

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
JUNE 30, 2023

CALL TO ORDER President Martin called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 30, 2023 at 3:03 p.m.

Members Present: President Jo-Anne Martin, Secretary Gayle Carline, Trustee Stephanie Beverage, Trustee Sherri Dahl, Trustee Scott Nelson (arrived at 3:26 p.m.).

Members Absent: None.

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: Mirna Gutierrez Saucedo, on-call Library Clerk; Caitlyn Sandfer, on-call Library Clerk; Tim Balen, Librarian; Katie Matas, Librarian; Margaret Hatanaka, Supervising Librarian; Estella Wnek, Circulation Supervisor.

ADOPTION OF AGENDA It was motioned by Trustee Beverage and seconded by Secretary Carline to adopt the agenda as presented (Item 3).

AYES: Martin, Carline, Beverage, Dahl

NOES: None

ABSENT: Nelson

ORAL COMMUNICATION Two new staff members took this time to introduce themselves to the Board: Mirna Gutierrez Saucedo and Caitlyn Sandfer (Item 4).

BOARD PRESIDENT REPORT President Martin reported she attended the Summer Reading Celebration, visited Trustee Dahl, volunteered at Charity's Closet, and attended the Financial Partners Credit Union Board Meeting and their Quarterly Finance Meeting.

TRUSTEE & ORGANIZATIONAL REPORTS Secretary Carline reported she attended the American Library Association Conference in Chicago. She went to workshops on fundraisers, book banning policies, and procedures for collection.

Trustee Beverage reported she attended the American Library Association Conference in Chicago. She went to workshops on strategic planning and entrepreneurship and a United for Libraries program.

Trustee Dahl attended the Orange County Council of Governments meeting.

Trustee Nelson reported he attended the American Library Association Conference in Chicago. He went to workshops on book bans and budget analysis.

LIBRARY DIRECTOR REPORT Library Director Contreras reported she has been meeting with vendors for the outdoor space and loading dock. She attended the California Special Districts Association General Manager Leadership Summit, the Huntington Beach City Council Meeting, and the Summer Reading Celebration. She took this time to

thank Assistant Library Director Baltierra and staff who helped prepare for the Summer Reading Celebration and staff who worked the event.

FRIENDS FOUNDATION REPORT

No update was given on behalf of the Placentia Library Friends Foundation.

CONSENT CALENDAR

The Board requested to discuss the year-to-date amount for impact fees shown on Agenda Item 13 and the website development progress on Agenda Item 24 with staff. After the discussion, with staff advising they will give monthly updates on the website and mobile app progress, it was moved by Trustee Beverage and seconded by Trustee Nelson to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

MINUTES FOR MAY 30, 2023 BUDGET WORK SESSION AND MAY 30, 2023 UNUSUAL DATE MEETING.

The minutes for the May 30, 2023 Budget Work Session and May 30, 2023 Unusual Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

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

GENERAL CONSENT REPORTS

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

STAFF REPORTS

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

PUBLIC HEARING FOR THE 2023-2025 FISCAL YEAR BUDGET & ADOPTION OF RESOLUTION 2023-03: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT THE 2023-2025 FISCAL YEAR

President Martin announced the public hearing for the 2023-2025 Fiscal Year Budget open at 3:34 p.m. As there were no public in attendance on Zoom or in-person who wished to make any comments, President Martin declared the public hearing closed at 3:34 p.m. Director Contreras presented a balanced budget for fiscal year 2023-2025 to the Board. After questions by the Board were answered, Trustee Beverage made a motion to read the resolution by title only. All-in-favor:

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

BUDGET FOR THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY.

Executive Assistant Nguyen then read the title of Resolution 2023-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the 2023-2025 Fiscal Year Budget for the Placentia Library District of Orange County. Secretary Carline made a motion to adopt the resolution. It was seconded by Trustee Beverage. A roll call vote was taken:

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

ESTABLISH THE HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR FISCAL YEAR 2023-2025 AND ADOPT BY RESOLUTION 2023-04: A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR FISCAL YEAR 2023-2025.

