

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
DECEMBER 20, 2021

**CALL TO ORDER**

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 20<sup>th</sup>, 2021 at 6:30 p.m.

**Members Present:** President Jo-Anne Martin, Secretary Gayle Carline, Trustee Sherri Dahl (arrived at 6:37pm), Trustee Al Shkoler; Trustee Hilaire Shioura.

**Members Absent:** None.

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager; Alyssa Stolze, Executive Assistant.

**Counsel Present:** None.

**Guests:** Terry Kintz, Placentia Resident; Luke Harwick, Patron; Laura DeLeon, Library Clerk.

**ADOPTION OF AGENDA**

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

AYES:	Martin, Carline, Dahl, Shkoler
NOES:	Shioura
ABSENT:	None

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Martin began her report with a reminder of a memorandum from Mr. Aranda from the Board Development Training in October. Mr. Aranda reminded each board member to do the following at the next Board meeting:

1. *Allow the Board President to recognize the speaker and everyone listen, without interrupting, to the individual that has the floor.*
2. *Avoid negative body language or facial gestures. Sincerely attempt to listen to the person speaking.*
3. *Throughout the meeting keep in mind the Placentia Library District's Mission Statement and focus your comments on the agenda and in relation to the Placentia Library District.*
4. *During the discussion of specific agenda items, each Trustee is welcome to present their views on the item in relation to the Library District business. During the vote typically a yes or no will suffice because your fellow trustees and the public have heard your thoughts on the subject matter.*

President Martin mentioned not knowing Trustee Shioura's whereabouts at the November board meeting and his initiated coffee request with President Martin before the meeting. Trustee Shioura was a no show for both meetings and failed to communicate his absences to the District. Trustee Shioura did not respond

regarding why he was absent for either the November Board Meeting or the pre-meeting coffee request he asked with President Martin.

It was a busy month for President Martin as she attended the Tree Lighting Ceremony, Blue-Ribbon Committee, Prayer Breakfast, Tamale Festival, Herald Opening, Alyssa’s Goodbye Luncheon, a lunch meeting with Drs. Voiza and Joseph Arnold and a meeting with Financial Partner’s Credit Union Board Members regarding STEM programming opportunities. President Martin also participated in two Rotary food distributions and the Downey Christmas Parade on behalf of the Financial Partner’s Credit Union.

**TRUSTEE & ORGANIZATIONAL REPORTS**

Secretary Carline attended the Tree Lighting Ceremony and Prayer Breakfast.

Trustee Dahl attended Tree Lighting Ceremony, Placentia Round Table Women’s Club Meeting, assisted with friendship soup sales, attended the Orange County Council of Government Conference, PLFF Board Meeting, and Alyssa’s Goodbye Luncheon.

Trustee Shioura spoke with residents interested in running for the two opening positions on the Board in the upcoming at-large election.

Trustee Shkoler attended the Tree Lighting Ceremony, Tamale Festival, Herald Opening, and Alyssa’s Goodbye Luncheon.

**LIBRARY DIRECTOR REPORT**

Library Director Contreras attended the Prayer Breakfast, Boys & Girls Club Board Meeting, Alyssa’s Goodbye Luncheon, Staff Development Day and a lunch with Drs Voiza and Joseph Arnold, who have now donated \$15,000 to the library. Moreover, Director Contreras announced the library has received 10 laptops and hot spots from the California State Library. She thanked Business Manager, Fernando Maldonado, for his work in securing \$56,000 in California COVID Relief Funding from the California Finance Department; IT Consultant, Jeremy Yamaguchi, for securing \$3,500 grant from Microsoft, and Assistant Library Director, Yesenia Baltierra for securing \$5,000 for ZipBooks.

**FRIENDS FOUNDATION REPORT**

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth was absent due to a family obligation. Trustee Dahl reported out on PLFF’s revenues returning to pre-Covid numbers and the success of the Letters to Santa program.

**CONSENT CALENDAR**

It was moved by Trustee Shkoler and seconded by Trustee Dahl to approve Agenda Items 9-22 as amended. A roll call vote was taken:

- AYES: Martin, Carline, Dahl, Shkoler
- NOES: Shioura
- ABSENT: None

**MINUTES FOR NOVEMBER 15, 2021 REGULAR DATE MEETING.**

The minutes for the November 15<sup>th</sup>, 2021 Regular Date Board Meeting were received, reviewed and filed as amended (Item 9).

