

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
AUGUST 26, 2024

**CALL TO ORDER**

Secretary Dahl called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on August 26, 2024 at 6:31 p.m.

**Members Present:** Secretary Sherri Dahl, Trustee Voiza Arnold, Trustee Stephanie Beverage, Trustee Nelson.

**Members Absent:** President Gayle Carline (excused).

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

**Guests:** Crystal Lynn, CLASS Director of Investment Services; Ceyda Kalkanci, Library Assistant; Laura DeLeon, Library Clerk.

**ADOPTION OF AGENDA**

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

AYES: Dahl, Arnold, Beverage, Nelson

NOES: None

ABSENT: Carline

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Carline had an excused absence.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Dahl reported she attended the Placentia Library Friends Foundation (PLFF) budget meeting, the Round Table Women's Club meeting, the Round Table Women's Club soup workshop, and the Round Table Women's Club's celebration of life for Tommie Kalman.

Trustee Arnold did not have anything to report on.

Trustee Beverage reported she attended the Taste of Placentia and a part of a Niche Academy training on communication skills.

Trustee Nelson reported he attended the Taste of Placentia.

**LIBRARY DIRECTOR  
REPORT**

Director Contreras took this time to introduce the new On-Call Library Assistant for Adult Services, Ceyda Kalkanci. Ms. Kalkanci spoke briefly about herself. The Board welcomed her to the library.

Director Contreras reported she attended the Public Library Directors Forum, the Virtual United for Libraries Foundations and Fundraising Day, a meeting with President Carline for monthly agenda building, the Joint Use Meeting, the Santiago Library System Executive Council Directors Meeting, Special District Library Director's quarterly meeting, the PLFF budget meeting, a luncheon with Police Chief Butts, and LOT 318's BBQ and back pack event. She thanked Bookmobile

Library Assistant, Damean Sanz, for the outreach he did at the LOT 318 event. The District will continue to work with LOT 318. It is one of the stops that we are proposing for the bookmobile. She also sat on an interview panel for Huntington Beach Public Library for their Senior Principal Librarian position.

**FRIENDS FOUNDATION REPORT**

There was nothing reported for this item.

**CONSENT CALENDAR**

It was moved by Trustee Nelson and seconded by Trustee Beverage to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

**MINUTES FOR JULY 22, 2024 REGULAR DATE MEETING.**

The minutes for the July 22, 2024 Regular Date Meeting were received, reviewed and filed (Item 9).

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

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

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

**GENERAL CONSENT REPORTS**

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

**STAFF REPORTS**

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

**AUTHORIZE THE PLACENTIA LIBRARY DISTRICT TO INVEST WITH THE CALIFORNIA COOPERATIVE LIQUID ASSETS SECURITIES SYSTEM (CLASS).**

Director Contreras introduced CLASS Director of Investment Services, Crystal Lynn, to the Board. Ms. Lynn talked about CLASS and how it will be beneficial to the District if they invest in it. After a brief discussion where Ms. Lynn answered questions from the Board, the Board shared they are focused on safety and CLASS looks like a solid organization. Trustee Nelson made a motion to authorize the District to withdraw \$2,624,068.52 from the BMO savings account and invest and enroll in the CLASS Prime Fund and authorize the Library Director to complete and execute documents as needed. It was seconded by Trustee Beverage. A roll call vote was taken:

AYES: Dahl, Arnold, Beverage, Nelson

NOES: None  
ABSENT: Carline

**AUTHORIZE THE REQUEST FOR PROPOSAL FOR CONSTRUCTION SERVICES OF THE OUTDOOR LEARNING EXPERIENCE AND LOADING DOCK PROJECTS.**

Director Contreras reported the Board had approved Anser as the project management team for the Outdoor Learning Experience and loading dock projects at the last meeting. She advised tonight’s RFP is for the construction services. She advised the timeline is quick because the project needs to be completed by the end of the calendar year, per the funding requirement. She thanked Anser, Business Manager Maskarino, and the City for putting together this RFP in a timely manner. Trustee Beverage made a motion to authorize the issuance of the RFP for construction services for the OLE project. It was seconded by Trustee Nelson. A roll call vote was taken:

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

**AUTHORIZE A CLOSURE ON DECEMBER 5, 2024 FOR STAFF DEVELOPMENT DAY.**

Director Contreras reported there are two Staff Development Days a year. This will be the second Staff Development Day of this year. The date was chosen to coincide with the City’s Tree Lighting event to help alleviate any parking challenges for the event. Trustee Beverage made a motion to authorize a closure on December 5, 2024 for a Staff Development Day. It was seconded by Trustee Nelson. A roll call vote was taken:

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

**PRESENTATION OF THE COMMUNITY SURVEY CONDUCTED IN FEBRUARY – APRIL.**

Director Contreras reported the District had recently conducted a community survey to get feedback on community needs. She shared she was pleased with the results from the survey. Based off of the results from the survey, Director Contreras advised the District will be discontinuing the print version of the District’s newsletter but will still have a digital copy available online. Secretary Dahl expressed it was great to see the good comments about staff. Trustee Arnold advised there will still be some patrons who would like to have a physical copy of the newsletter on hand. Director Contreras clarified the District will still have physical copies on hand at the District. The discontinuation of the print version is for the mass distribution only. All patrons who still want a physical copy can pick one up at the District or advise the District they will want one mailed to them.

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

Director Contreras advised President Carline is absent and will be unable to report out on the Joint Use Meeting. Meeting minutes are available in the Board book.

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

Secretary Dahl reported the Round Table Women’s Club Board Meetings will resume on September 3, 2024. There is one more workshop left for the soup workshops, where bags will be decorated. She is continuing her work on the scholarship program.

**LAFCO UPDATES FROM TRUSTEE BEVERAGE.**

Trustee Beverage reported LAFCO met in August. They reviewed the grand jury report but that was focused on water and waste water in South County. Other topics of the meeting included policy changes, rate validation for their accounting,

and then they went into a closed session. The District is in the section of the County that is due for new MSRs but no schedule has been posted yet.

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

Trustee Nelson reported all CSDA highlights will go back in February. They are not active during this time of year. Nothing has moved on key issues that the District has interest in.

**AGENDA DEVELOPMENT**

Secretary Dahl would like to hear an update on the George Key internship with the District during the next Board Meeting.

The next Board Meeting will be on September 23, 2024 at 6:30 p.m.

Trustee Nelson made a motion to reopen the consent calendar for agenda items 9-24. Secretary Dahl wanted to commend the District for raising the passport numbers and the total card holders.

It was moved by Trustee Nelson and seconded by Trustee Beverage to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

**ADJOURNMENT**

Secretary Dahl closed the meeting in memory of Barbara Carline, President Carline's mother-in-law.

The Board of Trustees Regular Date Meeting of August 26, 2024 was adjourned at 7:31 p.m.

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(Absent)  
Gayle Carline, President  
Library Board of Trustees

  
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Sherri Dahl, Secretary  
Library Board of Trustees