Director Contreras reported the dates listed in the Board book are the proposed library closure dates for the holidays in the 2023-2025 fiscal year. After a brief discussion, President Martin read resolution 2023-04 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 Schedule for Fiscal Year 2023-2025. Trustee Nelson made a motion to adopt the resolution. It was seconded by Trustee Beverage. A roll call vote was taken:

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

ADOPTION OF RESOLUTION 2023-05: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR THE 2023-2024 FISCAL YEAR.

Director Contreras reported Resolution 2023-05 is to set the Gann limit for the fiscal year 2023-2024. A new one will be presented for next fiscal year 2024-2025. After a brief discussion by the Board, Trustee Dahl made a motion to adopt Resolution 2023-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2023-2024 Fiscal Year. It was seconded by Trustee Beverage. A roll call vote was taken:

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

DISCUSS AND REVIEW THE REQUEST FOR PROPOSALS FOR THE READING GARDEN SPACE/CHARGING STATION AND LOADING DOCK RAMP PROJECTS.

Director Contreras advised the presented Request for Proposal is only for the design and architecture and not the construction of the outdoor space and loading dock. After a brief discussion, with some suggestions made by the Board, Trustee Beverage made a motion to authorize the request for proposals for the outdoor library facility space/charging station and loading drop ramp projects as presented, inclusive of input received from the Library board of Trustees. It was seconded by Secretary Carline. A roll call vote was taken:

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

DISCUSS OPTIONS FOR FILLING FUTURE VACANCY IN THE OFFICE OF THE BOARD OF TRUSTEES DUE TO RESIGNATION.

Director Contreras reminded the Board of President Martin's resignation and advised she had requested Legal Counsel David De Berry to come and present on options the District can take to fill her vacancy. Counsel De Berry reported there is no option to leave the seat vacant. He advised the Board to proceed as normal when it comes to filling a vacancy: advertise the vacancy, interview candidates, and send their recommendation to the Orange County Board of Supervisors. After a brief discussion regarding what district the new Board Trustee should be from,

the Board advised staff to get the process started and advertise for the vacancy. President Martin also wanted it noted in the record her official last day is the July Board Meeting.

APPROVE THE FACILITY USE RELEASE, WAIVER OF LIABILITY AND INDEMNITY AGREEMENT BETWEEN THE PLACENTIA LIBRARY DISTRICT AND THE BOYS AND GIRLS CLUB OF BREA, PLACENTIA AND YORBA LINDA.

Director Contreras presented to the Board the Facility Use Release, Waiver of Liability and Indemnity Agreement which was drawn up by Legal Counsel De Berry for the Boys and Girls Club to use the Community Meeting Room. After a brief discussion, it was motioned by Trustee Nelson to approve the Facility Use, Release, Waiver of Liability and Indemnity Agreement between the Placentia Library District and the Boys and Girls Club of Brea, Placentia, and Yorba Linda. It was seconded by Trustee Beverage. A roll call vote was taken:

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

DISCUSS AND CONSIDER CHANGING THE JULY BOARD MEETING DATE.

Director Contreras advised the July Board Meeting needs to be moved to a different date due to schedule conflicts. The Board agreed to change it to July 31st.

DISCUSS AND SELECT A CANDIDATE FOR THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS ELECTION – SEAT C.

Director Contreras reported the California Special Districts Association (CSDA) Board of Directors are holding an election for Seat C. After a brief discussion, Trustee Nelson made a motion to nominate Albert Nederhood for the CSDA Board of Directors – Seat C. It was seconded by Trustee Beverage. A roll call vote was taken:

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

ISDOC UPDATES FROM TRUSTEE NELSON.

Trustee Nelson advised he only has one major item he wanted to present to the Board. Initiative #21-0042A1, also known as Initiative #1935, the “Taxpayer Protection and Government Accountability Act” is an initiative which makes it difficult for state and local governments to raise funds. Director Contreras asked if Trustee Nelson would like to get a letter of opposition drawn up. Trustee Nelson advised he will consider it after getting more information on the language of the initiative.

AGENDA DEVELOPMENT

For the next meeting, Director Contreras and Trustee Nelson will bring back more information on Initiative #21-0042A1 to present to the Board.

The next Board Meeting will be on July 31, 2023 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of June 30, 2023 was adjourned at 4:22 p.m.



Jo-Anne Martin, President
Library Board of Trustees



Gayle Carline, Secretary
Library Board of Trustees