

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
MAY 17, 2021

**CALL TO ORDER**

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 17<sup>th</sup>, 2021 at 6:32 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; Jon Legree, Systems Librarian.

**Counsel Present:** David DeBerry, Woodruff, Spradlin & Smart.

**Guests:** Stephanie Beverage, Placentia Resident; John Sparks, Placentia Resident; Mark O'Brien, Library Patron; Laura DeLeon, Library Clerk; Megan Tolman, Librarian; Venessa Faber, Library Assistant; Wendy Amireh, Supervising Librarian; Shellie McCurdy, Library Assistant; Katie Matas, Librarian; Victor Meza, Library Assistant; Julie Stefan, Library Patron; Dale Carline, Placentia Resident.

**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 CLA Virtual Conference, presented at the conference with Secretary Carline, Director Contreras and Mr. DeBerry, attended a Joint Use Committee Meeting, and participated in the video for the District's CLA PRExcellence Award. President Martin reported that she also continued tutoring, volunteering at Charity's Closet, and partaking in community food distribution.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Carline attended the Joint Use Committee Meeting, ISDOC Quarterly Luncheon, LAFCO Budget Meeting, the CLA Conference, and presented with President Martin, Director Contreras and Mr. DeBerry at the conference.

Trustee Dahl attended the PLFF Board Meeting, the CLA Virtual Conference, and the Orange County Council of Government's Meeting. Trustee Dahl also volunteered at PLFF's Farmer's Market Fundraiser.

Trustee Shioura attended the CLA Virtual Conference.

Trustee Shkoler used his PLFF Gala auction package.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras reported on her activities with attending the CLA Conference, commending staff on their numerous sessions, in addition to reporting out on the three presentations she gave at the conference. Library Director Contreras provided an update regarding Governor Newsom’s infrastructure plans and noted majority of the funding will be grant based. Director Contreras also attended the Joint Use Committee meeting.

**FRIENDS FOUNDATION  
REPORT**

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth provided updates on the PLFF farmer’s market fundraiser, increase in volunteers, the announcement of the Second Sunday Book Sale returning in June, and the plan for a two day July blow out sale to kick off Phase 3. Moreover, PLFF has been utilizing Etsy to sell VHS tapes and miscellaneous items, which has been going very well.

**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 APRIL 19,  
2021 REGULAR DATE  
MEETING.**

The minutes for the April 19<sup>th</sup>, 2021 Regular 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 April 2021 (Item 10)  
Fund 707 Balance Report for April 2021 (Item 11)

Financial Reports through April 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 April 2021 (Item 13)  
Acquisitions Report for April 2021 (Item 14)  
Service Revenue Report for April 2021 (Item 15)

**GENERAL CONSENT  
REPORTS**

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

**STAFF REPORTS**

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

**PRESENTATION OF THE DISTRICT’S IT STRATEGIC PLAN PRESENTED BY SYSTEMS LIBRARIAN, JON LEGREE.**

Systems Librarian, Jon Legree, provided a presentation of the District’s accomplishments for 2019-2021 Fiscal Years and the IT Strategic Plan for the 2021-2023 Fiscal Years. This presentation included the plan to deploy a new library web site using WordPress CMS, implement a support ticketing system in Microsoft Power Apps, increase staff collaboration and coordination in Microsoft Teams, implement a staff cybersecurity awareness training, and deploy a library app using OCLC CapiraMobile. Trustee Shioura asked if a 3D Printer could be included in the IT Strategic Plan. Director Contreras explained that 3D Printers, based on other libraries implementation of 3D Printers and community surveys pre-renovation, lacked positive statistics and were unfavorable. No action was taken at this time.

**PRESENTATION OF THE DISTRICT’S WEBSITE CHANGES PRESENTED BY SYSTEMS LIBRARIAN, JON LEGREE.**

Systems Librarian, Jon Legree, provided a presentation of the history of the District’s website, starting from 2004 to present day. Mr. Legree presented previews of the new websites functions, such as being fully searchable and real time library card applications in addition to providing projected performance measures. No questions were presented and no action was taken at this time.

**PRIVATIZATION OF LIBRARY SERVICES AND ASSESSMENT OF LIBRARY SYSTEMS & SERVICES (LS&S).**

At the April 19, 2021 Library Board of Trustees meeting, Trustee Shioura requested that privatization of library services and an assessment of Library Systems & Services (LS&S) be discussed at the May meeting. Director Contreras presented statistics and data in addition to a visual presentation with the recommendation to maintain library management and operations with the District under the current leadership and team as evidenced by the District’s successes with its fiscal, management, innovation, awards and recognitions, programs, services, transparencies, and responses to its community.

