

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL DATE MEETING OF THE BOARD OF TRUSTEES
MARCH 10, 2020

CALL TO ORDER

President Carline called the Special Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 10th, 2020 at 6:30 p.m.

Members Present: President Gayle Carline, Secretary Al Shkoler, Trustee Jo-Anne Martin, Trustee Elizabeth Minter

Members Absent: Trustee Richard DeVecchio

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager.

Guests: None

ADOPTION OF AGENDA

It was moved by Secretary Shkoler and seconded by Trustee Minter to adopt the Agenda. President Carline entered the meeting at 6:48 p.m. (Item 3).

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

ORAL COMMUNICATION

None (Item 4).

**DISCUSS AND ADDRESS
PLANS AND RESPONSES FOR
COVID-19.**

Director Contreras presented a draft message addressing the public on the COVID-19 outbreak and the District's plan of action to be taken to create a clean environment and provide correct information to the community. The Board discussed the concerns of the community and staff. It was determined that the staff would not telecommute due to it only pertaining to a minimal number of staff, additionally the following precautions would be effective immediately: Library of Things Checkouts will be suspended until further notice and Meeting Room rentals will be suspended until further notice. Janitorial staff will come in more often to provide deeper and more thorough cleaning services, a temperature ear thermometer will be ordered and available in Administration for staff, and COVID-19 testing for all staff is to be covered by the District should an employee, trustee, or volunteer test positive. A single page letter will be sent out to all Placentia residents as well as on social media, Constant Contact, and the District's website. The District will also provide its employees with cleaning supplies and gloves.

REVIEW OF ACTION ITEMS

The next Board of Trustees Meeting will be on March 23rd, 2020 at 6:30 p.m. in the Community Meeting Room.

ADJOURNMENT

The Board of Trustees Special Meeting of March 10th, 2020 was adjourned at 7:20 p.m.



Gayle Carline, President
Library Board of Trustees



Al Shkoler, Secretary
Library Board of Trustees