

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
MAY 18, 2020

**CALL TO ORDER**

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 18<sup>th</sup>, 2020 at 6:30 p.m.

**Members Present:** President Gayle Carline, Secretary Al Shkoler, Trustee Richard DeVecchio, Trustee Jo-Anne Martin, Trustee Elizabeth Minter.

**Members Absent:** None.

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

**Guests:** None.

**ADOPTION OF AGENDA**

It was motioned by Trustee Minter and seconded by Trustee Martin to adopt the agenda (Item 3).

AYES:	Carline, Shkoler, DeVecchio, Martin, Minter
NOES:	None
ABSENT:	None

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Carline has been abiding by the Stay-At-Home Order.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Shkoler has been abiding by the Stay-At-Home Order.

Trustee DeVecchio has been abiding by the Stay-At-Home Order.

Trustee Martin attended a virtual Financial Partner's Credit Union Board Meeting, weekly Literacy Open House programs, and has continued being a Literacy Tutor virtually as well. Trustee Martin also attended United for Libraries Webinar and will be discussing the webinar with PLFF President Dahl.

Trustee Minter attended Congressman Gil Cisneros' Tele-Town Hall meeting for both COVID-19 in general and another specifically regarding Placentia. Trustee Minter also has attended various webinars.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras attended numerous meetings, including but not exclusive to the following: White House COVID-19, PLA, CLA, and State Library briefings, Special District Director's Meetings, Staff Meetings, planning the COVID-19 Re-opening Plan, and Senator Chang's and Congressman Cisneros' Tele-Town Hall Meetings. Library Director Contreras also took a moment to commend staff for their

efforts regarding the virtual programming, planning, and input for the Covid-19 Reopening Plan.

**FRIENDS FOUNDATION  
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl discussed that PLFF will have lost an estimated three and a half months of income; however, their investment account can cover these losses. Additionally, President Dahl announced that due to PLFF being made of volunteers, the organization did not qualify for federal aid or loans. Moreover, membership renewals will still be sent out starting in June.

**CONSENT CALENDAR**

Trustee Martin requested a Covid-19 expenditure account for Agenda Item 13 in addition to asking for an update regarding the growth and focus of the e-collection during this time. President Carline also noted for the record that Agenda Item 17 must be reprinted for the filed Board Report due to statistics being cut off in addition to changing “TBD” on reports throughout to May 18<sup>th</sup>, 2020 prior to filing. It was then moved by Secretary Shkoler and seconded by Trustee DeVecchio to approve Agenda Items 9-22. A roll call vote was taken:

AYES: Carline, Shkoler, DeVecchio, Martin, Minter  
NOES: None  
ABSENT: None

**MINUTES OF THE LIBRARY  
BOARD OF TRUSTEES  
FEBRUARY 18, 2020  
UNUSUAL DATE MEETING,  
MARCH 10, 2020 SPECIAL  
MEETING, MARCH 16, 2020  
EMERGENCY MEETING,  
MARCH 23, 2020 SPECIAL  
MEETING, AND APRIL 2,  
2020 SPECIAL MEETING.**

Minutes of the Library Board of Trustees February 18<sup>th</sup>, 2020 Unusual Date Meeting, March 10<sup>th</sup>, 2020 Special Meeting, March 16<sup>th</sup>, 2020 Emergency Meeting, March 23<sup>rd</sup>, 2020 Special Meeting, and April 2<sup>nd</sup>, 2020 Special Meeting were approved received, and filed (Item 9).

AYES: Carline, Shkoler, DeVecchio, Martin, Minter  
NOES: None  
ABSENT: None

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

Check Registers for February - April 2020 (Item 10)  
Fund 707 Balance Report for February - April 2020 (Item 11)

Financial Reports through February - April 2020 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 - April 2020 (Item 13)  
Acquisitions Report for February - April 2020 (Item 14)  
Service Revenue Report for February - April 2020 (Item 15)

**GENERAL CONSENT REPORTS**

Personnel Report for February - April 2020 (Item 16)  
Circulation Report for February - April 2020 (Item 17)  
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

**STAFF REPORTS**

Administration Report for February - April 2020 (Item 19)  
Children's Services Report February - April 2020 (Item 20)  
Adult Services Report for February - April 2020 (Item 21)  
Placentia Library Website Technology Report for February - April 2020 (Item 22)

**CONFERENCE AUTHORIZATION: LIBRARY BOARD OF TRUSTEES AND LIBRARY STAFF TO ATTEND THE AMERICAN LIBRARY ASSOCIATION (ALA) VIRTUAL EVENT ON JUNE 24-26, 2020.**

Director Contreras presented the conference authorization for the Board and library staff to attend the American Library Association (ALA) Virtual Conference on June 24-26, 2020. The Board discussed the conference cost, platform and speakers. It was then motioned by Trustee Minter and seconded by Secretary Shkoler to authorize President Carline, Secretary Shkoler, Trustee DeVecchio, Trustee Martin, Trustee Minter, Assistant Library Director Baltierra and a staff to attend the American Library Association Virtual Conference on June 24-26, 2020. A roll call vote was taken:

AYES: Carline, Shkoler, DeVecchio, Martin, Minter  
NOES: None  
ABSENT: None

**DISCUSS THE CALIFORNIA VOTING RIGHTS ACT (CVRA) AND PLACENTIA LIBRARY DISTRICT'S RESPONSE FOR DISTRICT-BASED ELECTION SYSTEM.**

