

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
JUNE 21, 2021

**CALL TO ORDER**

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 21<sup>st</sup>, 2021 at 6:27 p.m.

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

**Members Absent:** None.

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager; Alyssa Stolze, Administrative Assistant; Jon Legree, Systems Librarian; Megan Tolman, Librarian; Ana Balderas, Library Assistant; Sabrina Rosengren, Library Assistant; Deanna White, Library Assistant; Tim Worden, Emerging Technologies Assistant.

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

**Guests:** None.

**ADOPTION OF AGENDA**

It was motioned by President Martin to adopt the agenda as presented. It was moved by Trustee Shkoler and seconded by Secretary Carline adopt the agenda (Item 3). Trustee Dahl entered the meeting at 6:34 p.m.

AYES:	Martin, Carline, Shkoler
NOES:	Shioura
ABSENT:	Dahl (arrived late)

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Martin attended the First Responders Breakfast, Literacy Recognition Event, Joint Use Committee Meeting, a Rotary demotion night, and a Financial Partners Credit Union Board Meeting. Moreover, President Martin continues her literacy tutoring, volunteering at Charity's Closet and assisting in local food distribution.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Carline attended the First Responders Breakfast, Literacy Recognition Event, Joint Use Committee Meeting, a LAFCO meeting, and the City and Chamber of Commerce's Jazz Festival and Crawfish events.

Trustee Dahl attended the PLFF Board Meeting, Placentia Round Table Women's Club meeting, and the City Council Meeting virtually.

Trustee Shioura had no comment.

Trustee Shkoler attended the Literacy Recognition Event and the Rotary demotion night.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras reported on her activities with attending the CLA Conference, Joint-Use Meeting, completing evaluations for the end of the fiscal year, preparing for the July ISDOC Presentation, and preparing for Staff Development Day on July 6<sup>th</sup> and July 12 Phase 3 Re-opening. Director Contreras also attended the Literacy Recognition Event and First Responders Recognition. Moreover, Director Contreras thanked PLFF for approving \$24,000 budget for library programs and funding.

**FRIENDS FOUNDATION  
REPORT**

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth provided updates on the PLFF membership drive, her presentation at Serving with a Purpose, Author's Luncheon Planning, the increase in volunteers and beginning of the PLFF Troy Tech Program Internship. PLFF President Chantarasompoth also attended the Literacy Recognition Event, Second Sunday Sale, and continues to prepare for the July blowout sale.

**CONSENT CALENDAR**

It was moved by Secretary Carline and seconded by Trustee Shkoler to approve Agenda Items 9-22. A roll call vote was taken:

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

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

The minutes for the May 18<sup>th</sup>, 2021 Regular Date Board Meeting were received, reviewed and filed (Item 9).

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

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

Check Registers for May 2021 (Item 10)  
Fund 707 Balance Report for May 2021 (Item 11)

Financial Reports through May 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)

Balance Sheets for May 2021 (Item 13)  
Acquisitions Report for May 2021 (Item 14)  
Service Revenue Report for May 2021 (Item 15)

**GENERAL CONSENT  
REPORTS**

Personnel Report for May 2021 (Item 16)  
Circulation Report for May 2021 (Item 17)

**STAFF REPORTS**

Review of Shared Maintenance Costs with the City of Placentia (Item 18)  
Administration Report for May 2021 (Item 19)  
Children’s Services Report May 2021 (Item 20)  
Adult Services Report for May 2021 (Item 21)  
Placentia Library Website Technology Report for May 2021 (Item 22)

**LIBRARY STAFF REPORTS - CALIFORNIA LIBRARY ASSOCIATION PRESENTATIONS AND ATTENDANCE.**

At the January 20, 2021 Library Board of Trustees meeting, the Board approved Trustees and staff to attend and present at the CLA virtual conference on May 11-14, 2021. The Placentia Library District staff and Board presented at seven different sessions throughout the conference. The following staff members reported out on their CLA presentations, including sessions they attended and applicable takeaways: Megan Tolman, Librarian; Ana Balderas, Library Assistant; Sabrina Rosengren, Library Assistant; Deanna White, Library Assistant; Tim Worden, Emerging Technologies Assistant.

