

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
JULY 22, 2024

**CALL TO ORDER**

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 22, 2024 at 6:31 p.m.

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

**Members Absent:** Trustee Scott Nelson (excused).

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

**Guests:** Robert Callanan, Clifton Larson Allen LLP; Laura DeLeon, Library Clerk; Jeremy Yamaguchi, IT Consultant.

**ADOPTION OF AGENDA**

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

AYES: Carline, Dahl, Arnold, Beverage

NOES: None

ABSENT: Nelson

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Carline reported she did not have much to report out on but she has purchased her tickets for the Taste of Placentia.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Dahl reported she attended the Placentia Library Friends Foundation (PLFF) Board Meeting and the Round Table Women's Club Board Meeting. She also attended an author talk by Michael Finkel, which was set up by the Orange County Public Libraries. She reported she has been working on her candidacy paperwork.

Trustee Arnold did not have anything to report on.

Trustee Beverage reported she also purchased her tickets for the Taste of Placentia. She attended a Niche Academy webinar on privacy in libraries for both the organization and its patrons. She attended an author talk by Cara Black while on vacation. She reported she has also been working on her candidacy paperwork.

Trustee Nelson had an excused absence.

**LIBRARY DIRECTOR  
REPORT**

Director Contreras reported she attended the City's first Concerts in the Park. She attended a Santiago Library System special meeting regarding the Governor's budget. The consortium will not have funds to pay for the administrative costs for the SCLC staff. The executive council voted to split it into installment payments. She reported she also attended the PLFF Board Meeting. The PLFF will be holding a reception for their members on October 25th. The committee set up for this reception will meet later this month. The PLFF will have a meeting in August to go

over strategic planning for the organization. She advised they are looking to recruit new members. She took this time to tell the Board that the upcoming Staff Appreciation Night will be on November 1st from 6:00 p.m. to 9:00 p.m. If they plan to attend, they can RSVP with Executive Assistant Nguyen.

**FRIENDS FOUNDATION  
REPORT**

Secretary Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. The bookstore made \$2,013.85 last month. They had 285 volunteer hours. The PLFF are signing a subscription agreement for Constant Contact to work on their membership numbers. She also took this time to acknowledge Director Contreras for saving the PLFF \$243.00 after researching a bill that the PLFF received for a service that was not needed by them.

**CONSENT CALENDAR**

After a brief discussion regarding agenda items 10 and 11, 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  
NOES: None  
ABSENT: Nelson

**MINUTES FOR JUNE 24,  
2024 REGULAR DATE  
MEETING.**

The minutes for the June 24, 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 June 2024 (Item 10)  
Fund 707 Balance Report for June 2024 (Item 11)  
Financial Reports through June 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 June 2024 (Item 13)  
Acquisitions Report for June 2024 (Item 14)  
Entrepreneurial Activities Report for June 2024 (Item 15)  
Library Impact Fee Report for June 2024 (Item 16)

**GENERAL CONSENT  
REPORTS**

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

**STAFF REPORTS**

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

**PRESENTATION OF FISCAL  
YEAR 2022-2023 FINANCIAL  
AUDIT FROM CLIFTON  
LARSON ALLEN LLP (CLA).**

Director Contreras introduced Robert Callanan from CliftonLarsonAllen LLP to the Board. Mr. Callanan reported out on the Fiscal Year 2022-2023 financial audit and made suggestions for future audits and answered inquiries from the Board. The Board thanked Mr. Callanan for the presentation. The Financial Audit for Fiscal Year 2022-2023 was received and will be filed.

**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS ELECTION – TERM 2025-2027 - SEAT A SOUTHERN NETWORK.**

Director Contreras reported the Board will need to select a candidate for the CSDA Board of Directors election for the term 25/27 for Seat A, which is the Southern Network that the District is a part of. Trustee Beverage made a motion to authorize the Library Director to submit the electronic ballot on behalf of the Placentia Library District for Jason Dafforn. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**DISCUSS PROPOSAL RECEIVED FOR THE OUTDOOR SPACE AND LOADING DOCK PROJECTS AND SELECT A FIRM TO PROVIDE CONSTRUCTION SERVICES.**

