

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
June 22, 2022

CALL TO ORDER

President Martin called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 22, 2022 at 6:31 p.m.

Members Present: President Jo-Anne Martin, Secretary Gayle Carline, Trustee Sherri Dahl.

Members Absent (Excused): Trustee Stephanie Beverage, Trustee Scott Nelson.

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

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

Guests: Laura DeLeon, Library Clerk; Wendy Amireh, Supervising Librarian; Luke H, Placentia resident; Megan Tolman, Librarian; Theresa Kintz, Placentia resident; Jeremy Yamaguchi, Placentia resident; PLD IT; Estella Wnek, Support Services Supervisor.

ADOPTION OF AGENDA

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

AYES: Martin, Carline, Dahl

NOES: None

ABSENT: Beverage, Nelson

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin reported she attended the Rotary Club of Placentia's flagpole dedication, the Summer Reading Celebration, a meeting with City Administrator Damien Arrula, and the Joint-Use Meeting. She also volunteered at Charity's Closet.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline attended the California Library Association's annual conference and the Summer Reading Celebration. While she did not attend the LAFCO meeting, she was able to listen to the recorded session and noted the only major item to report is the approval for the Hamer Island annexation. The next strategic planning workshop will be on July 13th at a new building where future meetings will be held.

Trustee Dahl attended a meeting with Chairman of the Orange County Board of Supervisors Doug Chaffee, the Placentia Round Table Women's Club meeting, the PLFF Board Meeting, and the Summer Reading Celebration. She also attended the Orange County Council of Governments remotely.

**LIBRARY DIRECTOR
REPORT**

Director Contreras attended the CLA annual conference as a CLA board member, her son's graduation from library school, a meeting with Trustee Nelson, the Boys and Girls Club Board Meeting, a meeting with the District's supervisors to discuss the budget, and the General Manager's Summit. She was also recognized by Congresswoman Kim at an Asian American and Pacific Islander event.

**FRIENDS FOUNDATION
REPORT**

Trustee Dahl gave an update on behalf of the Placentia Library Friends Foundation (PLFF). President Naydia Chantarasompoth has officially resigned. They do not currently have anyone who will take over the presidency. The duties of the PLFF President have been divided up between current board members. New members may be interested in becoming President. The PLFF Board has approved the \$28,000 ask from the District. They will also be issuing the \$5,000 check for the bookmobile soon. Their financial committee is currently working on their financial plan and deciding when would be a good time to do certain fundraisers. They have decided they will no longer be holding Sunday sales and will only hold quarterly book sales, which earns more revenue. They are also starting to work on next year's Author's Luncheon and are reaching out to more establishments to see if they are interested in having a fundraiser.

CONSENT CALENDAR

President Martin and Trustee Dahl asked for clarification on agenda items 9, 13, and 15 which were addressed by Director Contreras and Business Manager Maldonado. The Board had no other comments. It was moved by Secretary Carline and seconded by Trustee Dahl to approve Agenda Items 9-23 as presented. A roll call vote was taken:

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

**MINUTES FOR MAY 26,
2022 UNUSUAL DATE
MEETING.**

The minutes for the May 26, 2022 Unusual Date Meeting were received, reviewed and filed (Item 9).

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

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

Check Registers for May 2022 (Item 10)
Fund 707 Balance Report for May 2022 (Item 11)
Financial Reports through May 2022 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)

**GENERAL CONSENT
REPORTS**

Balance Sheets for May 2022 (Item 13)
Acquisitions Report for May 2022 (Item 14)
Service Revenue Report for May 2022 (Item 15)
Library Impact Fee Report for May 2022 (Item 16)
Personnel Report for May 2022 (Item 17)
Circulation Report for May 2022 (Item 18)
Review of Shared Maintenance Costs with the City of Placentia (Item 19)

STAFF REPORTS

Administration Report for May 2022 (Item 20)
Children's Services Report May 2022 (Item 21)
Adult Services Report for May 2022 (Item 22)
Placentia Library Website Technology Report for May 2022 (Item 23)

**PRESENT PASSPORT
SERVICES UPDATE.**

Assistant Library Director Baltierra gave an overview of the history of the passport services and reported an appointment system has been successfully implemented. She gave updated statistics for June 1st to June 21st. She explained the process and procedures, as well as answered questions from the Board regarding certain

statistics. She thanked the Board for allowing the District to take the time it needed to implement the appointment system. Staff has seen a big improvement in the atmosphere at the District and patrons have noted they are happy to be able to come back and work or study without having to contend with passport applicants.

