

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
March 27, 2023

**CALL TO ORDER**

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 27, 2023 at 6:35 p.m.

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

**Members Absent:** Trustee Sherri Dahl.

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

**Counsel Present:** None.

**Guests:** Sherri Dahl, Trustee; Laura DeLeon, Library Clerk.

**ADOPTION OF AGENDA**

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

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

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Martin reported she participated in the Principal for the Day event and the Boys & Girls Club golf tournament. She also went to Credit Union National Association Annual event in D.C., attended the Author's Luncheon, attended Secretary Carline's book launch party, went to San Francisco with the Blue Ribbon Committee, visited Trustee Dahl, and attended Charity's Closet Annual Appreciation Dinner.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Carline reported she attended the Author's Luncheon and visited Trustee Dahl. She also participated in the Principal for the Day event at Topaz Elementary.

Trustee Beverage reported she attended the Author's Luncheon and Secretary Carline's book launch party. While attending a family council meeting at the Villagio at the Capriana Memory Care Community, she advised a few attendees the District's Summer Reading Program is coming back this year after questions were raised regarding local libraries and their summer reading programs.

Trustee Nelson reported he attended the Author's Luncheon and Secretary Carline's book launch party. He also attended the Independent Special Districts of Orange County Zoom meeting on March 7<sup>th</sup> where he was elected as the 3<sup>rd</sup> Vice President for their Executive Committee. He also participated in the Boys & Girls Club golf tournament.

Trustee Dahl has an excused absence due to medical reasons.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras reported she has been busy with capital improvement projects. She has been meeting with various vendors in regards to the loading

dock, HVAC and the electric charging station. She advised the District has officially received the award letter from Assemblyman Chen for \$400,000 and completed the Building Forward Grant. She has been taking care of personnel matters related to workers compensation and risk management as well as personalizing the outboarding process for a former employee. There was also some last-minute preparation needs for Staff Development Day where an outside trainer was brought in to train staff on Burnout. She also attended the Author's Luncheon, the ISDOC Zoom meeting where Trustee Nelson was elected as the 3<sup>rd</sup> Vice President, the Public Director's Forum, the PLFF Board Meeting, the PLFF fundraiser at Yogurtland, and the ribbon cutting at the Santa Ana Public Library for their teen center. She has finalized the invitation for the dedication ceremony for Dr. Voiza and Dr. Joseph Arnold in April. She volunteered at the Boys & Girls Club golf tournament and participated in the Principal for the Day event at George Key School.

**FRIENDS FOUNDATION REPORT**

Placentia Library Friends Foundation (PLFF) President Rueben Skipper reported there was a book sale on March 18-19 that made a little over \$200 and their auction raised about \$54. They have 16 volunteers that clocked in about 165 hours. He is still waiting to get the numbers from the recent fundraiser at Yogurtland. They have the upcoming yard sale on April 15<sup>th</sup>. On May 6<sup>th</sup>, they will be hosting a movie fundraiser at Cinema City, showing Guardians of the Galaxy Vol. 3. The movie will start at 10:00AM and ticketholders can come in at 9:30AM. He is still working on the details but the best method would be to allow the tickets to be purchased ahead of time online in order to see how big of a turnout there will be and how big of a room to rent. He thanked District staff and the Author's Luncheon Chairperson, Gae Wood, for all of their help on the Author's Luncheon. There were 155 attendees, which included 9 staff and 146 guests. Net income was \$15,321.

**CONSENT CALENDAR**

The Board requested to discuss Agenda Items 13 and 17 with staff. Director Contreras reported the District received a check from the PLFF for their outstanding grant funds. President Skipper advised he was unsure of when to release the check and will release the check sooner next time. Director Contreras advised she is still working on a contract with CPA, Mark Davis, to help with the financial audit as well as other accounting tasks. The job posting for the Business Manager position will expire on April 24<sup>th</sup>.

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

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

**MINUTES FOR FEBRUARY 22, 2023 UNUSUAL DATE MEETING.**

The minutes for the February 22, 2023 Unusual Date Meeting were received, reviewed and filed (Item 9).

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

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

Check Registers for February 2023 (Item 10)  
Fund 707 Balance Report for February 2023 (Item 11)  
Financial Reports through February 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)

**GENERAL CONSENT REPORTS**

Balance Sheets for February 2023 (Item 13)  
Acquisitions Report for February 2023 (Item 14)  
Service Revenue Report for February 2023 (Item 15)  
Library Impact Fee Report for February 2023 (Item 16)  
Personnel Report for February 2023 (Item 17)  
Circulation Report for February 2023 (Item 18)  
Review of Shared Maintenance Costs with the City of Placentia (Item 19)

**STAFF REPORTS**

Administration Report for February 2023 (Item 20)  
Children’s Services Report February 2023 (Item 21)  
Adult Services Report for February 2023 (Item 22)  
Placentia Library Website Technology Report for February 2023 (Item 23)

**AUTHORIZATION FOR AMENDMENTS TO POLICY 6050 – COMMUNITY MEETING ROOM POLICY.**

Director Contreras is once again requesting the Board to authorize amendments made to the Community Meeting Room Policy after it was reviewed by Legal Counsel. Before the meeting, Secretary Carline suggested some edits that can be made to the policy in terms of grammar. Director Contreras listed them off for the Board. The Board advised they want to see language added to the policy regarding any “act of God” events which may cause the event to be cancelled and the renter be refunded. Director Contreras suggested it be added to the Hold Harmless Agreement. Trustee Nelson made a motion to authorize amendments to Policy 6050 as presented, inclusive of input from the Library Board of Trustees. It was seconded by Secretary Carline. All in favor:

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

**SECOND READING OF PROPOSED POLICY 6056 – PROGRAM DEVELOPMENT POLICY.**

Director Contreras reported the newly proposed Policy 6056 was presented to Legal Counsel. She is requesting the Board to approve the policy for a second reading. After a brief discussion, Trustee Beverage made a motion to approve the newly proposed Policy 6056 – Program Development Policy as presented. It was seconded by Trustee Nelson. A roll call vote was taken:

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

**AUTHORIZATION FOR AMENDMENTS TO POLICY 2015 – EMPLOYEE STATUS.**

During Director Contreras’ recent meeting with other the Special District Library Directors, a topic of discussion was the probationary period for new employees. The probationary period at the District is currently 6 months. She is requesting the Board to authorize changing the probationary period to 1 year as well as adding language regarding the promotional probationary period. As it currently stands, the policy does not mention a newly promoted employee may lose their job if they do not pass their promotional probationary period and their previous position has already been filled. The Board is requesting the language to be made very clear regarding the additional language about the promotional probationary period and it would be best if there was a letter which newly promoted staff can sign to state they understand the policy. Secretary Carline made a motion to table the approval of Policy 2015 – Employee Status until further information is provided in the April Board Meeting. It was seconded by Trustee Beverage. A roll call vote was taken:

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

ABSENT: Dahl

**AUTHORIZATION FOR THE ASSISTANT LIBRARY DIRECTOR TO ATTEND THE AMERICAN LIBRARY ASSOCIATION CONFERENCE IN CHICAGO, ILLINOIS ON JUNE 22-27, 2023.**

Director Contreras advised she is bringing back this agenda item in order to obtain authorization to send Assistant Library Director Baltierra to the ALA Conference along with the Trustees that had already been authorized to attend the conference in the February Board Meeting. President Martin advised she will no longer be able to attend the conference. Trustee Nelson made a motion to authorize the Assistant Library Director to attend the ALA Conference in Chicago, Illinois on June 22-27, 2023. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**AUTHORIZATION FOR ATTENDANCE TO THE CALIFORNIA LIBRARY ASSOCIATION CONFERENCE IN SACRAMENTO, CALIFORNIA ON JUNE 1-3, 2023.**

Director Contreras is requesting authorization to send Children’s Supervising Librarian, Margaret Hatanaka, to the CLA Conference. Margaret was a previous CLA Board member and had expressed interested in attending the CLA Conference this year. Director Contreras is also requesting authorization for herself and Literacy Coordinator, Sally Federman, to attend the one-day Literacy Orientation at the CLA Conference. She advised there is funding from the California State Library to send new Literacy Coordinators and their Library Directors to attend the Literacy Orientation. This is contingent upon receiving the grant. Trustee Beverage made a motion to authorize the Children’s Supervising Librarian and Literacy Coordinator and Library Director, if needed for the one-day Literacy Orientation, to attend the CLA Conference, on June 1-3, 2023 in Sacramento. It was seconded by Trustee Nelson. A roll call vote was taken:

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

**AUTHORIZATION FOR ATTENDANCE TO THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION GENERAL MANAGER LEADERSHIP SUMMIT, JUNE 25-27, 2023.**

Director Contreras is requesting authorization to attend the CSDA GM Leadership Summit. The summit overlaps partly with the ALA Conference. Both she and Assistant Library Director Baltierra will be out of the office around the same time. The Children’s Supervising Librarian and the Executive Assistant will be on site at the District and hopefully so will the new Adult Services Supervising Librarian and the new Business Manager. Trustee Nelson made a motion to authorize the Library Director to attend the California Special District Association (CSDA) General Manager Leadership Summit in Olympic Valley, California, June 24-27, 2023. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**BLUE RIBBON COMMITTEE UPDATES FROM PRESIDENT MARTIN.**

President Martin reported she travelled to San Francisco with the Blue Ribbon Committee to tour the Group 4 Architecture buildings that are in the area. They were able to speak to the building director and coordinator on what is working and what is not working for the buildings. The Blue Ribbon Committee is working on getting feedback on what the community is hoping to see at/from the new community center via meetings and an online survey. The Committee will also be at the Easter Eggcitement event to get feedback from the community.

**LEGISLATIVE UPDATES FROM SECRETARY CARLINE.**

Secretary Carline reported the main thing to take a look at is AB 557. This deals with the Brown Act. This bill would allow local agencies to continue to meet

remotely during an emergency under the provisions of the Brown Act which were introduced under AB 361.

**ISDOC UPDATES FROM TRUSTEE NELSON.**

Trustee Nelson reported out on AB 1637. This bill calls for all local agencies to change their domains to .gov or .ca.gov. The premise for the bill is security reasons. After a discussion, the Board expressed they will not support this bill. Board Members and staff attending the CSDA Legislative Days have scheduled meetings with both Assemblyman Chen and Senator Newman and will discuss this bill with them.

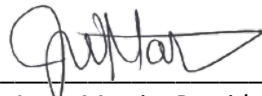
**AGENDA DEVELOPMENT**

President Martin is requesting a status update on the Bookmobile and its collection as well as the website RFP. Trustee Nelson would also like IT Consultant, Jeremy Yamaguchi, to put together a report on the costs related to switching the District's domain name.

The next Board Meeting will be on April 24, 2023 at 6:30 p.m.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of March 27, 2023 was adjourned at 07:45 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