

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

**CALL TO ORDER**

President Martin called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 30, 2023 at 6:33 p.m.

**Members Present:** President Jo-Anne Martin, Secretary Gayle Carline, Trustee Stephanie Beverage, Trustee Sherri Dahl, Trustee Scott Nelson.

**Members Absent:** None.

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Lina Nguyen, Executive Assistant.

**Counsel Present:** None.

**Guests:** Stephanie Leon, patron; 714-777-8726; Jason Klein.

**ADOPTION OF AGENDA**

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

AYES: Martin, Carline, Beverage, Dahl, Nelson

NOES: None

ABSENT: None

**ORAL COMMUNICATION**

Stephanie Leon, a patron of the Placentia Library District and a writer, started a writing club at the Placentia Round Table Women's Club called "Scribes" and they are now in their third year. Realizing there was no writing club at the District, she wanted to come out and suggest to the Board to start a writing club. The club would be for writers to give and get feedback on their writing. The Board thanked Stephanie for her recommendation (Item 4).

**BOARD PRESIDENT REPORT**

President Martin reported she attended the Arnolds' Passport Dedication Ceremony, the Annual Literacy Recognition Dinner, the CSDA Legislative Days, the Annual First Responders Recognition Breakfast, the welcome meet and greet for the new Business Manager, and the Financial Partners Credit Union Annual Meeting. She also attended the planning sessions for Rotary's Annual Cowabunga Festival. She volunteered at Charity's Closet.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Carline reported she attended the Annual Literacy Recognition Dinner and the Annual First Responders Recognition Breakfast. She also presented a proposal for a fundraiser at the PLFF Board Meeting which wouldn't take place until 2024. She also attended the Epsilon Sigma Omicron Breakfast. Epsilon Sigma Omicron is a book club within the California Federation of Women's Clubs. She spoke to the attendees about being an author.

Trustee Dahl wanted to first start with how happy she is to be back and how thankful she is for the assistance she has been receiving from Library Director Contreras and Assistant Library Director Baltierra. She also thanked her fellow Trustees for their support during her time in and out of the hospital. She reported she attended the Annual Literacy Recognition Dinner, the PLFF Board Meeting, the Orange County Council of Governments meeting, and the Placentia Round Table Women's Club meeting where scholarships were awarded.

Trustee Beverage reported she attended the Arnolds' Passport Dedication Ceremony, the National Library Workers Day Recognition event, the Annual First Responders Recognition Breakfast, Shellie's Goodbye Pie, the LAFCO meeting, and the US Book Show. She also read to the students during the Third Grade Visits at the District.

Trustee Nelson reported he attended the ISDOC Board Meeting, the Arnolds' Passport Dedication Ceremony, the CSDA Legislative Days, and the welcome meet and greet for the new Business Manager. He also read to the students during the Third Grade Visits at the District.

**LIBRARY DIRECTOR REPORT**

Library Director Contreras reported she attended the CSDA Legislative Days, the Annual Literacy Recognition Dinner, the ISDOC Executive Meeting, the ISDOC GM Meeting, the Arnolds' Passport Dedication Ceremony, and the Boys and Girls Club Board Meeting. She sat on a panel for Newport Beach Library's Librarian 3 interviews. She reported she scheduled an ergonomic evaluation for staff and advised the Business Manager position has closed.

**FRIENDS FOUNDATION REPORT**

Trustee Dahl gave an update on behalf of the Placentia Library Friends Foundation (PLFF) President, Rueben Skipper. She reported there is a book sale on June 10<sup>th</sup> and 11<sup>th</sup>. The bookstore is doing very well. They advised they had to cancel the movie fundraiser. They are looking into fundraisers which will be able to pull in more funds.

**CONSENT CALENDAR**

The Board requested to discuss Agenda Item 13 with staff. There were concerns raised in regards to not receiving the full amount budgeted for Federal grants. Director Contreras advised this was due to her budget being based off of funding from a Congresswoman which the District did not end up getting. It was moved by Trustee Nelson and seconded by Trustee Beverage 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 APRIL 24, 2023 REGULAR DATE MEETING.**

The minutes for the April 24, 2023 Regular 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 April 2023 (Item 10)  
Fund 707 Balance Report for April 2023 (Item 11)  
Financial Reports through April 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 April 2023 (Item 13)  
Acquisitions Report for April 2023 (Item 14)  
Entrepreneurial Activities Report for April 2023 (Item 15)  
Library Impact Fee Report for April 2023 (Item 16)

**GENERAL CONSENT REPORTS**

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

**STAFF REPORTS**

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

**DISCUSS OPPORTUNITY FOR PARTNERSHIP WITH BOYS AND GIRLS CLUB BREA-PLACENTIA-YORBA LINDA.**

Director Contreras reported the Brea, Placentia, and Yorba Linda chapter of the Boys and Girls Club, of which she is a Board member, is requesting to use the District’s Community Meeting Room to provide programs to the children of Placentia. Chief Professional Officer of the local chapter, Christine Marick, was present to speak to the Board about the current need for a location and why the District would be a good fit. After a brief discussion, Secretary Carline made a motion to direct staff to create a Memorandum of Understanding with guidance from Legal Counsel to establish a formal relationship with the Boys & Girls Club for their use of the Community Meeting Room on a regular basis. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**ADOPT ORDINANCE NO. 2023-01: AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT TO PROVIDE INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT FOR PUBLIC PROJECTS.**