Director Contreras first wanted to let the Board know this RFP was for project management vendor to oversee construction services and not an RFP for the construction services itself. An RFP for the contractors will be put out after the project management vendor has been chosen. She reported the Proposal Evaluation Committee recommended Anser Advisory for the project. However, Anser had a few objections on certain items in the form of agreement. Director Contreras will have legal counsel review the objections to see if they can be resolved. In the case they cannot be resolved, Director Contreras recommends making a motion to go with the runner-up vendor, TELACU Construction Management, tonight to avoid any delays. After a brief discussion, Trustee Beverage made a motion to approve the award of the construction management services contract to Anser Advisory up to the amount of \$222,075.00 contingent upon resolving the objections to the form of agreement between the District and Anser Advisory. It was seconded by Secretary Dahl. A roll call vote was taken:

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

Trustee Beverage made a motion, in the case that the District is unable to resolve the objections from Anser Advisory, to award the construction management services contract to TELACU Construction Management up to the amount of \$103,400.00. It was seconded by Secretary Dahl. A roll call vote was taken:

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

Trustee Beverage made a motion to delegate authority to the Library Director or her designee to make any necessary modifications to the contract agreed upon between the District and the proposer. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**2023-2024 YEAR-END BUDGET REPORT.**

Director Contreras reported out on the 2023-2024 Year-End Budget Report. She advised the year ended with a surplus. The Board thanked her for the update and are glad to hear she was able to successfully end the year with a surplus.

**ADOPT RESOLUTION 2024-03: A RESOLUTION OF THE**

Director Contreras reported she is requesting to amend the Fiscal Year 2024-2025 budget due to ongoing challenges from the previous year and to complete capital

**BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO AMEND THE FISCAL YEAR 2024-2025 BUDGET FOR THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY.**

improvement projects planned for this year. After a brief discussion, Trustee Beverage made a motion to adopt, as modified, Resolution 2024-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend the Fiscal year 2024-2025 Budget for the Placentia Library District of Orange County with the amendment to modify the budget amount from \$5,381,977.00 to \$5,410,277.00. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**APPROVE AMENDMENTS TO POLICY 2022 – EMPLOYEE OF THE YEAR BENEFITS AS PRESENTED.**

Director Contreras reported staff would like to be able to nominate substitutes/on-call personnel for Employee of the Year. Trustee Beverage made a motion to approve Amendments to Policy 2022 – Employee of the Year Benefits as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**JOINT-USE COMMITTEE UPDATES FROM PRESIDENT CARLINE.**

President Carline reported there was no Joint Use Meeting in June.

**ROUNDTABLE WOMEN'S CLUB UPDATES FROM SECRETARY DAHL.**

Secretary Dahl reported she attended only the Board meeting as the general club meetings are out for the Summer. The Board is preparing for the upcoming year. The dates for the soup workshop this year are August 12-14, 2024. They will go from 9:00 a.m. to 3:00 p.m. each day.

**LAFCO UPDATES FROM TRUSTEE BEVERAGE.**

Trustee Beverage reported LAFCO issued their comprehensive report at their last meeting and can be found on their website. It also reports where they are with the Municipal Service Review process. Our region is due to be looked at in 24/25. There is no specific time given. There will be an emphasis on fire emergency response, police, shared services and development of shared services systems. In addition to this, their nominations for the 24/25 CAL LAFCO election is in progress. More information is forthcoming.

**ISDOC & LEGISLATIVE UPDATES FROM TRUSTEE NELSON.**

Trustee Nelson had an excused absence. Director Contreras advised she wanted to update the Board on one legislative update. She reported initiative 1935, which would have limited the ability of government agencies to raise revenue, will not be on the November 2024 statewide ballot. The opposing team can enter in a rebuttal by July 27, 2024.

**AGENDA DEVELOPMENT**

The next Board Meeting will be on August 26, 2024 at 6:30 p.m.

**ADJOURNMENT**

President Carline took this time to mention the passing of Tommie Kalman, who was a very strong library patron and Placentia Community member. She expressed her condolences to Tommie's sister, Marian Kalman, who is Vice President of the PLFF, and the rest of Tommie's family. Trustee Dahl also took this time to thank

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the library staff and Board for the flowers sent to her after the passing of her father over the weekend.

The Board of Trustees Regular Date Meeting of July 22, 2024 was adjourned at 7:43 p.m.

*Absent*

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Gayle Carline, President  
Library Board of Trustees

*Sherri Dahl*

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Sherri Dahl, Secretary  
Library Board of Trustees