (Item 19)
Circulation Report for September 2023 (Item 20)

STAFF REPORTS

Children’s Services Report September 2023 (Item 21)
Adult Services Report for September 2023 (Item 22)
Placentia Library Website Technology Report for September 2023 (Item 23)
Customer Service Report (Items 24)

APPROVAL OF LIBRARY DIRECTOR EMPLOYMENT AGREEMENT.

Legal Counsel David DeBerry reported there was a closed session earlier in the evening regarding the Library Director’s Employment Agreement. Trustee Beverage made a motion to approve the Employment Agreement as amended for

Library Director, Jeanette Contreras. It was seconded by Secretary Dahl. A roll call vote was taken:

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

AUTHORIZATION OF AMENDMENTS TO PLACENTIA LIBRARY DISTRICT POLICY 2110 – HEALTH AND WELFARE BENEFITS.

Director Contreras reported the requested amendments made to Policy 2110 – Health and Welfare Benefits is to ensure the language of the policy matches what the District is already providing to staff in regards to their health benefits. Secretary Dahl made a motion to authorize an amendment to Policy 2110 – Health and Welfare Benefits as presented. It was seconded by Trustee Beverage. A roll call vote was taken:

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

ADOPTION OF THE PLACENTIA LIBRARY DISTRICT POLICY 2022 – EMPLOYEE OF THE YEAR BENEFITS.

Director Contreras reported the Board voted to approve Policy 2022 – Employee of the Year Benefits, as a first reading at the September Board meeting, with input to be gathered from staff. After results from a survey sent to staff were reviewed, the policy shown was amended to reflect those results. Trustee Beverage made a motion to adopt Policy 2022 - Employee of the Year Benefits as presented. It was seconded by Secretary Dahl. A roll call vote was taken:

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

DISCUSSION AND REVIEW OF THE DISTRICT’S MEMBERSHIPS.

Director Contreras reported out on the ongoing memberships that are held by the District as request by the Board during the previous Board meeting. After a discussion, the Board thanked staff for the report and advised they do not see any changes that need to be made. No action was taken at this time.

CONFERENCE AUTHORIZATION FOR THE LIBRARY BOARD OF TRUSTEES AND LIBRARY STAFF TO ATTEND THE PUBLIC LIBRARY ASSOCIATION (PLA) BIENNIAL CONFERENCE IN COLUMBUS, OHIO, APRIL 3-5, 2024.

Trustee Beverage made a motion to move up agenda item 34. It was seconded by Secretary Dahl. A roll call vote was taken:

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

Director Contreras reported the Public Library Association Biennial Conference will be held in Columbus Ohio from April 3-5, 2024. After a discussion, Trustee Nelson made a motion to authorize Trustee Beverage, Secretary Dahl, President Carline and Library Staff to attend the Public Library Association Biennial Conference, in Columbus, Ohio, April 3-5, 2024. It was seconded by Trustee Beverage. A roll call vote was taken:

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

AMENDMENTS TO THE APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES

Director Contreras listed out the current incumbent Board Representatives for the following agencies: the Joint Use Committee, the Special District Local Area Formation Commission (LAFCO) Selection Committee, the Orange County Council

FOR 2023 BY THE BOARD PRESIDENT.

of Governments (OCCOG), the Placentia Library Friends Foundation (PLFF), the Independent Special Districts of Orange County (ISDOC), and the Personnel Committee. After a discussion regarding each agency, the representatives will be as follows if approved by the Board:

Joint Use Agreement Committee
President Carline and Trustee Nelson with Director Contreras

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

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

Representative to the Placentia Library Friends Foundation (PLFF)
Secretary Dahl and President Carline as alternate

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

Personnel Committee
Secretary Dahl and Trustee Nelson

Trustee Beverage made a motion to approve the changes made to the Library Board Representatives for 2023. It was seconded by Secretary Dahl. A roll call vote was taken:

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

REVISE RECOMMENDATION TO BOARD OF SUPERVISORS TO FILL VACANCY RESULTING FROM THE RESIGNATION OF FORMER TRUSTEE JO-ANNE MARTIN.

Director Contreras reported the Board needs to revise their recommendation to the Board of Supervisors regarding the seat vacated by former President Jo-Anne Martin. Trustee Beverage made a motion to send the following recommendation to the Board of Supervisors. First, appoint Gayle Carline, in lieu of election, to the Placentia Library District Board of Trustees to complete the term of office previously held by Jo-Anne Martin ending December of 2026. Second, appoint Dr. Voiza Arnold, in lieu of election, to the Placentia Library District Board of Trustees to complete the term of office previously held by Gayle Carline ending December of 2024. It was seconded by Secretary Dahl. A roll call vote was taken:


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

PRESENTATION FROM THE PUBLIC AGENCY RETIREMENT SERVICES (PARS).

Director Contreras reported Executive Vice President Dennis Yu and the District's Senior Coordinator Angela Tang from our compensation vendor, Public Agency Retirement Services (PARS), are here for our annual presentation. The presentation can be found in this meeting's Board Report. The Board thanked the team for coming out and presenting. No action was taken at this time.

Minutes of Placentia Library District Board of Trustees – Regular Date Meeting of October 23, 2023

- PRESENTATION OF FISCAL YEAR 2021-2022 FINANCIAL AUDIT.** Robert Callanan from CliftonLarsonAllen LLP reported out on the Fiscal Year 2021-2022 Financial audit. The Board thanked Mr. Callanan for the presentation. The Financial Audit for Fiscal Year 2021-2022 was received and will be filed.
- DISCUSSION OF THE LOBBY SPACE.** Director Contreras reported out on some options for the use of the lobby space which was vacated by Bodhi Leaf Coffee Traders in 2021. The Board expressed they would like to see more information for these options in terms of cost and what type of budget the overall project would have. No action was taken at this time.
- ORANGE COUNTY COUNCIL OF GOVERNMENTS UPDATES FROM SECRETARY DAHL.** Secretary Dahl reported out on the Orange County Council of Governments meeting.
- ISDOC UPDATES FROM TRUSTEE NELSON.** Trustee Nelson left early and has an excused absence.
- ADMINISTRATION OF THE OATH OF OFFICE.** This item was pulled from the agenda.
- UPDATES FROM ORANGE COUNTY LAFCO CHAIRMAN DOUGLASS DAVERT, AND COMMISSIONER JAMES FISLER.** This item was pulled from the agenda.
- AGENDA DEVELOPMENT** The next agenda will include the swearing in of Voiza Arnold as a Trustee.
The next Board Meeting will be on November 27, 2023 at 6:30 p.m.
- ADJOURNMENT** The Board of Trustees Regular Date Meeting of October 23, 2023 was adjourned at 8:19 p.m.



Gayle Carline, President
Library Board of Trustees



Sherri Dahl, Secretary
Library Board of Trustees