Director Contreras reminded the Board this item has been brought back to the Board for a second reading and adoption. Trustee Beverage made a motion to adopt Ordinance 2023-01: An Ordinance of the Board of Trustees of the Placentia Library District to Provide Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act for Public Projects. It was seconded by Trustee Nelson. A roll call vote was taken:

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

**SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) 2023 BOARD OF DIRECTORS ELECTION.**

Director Contreras reported the Special District Risk Management Authority (SDRMA) are holding an election for three seats on their Board of Directors. After a brief discussion, Trustee Nelson made a motion to nominate Robert Swan, Acquanetta Warren, and Sandy Seifert-Raffelson for the SDRMA Board of Directors. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**AUTHORIZE AMENDMENTS TO POLICY 2015 – EMPLOYEE STATUS.**

Director Contreras reported Policy 2015 was amended based off of the comments made by the Board during the May Board Meeting where it was first presented. An acknowledgement form has been included to ensure the employee understands the policy, in particular the promotional probation period. The policy has been reviewed by Legal Counsel and is being presented to the Board again for approval. After a brief discussion, Trustee Dahl made a motion to authorize amendments to

Policy 2015 – Employee Status as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**CONFERENCE  
AUTHORIZATION FOR  
LIBRARY BOARD OF  
TRUSTEES AND LIBRARY  
DIRECTOR TO ATTEND THE  
CALIFORNIA SPECIAL  
DISTRICT ASSOCIATION  
(CSDA) ANNUAL  
CONFERENCE IN  
MONTEREY, CALIFORNIA,  
AUGUST 28-31, 2023.**

Director Contreras reported the California Special District Association (CSDA) will be holding their annual conference in Monterey, California. After a brief discussion, Secretary Carline and Trustee Beverage expressed their interest in attending the CSDA Conference. Trustee Nelson made a motion to authorize two Trustees and the Library Director to attend the California Special District Association Annual Conference in Monterey, California, August 28-31, 2023. It was seconded by Secretary Carline. A roll call vote was taken:

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

**AUTHORIZE THE DISTRICT  
TO ENTER INTO A  
CONTRACT WITH GIGAKOM  
TO PROVIDE TECHNOLOGY  
EQUIPMENT AND SERVICES  
THROUGH THE E-RATE  
REIMBURSEMENT  
PROGRAM.**

Assistant Library Director Baltierra reported she has been working with IT Consultant Jeremy Yamaguchi to secure funding from the E-Rate Program. Between the two proposals, staff recommends the Board to award the contract to Gigakom. After a brief discussion, Trustee Beverage made a motion to authorize the District to enter into a contract with Gigakom to provide technology equipment and services. It was seconded by Secretary Carline. A roll call vote was taken:

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

**DISCUSS AND CONSIDER  
CHANGING THE JUNE  
BOARD MEETING DATE.**

Director Contreras reminded the Board the proposed budget she presented earlier will need to be brought back to the Board for adoption. The District is legally obligated to post a public notice 30 days before the adoption meeting. Therefore, she is requesting the Board to consider changing the June Board meeting from Monday, June 26, 2023 to Friday, June 30, 2023. After a brief discussion, the Board approved to change the June Board Meeting to Friday, June 30, 2023 at 3:00 p.m.

**LEGISLATIVE UPDATES  
FROM SECRETARY CARLINE.**

Secretary Carline reported a bill which stuck out to her was AB 1274: Young Californians' Inclusion Act. She has been interested in getting more young people involved in the political landscape at the local level. She would like to work with the school district to allow the City Council and the District Board to go to schools during the school year where students are learning about local government to speak to the students about how they can get involved and why it is important for them to get involved. Director Contreras reported she will mention this during her welcome meeting with the new Superintendent at the Placentia-Yorba Linda School District. President Martin took this time to request staff to reach out to Senator Angelique Ashby's team and set up a Zoom meeting to discuss SB 321: Local Public Library Partnership Program. The staff member from Senator Ashby's team who was scheduled to meet with the District Board and staff during the CSDA Legislative days was unable to make it to the meeting.

**ISDOC UPDATES FROM TRUSTEE NELSON.**

Secretary Nelson gave an update on AB 1637. Special districts have been removed from the bill and it has not been passed yet. He also reported out on AB 617 which would call for municipalities and special districts to switch over to electric vehicles.

**AGENDA DEVELOPMENT**

President Martin took this time to tender her resignation from the Board as of the 30<sup>th</sup> of August due to her plans to move out of state. She expressed her gratitude for all of the support she received during her time on the Board.

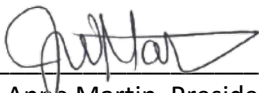
For the next meeting, Director Contreras will be presenting the budget for approval as well as a draft of a MOU with the Boys and Girls Club.

Moving forward, Trustee Dahl will be providing updates from the Orange County Council of Governments meetings.

The next Board Meeting will be on June 30, 2023 at 3:00 p.m.

**ADJOURNMENT**

The Board of Trustees Unusual Date Meeting of May 30, 2023 was adjourned at 7:52 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