After being presented at the December Board Meeting, Director Contreras represented the California Voting Rights Act (CVRA) and the Placentia Library District's response for a district-based election system. After a detailed discussion regarding elections, terms, and the City's map, a motion was made. It was motioned by Trustee Minter for the Library Board of Trustees to endorse the concept of a district based map with the intention to follow the City of Placentia's District Map and for the Library Director to have advisement counsel with the District's legal counsel regarding further insight and create and present a resolution at the June 15<sup>th</sup>, 2020 Regular Date Meeting. This motion was seconded by Trustee Martin. All in favor:

AYES: Carline, Shkoler, DeVecchio, Martin, Minter  
NOES: None  
ABSENT: None

**AWARD CONTRACT FOR PLACENTIA LIBRARY DISTRICT'S FINANCIAL AUDIT, MANAGEMENT LETTER, FINANCIAL TRANSACTIONS REPORT AND SUPPLEMENT TO THE ANNUAL REPORT, AND**

Director Contreras presented the letters of intent from White, Nelson, Diehl & Evans LLP. Director Contreras presented their qualifications and history with the Placentia Library District. After a discussion regarding the increase in cost, it was motioned by Secretary Shkoler and seconded by Trustee Minter to award the Financial Audit and GANN Limit Review Report preparation contract for the 2019-2020 Fiscal Year to White, Nelson, Diehl & Evans LLP in an amount not to exceed \$22,000. A roll call vote was taken:

AYES: Carline, Shkoler, DeVecchio, Martin, Minter

**PREPARATION OF THE GANN LIMIT REVIEW REPORT FOR THE 2019-2020 FISCAL YEAR.**

NOES: None  
ABSENT: None

It was then motioned to authorize President Carline to sign the engagement letter. A roll call vote was taken:

AYES: Carline, Shkoler, DeVecchio, Martin, Minter  
NOES: None  
ABSENT: None

**DISCUSS AND AUTHORIZE THE PARKING LOT MODIFIED SLURRY SEAL PROJECT AS PRESENTED.**

Director Contreras presented the City of Placentia’s Capital Improvement Project Request for Proposal process and cost proposal of a slurry seal for the Plaza Parking Lot. After discussing, it was motioned by Trustee DeVecchio and seconded by Secretary Shkoler to authorize the shared cost of \$12,550 for the civic center parking lot slurry seal project based on information received by the City of Placentia. A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Shkoler, Minter  
NOES: None  
ABSENT: None

**DISCUSS AND AUTHORIZE AMENDMENTS TO THE 2019-2021 FISCAL YEAR BUDGET AND ADOPT RESOLUTION 20-01: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY AMENDING THE DISTRICT’S 2019-2021 FISCAL YEAR BUDGET.**

Director Contreras recaptured that at the May 17, 2019 Library Board of Trustees meeting, the 2019-2021 Budget was adopted with an annual budget of \$5,201,844 (includes \$2.1M for capital improvement projects) or \$3,101,844 (minus capital improvement projects) for 2019-2020 and \$3,151,749 for 2020-2021. The corrected budget for 2020-2021 is \$3,272,214.

The long-term effects of COVID will adversely affect property taxes with the impact being felt in future fiscal years. The District still anticipates library impact fees to remain steady as projected. This is a restricted fund and cannot be allocated for library operations. Revenue is projected to be 2% higher and the expenditures (minus capital projects) 12% less than the adopted budget; as a result, there is a projected balance of \$403,239 to rebuild the reserves. The amended proposed budget for 2020-2021 decrease 16% based on the corrected total or \$527,327 less.

Three amendment options were presented to the Board. After much in depth discussion, the Board of Trustees asked for a more specific breakdown of each amendment option to be presented at a Continuation Meeting on Thursday, May 21<sup>st</sup>, 2020 at 3:00 p.m. No other action was taken at this time.

**DISCUSS AND AUTHORIZE THE COVID-19 REOPENING PLAN AS PRESENTED.**

Director Contreras presented the Covid-19 Reopening Plan (CRP) and background on the committee as well as guidelines developed by and specifically for staff. Director Contreras explained that the proposed plan provides a phased reopening for the Board of Trustees to consider and approve.

The Board went through the CRP, including the agreement to include specific guidelines and responsibilities for cleaning staff, Bodhi, and PLFF. In addition to this,

the Board agreed to rephrase sections in the document to remove ambiguities. It was then motioned by Trustee Martin and seconded by Secretary Shkoler to approve the COVID-19 Reopening Plan as amended with permission to include guidelines and share it with other libraries. All in favor:

AYES: Carline, Shkoler, DeVecchio, Martin, Minter  
NOES: None  
ABSENT: None

**REVIEW OF ACTION ITEMS**

The next Board Meeting will be on May 21<sup>st</sup>, 2020 at 3:00 p.m. to continue the discussion of the 2019-2021 Fiscal Year Budget Amendments. The Regular Date Board Meeting on June 15<sup>th</sup>, 2020 will include a presentation from Dennis Yu, Vice President of Public Agency Retirement Services (PARs).

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of May 18<sup>th</sup>, 2020 was adjourned at 7:54 p.m.



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Gayle Carline, President  
Library Board of Trustees



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Al Shkoler, Secretary  
Library Board of Trustees