President Martin then opened the item for public comment. Stephanie Beverage, Placentia resident and former Huntington Beach Library Director, read a letter from her parents, also Placentia residents, against outsourcing and provided her professional experience and recommendations against privatization of the library, the misuse of its funds, and her reaction as a resident to what it would mean to residents to use tax money towards a private company. John Sparks, Placentia resident, then addressed Trustee Shioura urging he take his role as Trustee more seriously, to read the agenda and board packet, and to learn more about the library he represents and how well it serves the community instead of pursuing extreme measures such as outsourcing. Moreover, Walter O’Brien, a library patron, spoke on behalf of himself and his family against outsourcing the library, concerned with losing the relationship, customer service, and quality of service the library currently offers patrons. Lastly, Laura DeLeon, Library Clerk, spoke in agreement with the

recommendation to not move forward with outsourcing, noting as a staff member how it would negatively impact the structure of the library, the quality of its services, and the relationships between staff, board members and the public.

President Martin then opened the discussion to the Board of Trustees. Trustee Shioura felt the public did not have enough time to review the board packet and that there was misinformation in the State Library statistics, American Library Association information and other reports provided. Moreover, Trustee Shioura stated that privatization was not the same as outsourcing, noting the library staff would be retained and outsourced by LS&S, and wanted to follow in step with what the City of Placentia did with the Fire Department. President Martin corrected this example in stating that the City of Placentia was outsourcing their fire department from OCFA and brought it back to a city-controlled service.

Trustee Shioura motioned to have the item brought back in 60 days. His motion was not seconded and tabled. Trustee Dahl asked it to also be on the record that the assumption that the staff would remain the same is an insult to their skills as privatizing would greatly impact their livelihood. After further discussion, Secretary Carline motioned to maintain library management and operations with the District under the current leadership and team as evidenced by the District's successes with its fiscal, management, innovation, awards and recognitions, programs, services, transparencies, and responses to its community. Trustee Shioura stated once again that he would like this item postponed 60 days to allow the public more time to read the item and be presented with more facts. Secretary Carline's motion was seconded by Trustee Dahl. A roll call vote was taken:

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

**PUBLIC RECORDS REQUEST  
AND DISTRICT EMAILS AS  
OPEN SOURCE.**

At the April 19, 2021 Library Board of Trustees meeting, Trustee Shioura requested that an item regarding providing access to all District emails be made available to the public. Director Contreras provided information reports to thoroughly cover the costs associated with emails as an open source in addition to reiterating the District's current compliance with the California Public Records Act. Trustee Shioura stated there was a miscommunication in his request at the last meeting, stating the request is to have the Board and managerial staff only as an open source; not all District staff. After some discussion, it was motioned by President Martin and seconded by Trustee Shkoler to not move forward with an open source to District emails due to costs as District records can be obtained through the Public Records Act request form. A roll call vote was taken:

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

**AUTHORIZATION OF AN AMENDMENT TO POLICY 5070 – RULES OF ORDER FOR BOARD AND COMMITTEE MEETINGS.**

Director Contreras presented the recommendation of amendments to Policy 5070-Rules of Order for Board and Committee meetings. These amendments included disruptive conduct proceedings and no use of e-communication in Board Meetings. Director Contreras stated the expectations of Board Members are to represent the District in the utmost respect and professional manner while maintaining the highest level of integrity. To ensure meetings are conducted with minimal disruptions and to maintain order, Board Members shall adhere to the meeting decorum as proposed in Policy 5070. Trustee Shioura inquired about what would qualify as disruptive conduct and asked for each item to be listed in the policy. At the advisement of legal counsel, the verbiage in the report is in line with California State Law and would not need this inclusion. After additional discussion, Trustee Shkoler motioned to approve the proposed amendments to Policy 5070 – Rules of Order for Board and Committee Meetings, as presented and inclusive of input from the Library Board of Trustees. Trustee Shioura stated he would not be voting yes on this item because the Police Department is across the plaza and, therefore, Board Meetings are safe as is. Trustee Shkoler’s motion was seconded by Secretary Carline. A roll call vote was taken:

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

**AUTHORIZATION OF AN AMENDMENT TO POLICY 5020 – BOARD MEETING AGENDA.**

Director Contreras presented that as per Policy 1000, it is the intent of the Board of Trustees of Placentia Library District to maintain a Manual of Policies. The Manual of Policies will serve as a resource for Trustees, staff and members of the public in determining the manner in which matters of District business are to be conducted. Policy 5020 – Board Meeting Agenda was adopted in 2004 and last reviewed and updated in February 2013. To establish and define clarity with which an item can be placed on an agenda to be discussed at a public board meeting, Administration recommends amendments to Policy 5020 as presented. The amendments include a timeline of 14 working days prior to a meeting for an agenda item to be asked for and that it must receive a second to be placed on the agenda when requested at a board meeting. After some discussion, it was motioned by Secretary Carline and seconded by Trustee Shkoler to approve the proposed amendments to Policy 5020 – Board Meeting Agenda, as presented and inclusive of input from the Library Board of Trustees. A roll call vote was taken:

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

**AUTHORIZATION OF AN AMENDMENT TO POLICY 2020 – VACATIONS.**

At the March 15, 2021 Budget Work Session, an amendment to Policy 2020 - Vacations was presented, as part of the 2021-2023 Fiscal Year Budget. The Board adopted the 2021-2023 Budget at the April 19, 2021 meeting; however, the amended Policy 2020 was not included in the budget adoption procedure. It was motioned to approve the proposed amendments to Policy 2020 - Vacations, as

presented and inclusive of input from the Library Board of Trustees by President Martin and seconded by Secretary Carline. A roll call vote was taken:

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

**INTRODUCTION AND FIRST READING OF PROPOSED POLICY 2011 – FLEXIBLE WORK SCHEDULE POLICY.**

Director Contreras presented how workplace flexibility a mutually beneficial arrangement between employees and employers. The changing nature of work and the workforce is driving the need for more innovative and effective work arrangements. The 2020 covid-19 pandemic demonstrated the immediate need for workplace flexibility. The District responded by adopting Policy 2045 – Coronavirus (COVID-19) Leave Policy and approval of the Covid-19 Re-Opening Plan which outlines the different phases of opening inclusive of work schedules. After some discussion, Secretary Carline motioned to approve the First Reading of Policy 2011 – Flexible Work Schedule Policy and to waive future reading of the Policy and schedule the second reading and adoption at the June 21, 2021 Board of Trustees Meeting. This motion was seconded by Trustee Shkoler. A roll call vote was taken:

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

**AUTHORIZATION OF RECLASSIFICATION AND AMENDMENTS TO POLICY 2309 – JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT.**

At the March 15, 2021 Budget Work Session, an amendment to Policy 2309 – Job Description – Administrative Assistant was presented, as part of the 2021-2023 Fiscal Year Budget. The Board adopted the 2021-2023 Budget at the April 19, 2021 meeting; however, the amended Policy 2309 was not included in the budget adoption procedure. President Martin opened the item for discussion. Trustee Shioura inquired about the educational qualifications and the Board discussed how the Associates of Arts degree minimum education is in line with other Executive Assistant job descriptions. It was motioned by President Carline and seconded by Trustee Dahl to approve the proposed amendments to Policy 2309 – Administrative Assistant, as presented and inclusive of input from the Library Board of Trustees. A roll call vote was taken:

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

**REPORT OF THE JOINT-USE COMMITTEE MEETING BY PRESIDENT MARTIN.**

President Martin reported out on the May 6, 2021 Joint-Use Committee Meeting, which included a discussion regarding fire personnel vehicles to park on All America Way rather than in the parking lot to ease parking lot impacts. Moreover, the City reported out that they are partnering with Placentia businesses for mobile POD sites to distribute Pfizer and Johnson & Johnson vaccines. Additionally, the City approved a \$4.3 million street repair initiative for the southeast section of town. Furthermore, Placentia is officially a Tree City USA destination with over 150 trees planted in the last year. The issue regarding fire personnel vehicles, in addition to parking lot

maintenance due to an abundance of trash and continuation of citations for overnight parking violations, will be addressed by Director Estevez. Director Estevez will also provide Director Contreras a reference to a consultant regarding impact fees and construction index. The next Joint-Use Committee meeting is scheduled for Thursday, June 3<sup>rd</sup>.

**REVIEW OF ACTION ITEMS**

Secretary Carline requested to provide a report on active legislation that would affect the library on next month's agenda. Secretary Carline's agenda request was seconded by Trustee Shioura, approving it to be included on the June 21, 2021 Regular Date Meeting Agenda. Trustee Shioura then requested to have a grant to cover Library IQ placed on next meeting's agenda. His request was not seconded. The next Board Meeting will be on June 21<sup>st</sup>, 2021 at 6:30 p.m.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of May 17<sup>th</sup>, 2021 was adjourned at 8:25 p.m.

  
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Jo-Anne Martin, President  
Library Board of Trustees

  
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Gayle Carline, Secretary  
Library Board of Trustees