APPROVE A SUBSCRIPTION AGREEMENT WITH BRIDGEALL LIBRARIES LIMITED IN THE AMOUNT OF \$25,000 FOR A THREE-YEAR SUBSCRIPTION TO THEIR WEB-BASED SOFTWARE PRODUCT COLLECTIONHQ, AND AUTHORIZATION FOR THE LIBRARY DIRECTOR TO EXECUTE THE AGREEMENT.

Director Contreras introduced this item to the Board and gave an explanation of how the collectionHQ tool works. After questions from the Board and a discussion, Trustee Dahl made a motion to authorize a three-year subscription agreement with Bridgeall Libraries Limited in the amount of \$25,200 for their software product collectionHQ plus the one-time implementation fee of \$4,000 and authorize the Library Director to execute the agreement. It was seconded by Secretary Carline. A roll call vote was taken:

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

DISCUSS HVAC INSTALLATION SERVICE CONTRACT FROM WHITE MECHANICAL, INC. IN THE AMOUNT OF \$24,554.

Counsel DeBerry gave an overview of how the bid process for the HVAC installation for the IT room has stalled. The District did not receive any bids and attempting to re-notice the request for bids will unlikely produce a different result. In the interim, the District was able to solicit and receive a bid from White Mechanical, Inc. to install the HVAC system. The District is requesting the Board approve to dispense with the public works bidding requirement for this project due to receiving no bids and there being no advantage to continue to request for more bids. After a discussion, the Board found the District did not receive any responsive bids and further efforts to solicit competitive bids for the HVAC Project will not be advantageous to the District or the public. In addition, Trustee Dahl made a motion to authorize the Library Director to execute a contract with White Mechanical, Inc., for the HVAC Project in an amount of \$24,554 with a contingency of \$5000 in the event any change orders are required. It was seconded by Secretary Carline. A roll call vote was taken:

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

APPROVE AMENDMENTS TO POLICY 2310 – JOB DESCRIPTION – FACILITY MAINTENANCE TECHNICIAN AS PRESENTED, INCLUSIVE OF INPUT FROM THE LIBRARY BOARD OF TRUSTEES.

Director Contreras gave an overview of the history of the Facility Maintenance Technician position and why the position had not been filled since 2017. She presented amendments to Policy 2310 – Job Description – Facility Maintenance Technician to reflect the needs of the District due to ongoing facility issues and future capital improvement projects. After a discussion regarding the salary, the expectations for this position, and how this will affect the current agreement with the District’s janitorial service company, President Martin requested a report on how this position is working out and if the Board needs to make any adjustments. Secretary Carline made a motion to authorize amendments to Policy 2310 as presented. It was seconded by Trustee Dahl. A roll call vote was taken:

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

APPROVE AMENDMENTS TO POLICY 6010 –

At the request of President Martin, Policy 6010 – Materials Selection Policy was added to the agenda for the Board to review and make amendments as necessary.

MATERIALS SELECTION POLICY AS PRESENTED, INCLUSIVE OF INPUT RECEIVED FROM THE LIBRARY BOARD OF TRUSTEES.

The Board had an amendment for editorial change, rather than content change, for section 6010.1. After questions raised by the Board were addressed by Assistant Library Director Baltierra, Trustee Dahl made a motion to authorize amendments to Policy 6010 as presented, inclusive of minor input from the Library Board of Trustees. It was seconded by Secretary Carline. A roll call vote was taken:

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

ADOPT RESOLUTION 2022-03: AMENDING THE BUDGET FOR THE 2022-2023 FISCAL YEAR, BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023.

