

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
MARCH 25, 2024

CALL TO ORDER President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 25, 2024 at 6:33 p.m.

Members Present: President Gayle Carline, Secretary Sherri Dahl, Trustee Voiza Arnold, Trustee Stephanie Beverage, Trustee Scott Nelson.

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

Guests: Alex Aguirre, Library Assistant.

ADOPTION OF AGENDA It was motioned by Trustee Beverage to adopt agenda as presented. It was seconded by Trustee Arnold (Item 3).

AYES: Carline, Dahl, Arnold, Beverage, Nelson

NOES: None

ABSENT: None

ORAL COMMUNICATION None (Item 4).

BOARD PRESIDENT REPORT President Carline reported she attended the Authors Luncheon and had her monthly meeting with Library Director Contreras.

TRUSTEE & ORGANIZATIONAL REPORTS Secretary Dahl reported she attended the Authors Luncheon, the Placentia Library Friends Foundation meeting and the Placentia Round Table Women's Club meeting.

Trustee Arnold reported she attended the Authors Luncheon.

Trustee Beverage reported she attended the Authors Luncheon and the Placentia Round Table Women's Club small business fair. She completed her Form 700 training and turned in her Form 700. She also viewed a United for Libraries Learning Live webinar about crisis communication.

Trustee Nelson reported he attended the Authors Luncheon, the ISDOC Committee Meeting, and a meeting with Gae Wood about PLFF marketing.

LIBRARY DIRECTOR REPORT Director Contreras took this time to introduce Alex Aguirre to the Board. Mr. Aguirre is the newly hired Children Services Library Assistant.

Director Contreras reported she attended a couple of meetings with the State Library: Planning Committee Forum and the Public Library Networking Call. There is a lot going on in terms of AI, grants, and call backs. All of these are affected by the state budget. She advised she is keeping an eye on the District's \$600,000 ask with Assemblyman Chen's office. She advised she spoke with Senator Newman's office to get support for the ask. The District has a strong literacy program and recently added ESL to the program. The District has received \$60,000 from the

State Library for Literacy. Director Contreras also met with Pam Boyle, president of the Placentia Round Table Women’s Club, to see if she would be interested in helping the District from the PLFF side. She also attended the PLFF Board Meeting. She reported she received one of the 2024 Women of Distinction awards from Senator Tom Umberg’s office. She met with the Library Director from Buena Park to take about the ISDOC presentation they are putting together for the ISDOC quarterly luncheon. She attended the District’s Name That Tune program and then met with the DJ for the Taylor Swift dance party. She also met with the Library Directors from Alhambra and Torrance to discuss the customer service portion of Staff Development Day. She will meet with the IT Consultant Jeremy Yamaguchi and his staff to discuss the second portion of Staff Development Day regarding AI in libraries. She also met with IDS Group to go over the Outdoor Library Space.

FRIENDS FOUNDATION REPORT

Secretary Dahl reported out on the Placentia Library Friends Foundation (PLFF) on behalf of President Reuben Skipper. 141 raffle tickets have been sold as of last Monday. Sixty-one out of sixty-five people attended the Name That Tune program. Items have been coming in for the yard sale. There have been 25 new members since the Taylor Swift programs were announced. That brings the total up to 85 members. The bookstore made \$1,875 last month. They have outstanding invoices for the bulk buyer that they use for the books they don’t sell in the bookstore. The net revenue from the Authors Luncheon was \$15,840. There was an overall revenue increase by 9%. Though there was an 8% increase in the meal cost.

Director Contreras reported 180 tickets have been sold as of the night of the Board Meeting.

CONSENT CALENDAR

After a brief discussion regarding agenda item 15 and whether or not the numbers for passports are increasing, it was moved by Trustee Beverage and seconded by Secretary Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

MINUTES FOR FEBRUARY 26, 2024 REGULAR DATE MEETING.

The minutes for the February 26, 2024 Regular Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

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

GENERAL CONSENT REPORTS

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

STAFF REPORTS

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

DISCUSS THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD OF DIRECTORS CALL FOR NOMINATIONS, SEAT A.

