

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
JANUARY 27, 2025

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 27, 2025, at 6:31 p.m.

Members Present: President Gayle Carline, Secretary Scott Nelson, Trustee Stephanie Beverage, Trustee Sherri Dahl (arrived at 6:34 p.m.).

Members Absent: None

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

Guests: Robert Callanan, Clifton Larson & Allen.

ADOPTION OF AGENDA

It was motioned by Trustee Beverage to adopt agenda as presented. It was seconded by Secretary Nelson (Item 3). All in favor:

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline reported she met with Library Director Contreras for their monthly meetings. She attended the groundbreaking photo-op for the Outdoor Library. She reported there will be a Joint Use Meeting this Thursday, January 30th.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Nelson reported he attended the groundbreaking photo-op for the Outdoor Library.

Trustee Beverage reported she attended the groundbreaking photo-op for the Outdoor Library and will be attending the Joint Use Meeting this Thursday.

Trustee Dahl reported she attended the groundbreaking photo-op for the Outdoor Library, the PLFF Board Meeting, and the Placentia Round Table Women's Club general meeting and Board Meeting.

**LIBRARY DIRECTOR
REPORT**

Director Contreras reported she served on the City of Irvine's interview panel for the Library Services Manager position. She attended the groundbreaking photo-op for the Outdoor Library. She met with the City of Placentia's Interim City Administrator. She also met with the Placentia Police Department to handle concerns regarding the unhoused population and challenging patrons. She attended the PLFF Board Meeting and reported that the PLFF are focused on the Authors Luncheon. She also attended the Placentia City Council Meeting and reported they have opened positions for commissions if the Board is interested.

**FRIENDS FOUNDATION
REPORT**

Secretary Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. The bookstore made \$1,703 last month. They are halfway to reaching their goal of making \$25,000 this year. They are working on the Authors Luncheon. This year, registration for the luncheon will only be done through a QR code or by coming into the library. They have not begun their membership campaign yet. They have decided to discontinue their current website to go with a new website that was recommended by their committee.

CONSENT CALENDAR

It was moved by Trustee Beverage and seconded by Trustee Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

**MINUTES FOR DECEMBER
16, 2024 UNUSUAL DATE
MEETING.**

The minutes for the December 16, 2024 Unusual Date Meeting were received, reviewed and filed (Item 9).

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

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

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

**GENERAL CONSENT
REPORTS**

Personnel Report for December 2024 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for December 2024 (Item 19)
Circulation Report for December 2024 (Item 20)

STAFF REPORTS

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

**PRESENTATION OF FISCAL
YEAR 2023-2024 FINANCIAL
AUDIT FROM CLIFTON
LARSON ALLEN LLP (CLA).**

Director Contreras introduced Robert Callanan from CliftonLarsonAllen LLP to the Board. Mr. Callanan reported on the Fiscal Year 2023-2024 financial audit and said it has improved over the previous years. The Board thanked Mr. Callanan for the presentation. The Financial Audit for Fiscal Year 2023-2024 was received and will be filed.

**AUTHORIZATION FOR
AMENDMENTS TO POLICY
6010 – MATERIALS**

Director Contreras reported this next agenda item are the changes the District needs to make to Policy 6010 – Material Selection Policy in order to ensure compliance in regards to AB 1825 – the California Freedom to Read Act. By law, the policy needs to be approved by the State Librarian by January 2026. She

SELECTION POLICY TO INCORPORATE AB 1825 LANGUAGE.

advised the policy will be forwarded to Legal Counsel for review after the first reading and put back on the agenda for the February meeting for final approval before being sent to the State Librarian. After a brief discussion, Trustee Beverage made a motion to approve Policy 6010 as first reading. It was seconded by Secretary Dahl. A roll call vote was taken.

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

AUTHORIZATION FOR THE ASSISTANT LIBRARY DIRECTOR AND IT CONSULTANT TO ATTEND THE COMPUTERS IN LIBRARIES 2025, MARCH 24-28, 2025 IN ARLINGTON, VIRGINIA.

Director Contreras is requesting authorization for the IT Consultant and Assistant Library Director to attend the Computers in Libraries Conference in Virginia. She reported there is usually a similar conference in California but this conference in Virginia has sessions regarding topics that the District has been discussing with the IT Consultant. The Board agreed it is good for staff to stay up to speed on changes and conferences give them a good chance to network and learn. Trustee Beverage made a motion to authorize the IT Consultant and Assistant Library Director to attend the 2025 Computers in Libraries Conference, March 24-28, 2025 in Arlington, Virginia. It was seconded by Trustee Dahl. A roll call vote was taken.

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

AUTHORIZATION FOR THE BUSINESS MANAGER TO ATTEND SDRMA SPRING EDUCATION DAY, MARCH 26, 2025 IN SACRAMENTO, CALIFORNIA.

Director Contreras is requesting the Board approve the attendance of Business Manager Maskarino at the Special District Risk Management Authority's (SDRMA) Spring Education Day. It will be a good chance for him to keep up to date on IT crimes, fraud, and accounting processes. The Board agreed risk management is crucial. Trustee Beverage made a motion to authorize the Business Manager to attend the SDRMA Spring Education Day on March 26, 2025 in Sacramento, California. It was seconded by Trustee Dahl. A roll call vote was taken.

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

ROUNDTABLE WOMEN'S CLUB UPDATES FROM TRUSTEE DAHL.

Trustee Dahl reported the Placentia Round Table Women's Club's yearly tasks are moving along. They are coming up on Bunco. They are currently waiting for a city permit that would allow an outside vendor to rent out the Club's space every Tuesday of the month, except for one, and one Saturday a month for bingo. This would bring in a good amount of revenue that would allow them to do more charitable tasks. The Club donated \$5,000 to the Federation of Women's Clubs, to distribute to the victims of the fires in Alta Dena and Pasadena. The bathroom remodeling project is ongoing. They will be donating Girl Scout cookies to the Marines and the Girl Scouts will be delivering the cookies themselves. Every year, the Club gives out two scholarships to veterans at Fullerton College. There has been a process change on how the scholarships are awarded to the veterans.

LAFCO UPDATES FROM TRUSTEE BEVERAGE.

Trustee Beverage reported the Local Agency Formation Commission of Orange County (LAFCO) are still dealing with organizational issues. The District is still on the 24/25 schedule for the next round of reports but there are no specifics yet. She advised she will give an update once she knows more.

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

The next Joint Use Meeting is scheduled for this Thursday, January 30, 2025.

**ISDOC UPDATES FROM
SECRETARY NELSON.**

Secretary Nelson reported there is not much going on. If time permits, he suggests reading the Take Action Brief that is in the Board Book. There are some national bills that are trying to get access to more funding for special districts. He suggested to the Administration team to look at the Climate Bond funding opportunities that are mentioned in the Take Action Brief. There are a few categories that the District may fit into.

AGENDA DEVELOPMENT

Policy 6010 will be brought back to the Board for the final reading at the next meeting.

Director Contreras took this time to remind the Board the tickets for the Authors Luncheon are on sale. There are still opportunities for sponsorships.

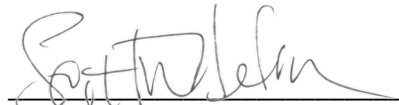
ADJOURNMENT

The next Board Meeting will be on February 24, 2025, at 6:30 p.m.

The Board of Trustees Regular Date Meeting of January 27, 2025, was adjourned at 7:10 p.m.



Gayle Carline, President
Library Board of Trustees



Scott Nelson, Secretary
Library Board of Trustees