

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 15, 2021

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 15th, 2021 at 6:31 p.m.

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

Members Absent: Trustee Hilaire Shioura. The District did not receive any communication to inform us he would not attend the Board meeting.

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

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

Guests: Shellie McCurdy, Library Assistant; Laura DeLeon, Library Clerk.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin attended the Joint Use Meeting, Veterans Day Event, Blue-Ribbon Committee, Monster Mash program, Chief Lenyi's Luncheon, Rotary meeting, and a Financial Partner's Credit Union Meeting. Moreover, President Martin continued to volunteer at Charity's Closet. Additionally, President Martin attended the Board Development Training and shared the following memorandum from the trainer, Mr. Aranda:

"Good morning to all of you. I wanted to follow up on our meeting that took place on Thursday, October 28, 2021. First, let me thank you for taking the time out of your busy schedule and allowing me to present the information to all of you. I hope that you found it interesting and helpful. Based on our discussion I would like to remind each of you to try at the next Board Meeting to do the following:

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.

I wish you a successful regular board meeting in November and I would like to hear from each of you right after the board meeting.”

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline attended the Joint Use Meeting, Chief Lenyi’s Luncheon, the virtual ISDOC Luncheon, and the Board Development Training.

Trustee Dahl attended the Board Development Training, Monster Mash Program, Chief Lenyi’s Luncheon, Placentia Round Table Women’s Club Meeting, Orange County Council of Government Meeting, PLFF Board Meeting, and Congresswoman Young Kim tour.

Trustee Shioura was absent.

Trustee Shkoler attended the Rotary social, Board Development Training, and the Monster Mash program.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras opened by thanking staff for their work in both hosting the Chief Lenyi Luncheon and Monster Mash Program. Director Contreras then reported out on her activities, including the following: meeting with current and past elected officials, submitting the Stronger Together Grant with Assistant Library Director Baltierra, volunteering at the PLFF Yard Sale, attending the LAFCO Strategic Planning meeting, and the Veteran’s Day event.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth provided updates on PLFF’s Yard Sale success, with all remaining items donated to LOT318, veteran’s and girl scout troops. Moreover, PLFF approved supporting the Stronger Together Grant, sent out membership drive letters, prepared for the Letters to Santa annual fundraiser and is beginning the silent auction and table sponsor letters to donors for the Author’s Luncheon.

CONSENT CALENDAR

After clarifications were requested by Library Director Contreras and amended minutes were presented to the Board, 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: None
ABSENT: Shioura

**MINUTES FOR OCTOBER 18,
2021 REGULAR DATE
MEETING.**

The minutes for the October 18th, 2021 Regular Date Board Meeting were received, reviewed and filed as amended (Item 9).

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

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

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

STAFF REPORTS

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

**PRESENTATION TO EAGLE
SCOUT TROOP.**

Eagle Scout Atticus Kim was unable to attend the meeting; however, President Martin was to present a certificate of appreciation to Atticus Kim for his Eagle Scout work with the Placentia Library District and PLFF in building a free library and two book carts. No action was to be taken at this time.

**DISCUSS AND REVIEW THE
REQUEST FOR PROPOSAL
FOR SERVICES OF A
FACILITIES IMPACT FEE
STUDY.**

Director Contreras presented the history of the Facilities Impact Fee. At a meeting on June 26, 2008, the Board adopted Resolution 08-10, which established a Library Facilities Impact Fee. The Resolution provides, among other things, that the District desires to have the City take action to impose the Library Facilities Impact Fee as part of the City’s land use approval process for new development/construction. Since the adoption of Resolution 08-10 in 2008, the Impact Fee has not been updated, therefore, library staff recommends an updated Nexus Study for the District’s current Library Impact Fee. The draft Request for Proposal (RFP) to procure service for an updated Facilities Impact Fee Study was presented to the Board for discussion. With the suggested amendment of using “Public Records Act” in place of “Freedom Act” and an estimated cost of \$18,000, it was motioned by Secretary Carline to move forward with the Request for Proposal for a Nexus Study as amended. A roll call vote was taken:

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

**DISCUSS AND REVIEW
PATRON COMMENTS
REGARDING CURRENT
MASK GUIDELINE.**

At the October 18, 2021 meeting, the Library Board of Trustees authorized an update to the District’s mask guideline. Effective that evening, mask will only be required for unvaccinated individuals. The updated guideline was shared through the Library Director’s Message on October 20, 2021. The District received communication from four patrons – with support and opposition even at 50/50. Staff reached out to libraries across Orange County. Of the responses received, all

have similar mask requirement as Placentia Library District – masks required for unvaccinated with no monitoring. After review of current practices of other libraries, staff recommends the current mask guideline remain unchanged. After an in-depth discussion by the Board, no actions were to be taken at this time. It was requested that Director Contreras A roll call vote was taken:

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

**BUILDING STRONGER
COMMUNITIES GRANT
INFORMATION BY
DIRECTOR CONTRERAS.**

Library Director Contreras provided an update on the California State Library Stronger Together: Improving Library Access Grant. The grant submission was turned in on November 15, 2021, and if awarded, provides up to \$250,000 for each jurisdiction. The Placentia Library District requested the full eligible amount with expected in-kind contributions (from the District and community partners) to match 100% of the grant amount. The majority of the \$250,000 grant will be allocated for the purchase of a bookmobile. Funds will be awarded January 2022 with the project to be completed by March 31, 2024. No other action was taken at this time.

**IT UPDATES BY JEREMY
YAMAGUCHI.**

Mr. Jeremy Yamaguchi, District IT Consultant, provided an update on the following current IT progress and projects: contractors have started the audit, a new camera has been installed in the Meeting Room, the Request for Proposal for the website is almost complete, and database access is being updated on the current website. No other action was taken at this time.

**LEGISLATIVE UPDATES BY
SECRETARY CARLINE.**

Secretary Carline presented legislative updates pertaining to AB361 Open meetings: state and local agencies: teleconferences., which covers Brown Act compliance regarding virtual meetings during the pandemic. The District remains in compliance with both currently hosting meetings in-person and via Zoom. No 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 committee for a new Community Center, which included a photo presentation of community centers visited, updates on their current progress, and upcoming meetings.

**JOINT-USE COMMITTEE
REPORT BY PRESIDENT
MARTIN.**

President Martin reported on the City receiving the Orange County Business Council Award for its partnership with Lynch Ambulance, Kraemer fountain bids are underway, the Audi dealership's soft opening is aimed for early next year, the Herald Grand Opening, and the Blue-Ribbon Committee's progress. Also, the Tree Lighting Ceremony will be held December 2nd and the pergola construction will begin post-holidays. Moreover, the City will be closed December 17th through January 3rd for the holidays.

REVIEW OF ACTION ITEMS

Director Contreras requested the 6000 series for the policy manual be reviewed by the Board at the next meeting. It was motioned by Secretary Carline and seconded by Trustee Shkoler to approve Director Contreras' agenda request. All in favor:

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

The next Board Meeting will be on December 20th, 2021 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of November 15th, 2021 was adjourned at 7:43 p.m.



Jo-Anne Martin, President
Library Board of Trustees



Gayle Carline, Secretary
Library Board of Trustees