Director Contreras reported the California Special Districts Association (CSDA) Board of Directors is looking for nominations for Seat A, which is within our district boundaries. The Trustees did not show interest in being nominated for this position. No action was taken at this time.

DISCUSS THE ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION NOMINATION FOR THE REGULAR SPECIAL DISTRICT MEMBER SEAT, WITH A TERM EXPIRATION OF JUNE 30, 2024.

Director Contreras reported the Orange County Agency Formation Commission (OC LAFCO) are looking for nominations for the Regular Special District Member seats. The Trustees did not show interest in being nominated for this position. No action was taken at this time.

AUTHORIZATION FOR TRUSTEES AND THE LIBRARY DIRECTOR TO ATTEND THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION LEGISLATIVE DAYS, MAY 21-22, 2024 IN SACRAMENTO, CALIFORNIA.

Director Contreras reported the CSDA Legislative Day is May 21-22 this year. This was presented at the February Board Meeting but was added back on to the agenda for this Board Meeting to see if the absent Trustees from the February meeting would be interested in attending. President Carline and Trustee Nelson advised they would like to attend. Trustee Beverage made a motion to authorize Trustee Nelson, President Carline, Library Director and Assistant Library Director to attend the CSDA Legislative Days as presented. It was seconded by Trustee Arnold. A roll call vote was taken:

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

OUTDOOR LIBRARY SPACE AND LOADING DOCK EXPANSION PROJECT PRESENTATION.

Director Contreras reported Business Manager Maskarino has been meeting regularly with the IDS Group regarding the outdoor space and loading dock project. The design has reached 80% completion. Business Manager Maskarino presented a PowerPoint presentation on the design. The Trustees are pleased with how the design looks. However, there are concerns about the height of the wall that will surround the space and the security of the space. Business Manager Maskarino will go back to IDS Group with their concerns and see how they can be addressed.

AUTHORIZATION TO APPROVE REIMBURSEMENTS FOR SECRETARY DAHL’S

Director Contreras reported it was recently discovered that Secretary Dahl has been paying her own membership fees for the Placentia Round Table Women’s Club since 2020. Since she is representing the District in these meetings, her membership fees should be covered by the District. Director Contreras is

ROUNDTABLE WOMEN'S CLUB MEMBERSHIP.

requesting to reimburse Secretary Dahl for her past membership fees and to begin paying her future membership fees. Trustee Nelson made a motion to approve reimbursements requests for Secretary Dahl's Placentia Round Table Women's Club membership. It was seconded by Trustee Beverage. A roll call vote was taken:

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

AUTHORIZATION TO REALLOCATE \$5,000 FROM THE MATERIALS BUDGET ACCOUNT TO PROGRAM.

Director Contreras is requested approval to reallocate \$5,000 from the Books/Library Materials account to the Program Budget Account. She advised this reallocation is needed to cover programs tied to National Library Week and the Taylor Swift programs. Trustee Beverage made a motion to authorize the reallocation of \$5,000 from the Materials Budget Account 5500 from the General Funds to the Program Budget Account 5495 as presented. It was seconded by Secretary Dahl. A roll call vote was taken:

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

JOINT-USE COMMITTEE UPDATES FROM PRESIDENT CARLINE.

President Carline reported there was no Joint Use Meeting since the last meeting in February.

ISDOC & LEGISLATIVE UPDATES FROM TRUSTEE NELSON.

Trustee Nelson reported that the Huntington Beach City Council is looking to move forward with privatizing the city's libraries. Another item of note is Initiative 1935. This initiative has been discussed by the Board before. The initiative severely limits local municipalities and special districts from raising funds. He will bring it back to the Board for a letter of opposition.

AGENDA DEVELOPMENT

Director Contreras reported she will be adding the California Library Association Conference authorization, an update on the outdoor library space, and the CSDA Conference authorization to the April Board Meeting agenda.


The next Board Meeting will be on April 22, 2024 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of March 25, 2024 was adjourned at 7:44 p.m.



Gayle Carline, President
Library Board of Trustees



Sherri Dahl, Secretary
Library Board of Trustees