After verbally correcting certain items from the Proposed Revenue Budget for Fund 707 for Fiscal Year 2022-2023, Director Contreras requested approval for the Board to amend the 2022-2023 budget which now reflects planned expenditures including, but not limited to, a number of capital and facility improvement projects as well as a few additional positions which were set forth by the Board. This amendment includes an overall budget of \$5.3 million. After a discussion where questions and concerns were addressed by Director Contreras, the Board requested a review of the budget to take place every month in order to ensure everything is on track. Secretary Carline made a motion to adopt Resolution 2022-03: Amending the Budget for the 2022-2023 Fiscal Year, Beginning July 1, 2022 and Ending June 30, 2023 and the 2021-2023 Salary Schedule as presented and as amended and directed by the Board of Trustees to include a one-time \$600 wellness stipend for all full-time and part-time employees. It was seconded by Trustee Dahl. A roll call vote was taken:

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

ADOPT RESOLUTION 2022-04: STATING THE INTENT OF THE PLACENTIA LIBRARY DISTRICT TO TRANSITION FROM AN AT-LARGE ELECTION SYSTEM TO A DISTRICT-BASED ELECTION SYSTEM PURSUANT TO ELECTIONS CODE SECTION 10010.

Counsel DeBerry gave an overview of the District's history with the at-large election system and the requirements to transition to a district-based election system as well as the process of the district-based election system. He reminded the Board they had previously declared the District's intent to transition from at-large to district-based elections under Resolution 20-02. However, due to the ongoing 2020 United States Census, the Board decided to suspend the process until more information was received. Director Contreras is requesting approval to once again declare the District's intent to transition from at-large to district-based elections. Trustee Dahl made a motion to adopt Resolution No. 2022-04, declaring the Placentia Library District's intent to move from at-large elections to district-based elections. It was seconded by Secretary Carline. A roll call vote was taken:

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

CALIFORNIA LIBRARY ASSOCIATION CONFERENCE REPORT FROM SECRETARY CARLINE.

Secretary Carline reported on her experiences and takeaways from the California Library Association's annual conference. One of her major takeaways was from a workshop on growing book sales to benefit the library. She learned it is beneficial to the library to have quarterly book sales, expand buyership through online purchases, and working with book sellers to know the true worth of a book. She advised she may have upcoming opportunities which will enable her to be more active at a state and national level.

LEGISLATIVE UPDATES FROM SECRETARY CARLINE.

Secretary Carline reported there were only certain bills which applied to the District. The first is SB1044, which prohibits disciplinary action for an employee

who leaves work after notifying their employer they feel unsafe. The CSDA is opposing this bill. After confirming the status of the bill in assembly, Secretary Carline will draft a letter to state the Board's stance on the bill and present it at the July Board Meeting. The other two bills which would have an impact on the District are AB1944 and AB2449. The bills allow members of a governing board to participate in a board meeting via telecommuting under certain guidelines. Director Contreras asked Counsel DeBerry to draft a report for the July Board Meeting to address the health emergency aspect of the two bills. The Board's decision on this upcoming staff report will supersede what the Board had voted during the December 20th, 2021 Board Meeting in regards to allowing Board members to attend board meetings as a regular voting member via telecommuting.

SENIOR COMMUNITY CENTER/BLUE RIBBON COMMITTEE REPORT FROM PRESIDENT MARTIN.

President Martin reported the Senior Community Center project is on hold while the City finalizes their budget. Current recommendation is to present to City Council on July 5th. The architecture firm selected to move forward with their proposal was Group 4 Architecture, Research + Planning. City Council also wants to ensure their Memorandum of Understanding with Orange County in regards to using the land in the Tri-City Park is still good before they spend the initial money on this project.

JOINT-USE COMMITTEE REPORT FROM PRESIDENT MARTIN.

President Martin presented updates given by the City at the recent Joint Use Committee meeting. Trustee Nelson took over for Secretary Carline as one of the representatives for the District. President Martin reported on updates from the City regarding the bookmobile MOU, a City-led community meeting for District 1, and updates on the City taking back Eggcitement. She also reported on a meeting she attended with Director Contreras and City Administrator Damien Arrula regarding impacts fees. No changes to the impact fee process. President Martin also mentioned the Fire Department's 2nd annual golf tournament will be on September 26th.

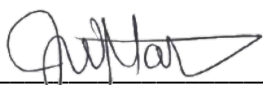
AGENDA DEVELOPMENT

An update on the coffee spot, staff reports on the state bills mentioned earlier, hiring priorities, an updated bookmobile MOU, and the nexus study will be presented at the next meeting.

The next Board Meeting will be on July 18, 2022 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of June 22, 2022 was adjourned at 08:35 p.m.



Jo-Anne Martin, President
Library Board of Trustees



Gayle Carline, Secretary
Library Board of Trustees