

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
APRIL 22, 2024

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 22, 2024 at 6:34 p.m.

Members Present: President Gayle Carline, Secretary Sherri Dahl, Trustee Stephanie Beverage.

Members Absent: Trustee Voiza Arnold (excused), Trustee Scott Nelson (excused).

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

Guests: James Fisler, OC LAFCO Commissioner and Mesa Water District Director; John Lewis, public member; Theresa Kintz, public member; Esther Canedo, Adult Literacy Library Assistant; Ruchika Sharda, Adult Literacy Library Assistant.

ADOPTION OF AGENDA

It was motioned by Trustee Beverage to adopt agenda as presented. It was seconded by Secretary Dahl (Item 3).

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

ORAL COMMUNICATION

OC LAFCO Commissioner and Mesa Water District Director, James Fisler, is up for re-election to the OC LAFCO Special District Commissioner seat and came out to advocate for the Placentia Library District to vote for his re-election. John Lewis came to endorse James Fisler (Item 4).

BOARD PRESIDENT REPORT

President Carline reported she took part in the Placentia Chamber of Commerce's Principal for a Day event at Wagner Elementary. She also came to present at the District during Third Grade visits. She attended the Taylor Swift Artistry and Entrepreneurship seminar, the Taylor Swift Dance Party and the Public Library Association Conference.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Dahl reported she attended the Public Library Association Conference, the PLFF Board Meeting, the Placentia Round Table Women's Club meetings to work on scholarships, the Taylor Swift Artistry and Entrepreneurship seminar and the Taylor Swift Dance Party. She also came to present at the District during Third Grade visits.

Trustee Beverage reported she attended the Public Library Association Conference and the trip to Sacramento for National Library Workers Day.

Trustee Arnold had an excused absence.

Trustee Nelson had an excused absence.

**LIBRARY DIRECTOR
REPORT**

Director Contreras took this time to introduce Ruchika Sharda and Esther Canedo to the Board. Ms. Sharda and Ms. Canedo are both grant-funded Library Assistants for Adult Literacy.

Director Contreras reported she had attended the Public Library Association Conference and thanked the Board for authorizing her attendance at the conference. She also attended the trip to Sacramento for National Library Workers Day, the Taylor Swift Artistry and Entrepreneurship seminar, and the Taylor Swift Dance Party. She also attended the Southern California Facilities Expo in Anaheim with Business Manager Maskarino. She also had a meeting with a student from Valencia High School who would like to be a volunteer intern at the District. Director Contreras also took this time to report the café space will be reenvisioned as a center for small businesses. The District has received a grant for a privacy booth and five solar chargers. They will be delivered in June.

**FRIENDS FOUNDATION
REPORT**

Secretary Dahl reported out on the Placentia Library Friends Foundation (PLFF) on behalf of President Reuben Skipper. The yard sale is scheduled for this coming Saturday, April 27th. They are still working on pricing the items. The bookstore brought in \$1927 from book sales in March. Over the last 12 months, they brought in \$22,000. Discover Books have still not paid their past due invoices and are now also not picking up their discards. April is volunteer month and they plan to give all of their volunteers a \$10 gift card for Starbucks. They have been struggling with having enough people to handle the different aspects of the foundation.

CONSENT CALENDAR

After a brief discussion regarding agenda item 14, it was moved by Trustee Beverage and seconded by Secretary Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

**MINUTES FOR MARCH 25,
2024 REGULAR DATE
MEETING.**

The minutes for the March 25, 2024 Regular Date Meeting were received, reviewed and filed (Item 9).

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

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

Check Registers for March 2024 (Item 10)
Fund 707 Balance Report for March 2024 (Item 11)
Financial Reports through February 2024 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 March 2024 (Item 13)
Acquisitions Report for March 2024 (Item 14)
Entrepreneurial Activities Report for March 2024 (Item 15)
Library Impact Fee Report for March 2024 (Item 16)

**GENERAL CONSENT
REPORTS**

Personnel Report for March 2024 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for March 2024 (Item 19)

Circulation Report for March 2024 (Item 20)

STAFF REPORTS

Children’s Services Report March 2024 (Item 21)
Adult Services Report for March 2024 (Item 22)
Placentia Library Website Technology Report for March 2024 (Item 23)
Customer Service Report (Items 24)

**PRESENTATION AND
UPDATES ON WEBSITE
DEVELOPMENT BY IT
CONSULTANT, JEREMY
YAMAGUCHI.**

IT Consultant Jeremy Yamaguchi gave a brief presentation on the history of the District’s website and an update on the progress of the new Streamline website. The new website is prepared to go live on May 1st, barring any issues or changes the Board may request. After a brief discussion, the Board expressed they like the new website and are excited to see it go live.

**JOINT-USE COMMITTEE
UPDATES FROM PRESIDENT
CARLINE.**

President Carline reported there was no Joint Use Meeting since the last meeting in February and advised she would like to meet with the City in May. Executive Assistant Nguyen will work on getting a meeting scheduled for May.

**ISDOC & LEGISLATIVE
UPDATES FROM TRUSTEE
NELSON.**

Director Contreras recommended to postpone this agenda item as Trustee Nelson had an excused absence and cannot report out on the subject. It will be moved to next month’s meeting.

AGENDA DEVELOPMENT

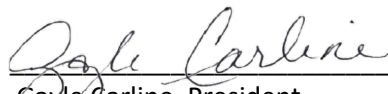
President Carline requested to change the May Board Meeting from May 28th to May 29th. Present Board Trustees had no issues with the day change.

Director Contreras reported these items will be on the agenda for the May Meeting: the E-Rate update, the café space update, the Outdoor Space update, reports on the Public Library Association Conference and the 22/23 fiscal year audit.

The next Board Meeting will be on May 29, 2024 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of April 22, 2024 was adjourned at 7:26 p.m.



Gayle Carline, President
Library Board of Trustees



Sherri Dahl, Secretary
Library Board of Trustees