- AYES: Martin, Carline, Dahl, Shkoler

NOES: Shioura  
ABSENT: None

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

Check Registers for November 2021 (Item 10)  
Fund 707 Balance Report for November 2021 (Item 11)  
Financial Reports through November 2021 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 November 2021 (Item 13)  
Acquisitions Report for November 2021 (Item 14)  
Service Revenue Report for November 2021 (Item 15)  
Library Impact Fee Report for November 2021 (Item 16)  
Personnel Report for November 2021 (Item 17)  
Circulation Report for November 2021 (Item 18)  
Review of Shared Maintenance Costs with the City of Placentia (Item 19)

**STAFF REPORTS**

Administration Report for November 2021 (Item 20)  
Children’s Services Report November 2021 (Item 21)  
Adult Services Report for November 2021 (Item 22)  
Placentia Library Website Technology Report for November 2021 (Item 23)

**ELECTION OF OFFICERS.**

The following positions were open for elections for the 2022 year - President (Incumbent is President Martin) and Secretary (Incumbent is Secretary Carline). Secretary Carline nominated President Martin to continue as President. This nomination was seconded by Trustee Dahl. Trustee Shioura then nominated himself for President. The nomination did not receive a second, therefore, the motion failed. A roll call vote was taken for President Martin to be elected as President:

AYES: Martin, Carline, Dahl, Shkoler  
NOES: Shioura  
ABSENT: None

It was then motioned by President Martin to nominate Secretary Carline as Secretary. This motion was seconded by Trustee Dahl. No other trustees wished to nominate. A roll call vote was taken for Secretary Carline to be elected as Secretary:

AYES: Martin, Carline, Dahl, Shkoler  
NOES: Shioura  
ABSENT: None

Trustee Shioura was again reminded of Mr. Aranda’s training guidance regarding Trustee conduct during Board meetings as follows:

*During the discussion of specific agenda items, each Trustee is welcome to present their views on the item in relation to the Library District business. During the vote typically a yes or no will suffice because your fellow trustees and the public have heard your thoughts on the subject matter.*

**APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES FOR 2022 BY THE BOARD PRESIDENT.**

The Board reviewed incumbent Board Representatives for the following agencies: Special District Local Area Formation Commission (LAFCO) Selection Committee, Orange County Council of Governments (OCCOG), Representative to the Placentia Library Friends Foundation (PLFF), Independent Special Districts of Orange County (ISDOC), Personnel Committee, and the Joint Use Committee. After an in-depth discussion, the following positions were motioned to be appointed:

Representative to Special District Local Area Formation Commission (LAFCO) – Secretary Carline and Trustee Shkoler as alternate. A roll call vote was taken:

- AYES: Martin, Carline, Dahl, Shkoler
- NOES: Shioura
- ABSENT: None

Representative to the Orange County Council of Governments (OCCOG) – Trustee Dahl and Secretary Carline as alternate. A roll call vote was taken:

- AYES: Martin, Carline, Dahl, Shkoler
- NOES: Shioura
- ABSENT: None

Representative to the Placentia Library Friends Foundation (PLFF) – Trustee Dahl and President Martin as alternate. A roll call vote was taken:

- AYES: Martin, Carline, Dahl, Shkoler
- NOES: Shioura
- ABSENT: None

Representative to the Independent Special District of Orange County (ISDOC) – Secretary Carline and President Martin as alternate. A roll call vote was taken:

- AYES: Martin, Carline, Dahl, Shkoler
- NOES: Shioura
- ABSENT: None

Personnel Committee – Secretary Carline and Trustee Dahl. A roll call vote was taken:

- AYES: Martin, Carline, Dahl, Shkoler
- NOES: Shioura
- ABSENT: None

Joint Use Agreement Committee – President Martin and Secretary Carline. A roll call vote was taken:

- AYES: Martin, Carline, Dahl, Shkoler
- NOES: Shioura
- ABSENT: None

Trustee Shioura was again reminded of Mr. Aranda’s training guidance regarding Trustee conduct during Board meetings as follows:

*During the discussion of specific agenda items, each Trustee is welcome to present their views on the item in relation to the Library District business. During the vote*

*typically a yes or no will suffice because your fellow trustees and the public have heard your thoughts on the subject matter.)*

**ADOPT RESOLUTION 21-08:  
A RESOLUTION OF THE  
BOARD OF TRUSTEES OF  
THE PLACENTIA LIBRARY  
DISTRICT OF ORANGE  
COUNTY TO ESTABLISH THE  
BOARD OF TRUSTEES  
REGULAR MEETING DATES  
FOR CALENDAR YEAR 2022.**

The Board reviewed the recommended regular meeting dates and times for 2022. After discussing availabilities. The following dates were selected for the 2022 Board of Trustees Meetings:

- Monday, January 24<sup>th</sup> (January 17<sup>th</sup> is Martin Luther King Day, Library is open)
- Wednesday, February 23<sup>rd</sup> (February 21<sup>st</sup> is President’s Day, Library is closed)
- Monday, March 21<sup>st</sup>
- Monday, April 18<sup>th</sup>
- Monday, May 16<sup>th</sup>
- Monday, June 20<sup>th</sup>
- Monday, July 18<sup>th</sup>
- Monday, August 15<sup>th</sup>
- Monday, September 19<sup>th</sup>
- Monday, October 17<sup>th</sup>
- Monday, November 21<sup>st</sup>
- Monday, December 19<sup>th</sup>

It was then motioned to read Resolution 21-08: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2022. It was then motioned by President Martin and seconded by Secretary Carline to adopt Resolution 21:08. A roll call vote was taken:

AYES:	Martin, Carline, Dahl, Shkoler
NOES:	Shioura
ABSENT:	None

Trustee Shioura was again reminded of Mr. Aranda’s training guidance regarding Trustee conduct during Board meetings as follows:

*During the discussion of specific agenda items, each Trustee is welcome to present their views on the item in relation to the Library District business. During the vote typically a yes or no will suffice because your fellow trustees and the public have heard your thoughts on the subject matter.)*

**REVIEW AND DISCUSS A  
PATRON’S COMPLAINT  
REGARDING BARBARA & ED  
HEMMERLING GROUP  
STUDY ROOMS.**

Library Director Contreras reported the District received an email from a patron expressing displeasure about Policy 6055 - Barbara & Ed Hemmerling Group Study Rooms. Patron has been using the library over three years to meet with her students. She offers private tutoring service. It was brought to staff’s attention patron has been reserving the study rooms to meet with her students during the afternoon hours. On November 9 and 17, 2021, the patron was informed of Policy 6055 and provided with a copy of the policy. Patron declined a copy of Policy 6055. An exemption was made to allow the patron to use the group study room during her visit on November 10, 2021. It was requested by District library staff to be able to survey other libraries and present findings and policy recommendations at the January 2022 Board meeting. Trustee Dahl asked if it could remain restricted to

educational purposes and if there would be liability issues. Trustee Shioura mentioned Escondido Library IQ approach and recommended the Placentia Library District follow its path with privatization. Additionally, Trustee Shioura again spoke about the need for homework tutoring to be offered at the District. President Martin reminded Trustee Shioura Placentia-Yorba Linda Unified School District (PYLUSD) provides free tutoring to all children in the school district, as well as Placentia Library District’s offering of tutor.com to all patrons. In the interest of saving the taxpayer’s money, there is no need to duplicate tutoring services already provided by PYLUSD.

The Board directed staff to survey other libraries and present findings at the January 2022 meeting. No other action was to be taken at this time.

Trustee Shioura was again reminded of Mr. Aranda’s training guidance regarding Trustee conduct during Board meetings as follows:

*During the discussion of specific agenda items, each Trustee is welcome to present their views on the item in relation to the Library District business. During the vote typically a yes or no will suffice because your fellow trustees and the public have heard your thoughts on the subject matter.)*

**IT UPDATES BY JEREMY YAMAGUCHI.**

Mr. Jeremy Yamaguchi, District IT Consultant, provided an update on current IT progress and projects, inclusive of the \$3,500 Microsoft grant received, hardware failures being reviewed, additional security monitoring measures, and how the thermostats can now be used via apps to assist with energy conservation.

Trustee Shioura asked how old the current phone system was at the District, to which Mr. Yamaguchi confirmed were about 30 years old and are now beginning to be replaced. Trustee Shioura questioned why the library is using a 30-year-old system and where the money is going, accusing the Library of being deceitful and lying to Placentia taxpayers. President Martin responded stating the system has not presented issues up until now, and it is a prime example of fiscal responsibility that the system not be replaced until it had run its course.

Moreover, President Martin strongly objected to Trustee Shioura calling the Board deceitful, and lying to the public. She reminded Trustee Shioura the public has full access to all budget, agenda, minutes and board book reports on the District website at all times. As per usual, while there were not any public present in the board room for the meeting, several patrons attended virtually. No other action was to be taken at this time.

**SENIOR/COMMUNITY CENTER BLUE RIBBON COMMITTEE REPORT BY PRESIDENT MARTIN.**

President Martin reported on the Blue-Ribbon Committee, a City-commissioned group investigating the components for a new joint Senior/Community Center. The City Council has approved the Request For Proposal release for a 35% design solution. Selection of the architect should occur in January 2022. Once the 35% design is completed (approximately 3-4 months) it will be presented to the City Council for approval for 100% design. Once the 100% design is completed and

approved by the City Council, a multi-prong funding strategy will be enacted. Initial estimated cost is approximately \$16-17M. The next Blue Ribbon Committee meeting will be held in mid-January 2022.

**REVIEW OF ACTION ITEMS**

Trustee Shioura requested language for virtual meetings be on the agenda for the January 2022 meeting. All in favor:

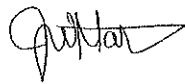
AYES: Martin, Carline, Dahl, Shioura, Shkoler  
NOES: None  
ABSENT: None

Additionally, the IT Consulting Services and Nexus Survey Proposals will be presented at the January meeting as well.

The next Board Meeting will be on January 24<sup>th</sup>, 2022 at 6:30 p.m.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of December 20<sup>th</sup>, 2021 was adjourned at 7:19 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