**DISCUSS AND REVIEW FINANCIAL AUDIT I.T. SECURITY RECOMMENDATIONS**

At the March 15, 2021 Library Board of Trustees meeting, White, Nelson, Diehl, Evans presented the District’s Audit of Financial Transactions for the 2019-2020 Fiscal Year. Based on the Auditor’s findings, Systems Librarian, Jon Legree, provided his recommendations and responses, inclusive of cyber security training, encryptions and increase in security, complete migration to cloud storage, stricter password authentication procedures for staff and trustees, and the investigation of hiring a consulting firm to perform a comprehensive risk assessment of the I.T. infrastructure starting FY 2021-2022. President Martin opened the item for discussion. Board members asked Mr. Legree for an estimated cost for the recommendations, which would be an estimated \$200 additional per year outside of a consultant. The Board requested a consultant estimate be presented before proceeding with this aspect of the recommendations. It was motioned by President Martin to authorize the library staff to proceed with the Systems Librarian’s recommendations as presented. The motion was moved by Secretary Carline and seconded by Trustee Dahl. A roll call vote was taken:

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

**AWARD CONTRACT TO CLIFTON LARSON ALLEN LLP TO PERFORM THE FINANCIAL AUDIT, MANAGEMENT LETTER, FINANCIAL TRANSACTIONS REPORT AND SUPPLEMENT TO THE ANNUAL REPORT, AND PREPARATION OF THE GANN LIMIT REVIEW**

Director Contreras presented Ms. Daphne Munoz from White, Nelson, Diehl & Evans LLP has prepared the Placentia Library District’s annual financial audit for two fiscal years. The office is now Clifton Larson Allen LLP. Mr. Robert Callanan, CPA, will be responsible for the performance of the audit engagement. Director Contreras provided background regarding that the accounting firm has provided superior service and works with library staff to ensure a transparent and efficient auditing process. The Board reviewed the letters of proposal and discussed the cost. It was then motioned to award the Financial Audit and GANN Limit Review Report preparation contract for the 2020-2021 Fiscal Year to Clifton Larson Allen LLP for the amount of \$21,750; and authorize the contract to Clifton Larson Allen LLP with Board President, Jo-Anne W. Martin, authorized to sign the engagement letter.

**REPORT FOR THE 2020-2021 FISCAL YEAR.**

Trustee Dahl moved the motion with Secretary Carline seconding. A roll call vote was taken:

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

**ADOPTION OF RESOLUTION 21-07: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR THE 2021-2022 FISCAL YEAR.**

Director Contreras presented the background and factors in determining the 2021-2022 Fiscal Year Gann Appropriations Limit calculation, the California Department of Finance price and population information provided the following factors to consider: Population Factors Change in City Population indicated -.77% for the City of Placentia and the inflation change was 5.73%. Using these factors, the District's 2021-2022 Gann Appropriations Limit is \$5,303,939. Director Contreras explained the Gann Appropriations Limit is to establish the limit on the amount of revenues that can legally be spent by the Placentia Library District for the 2021-2022 Fiscal Year. The Board had no comments. It was motioned by Secretary Carline and seconded by Trustee Shkoler to read Resolution 21-06 by Title Only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2021-2022 Fiscal Year. A roll call vote was taken:

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

It was then motioned by Trustee Shkoler and seconded by Trustee Dahl to adopt Resolution 21-06: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2020-2021 Fiscal Year. A roll call vote was taken:

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

**CONFERENCE AUTHORIZATION FOR TRUSTEES AND THE ASSISTANT LIBRARY DIRECTOR TO ATTEND THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) ANNUAL CONFERENCE IN MONTEREY, CALIFORNIA, AUGUST 30 – SEPTEMBER 2, 2021.**

Director Contreras presented the brochure, speakers and schedule for the California Special District Association (CSDA) Annual Conference, with this year's theme, "You Are a Special District Hero," which will be held in Monterey, California from August 30 – September 2, 2021. President Martin opened the discussion to trustees and if they are interested in attending. Both Trustee Dahl and Trustee Shkoler voiced their wish to attend. It was motioned by Secretary Carline to authorize two Trustees and the Assistant Library Director to attend the California Special District Association (CSDA) Annual Conference in Monterey, California, August 30 – September 2, 2021. The motion was seconded by Trustee Shkoler. A roll call vote was taken:

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

**CALIFORNIA SPECIAL  
DISTRICTS ASSOCIATION  
CALL FOR NOMINATIONS -  
SEAT A.**

CSDA leadership is elected from six geographical networks: Northern, Sierra, Bay Area, Central, Coastal, and Southern. Each networks has three seats on the Board with a 3-year term. Currently, nominations are accepted for Seat A. Nine candidates have submitted paperwork to vacate Seat A, including incumbent Jo MacKenzie from Vista Irrigation District and President Jo-Anne Martin. The item was opened for discussion with Trustee Shkoler motioning to nominate President Martin for CSDA Seat A. This motion was seconded by Trustee Dahl. A roll call vote was taken:

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

It was then motioned by Secretary Carline to authorize President Martin’s nomination and authorize the Administrative Assistant to submit the electronic ballot on behalf of the Placentia Library District. The motion was seconded by Trustee Dahl. A roll call vote was taken:

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

**RECEIVE AND FILE THE CITY  
OF PLACENTIA RESOLUTION  
R-2021-43: A RESOLUTION  
OF THE CITY COUNCIL OF  
THE CITY OF PLACENTIA,  
CALIFORNIA, EXPRESSING  
SUPPORT FOR THE  
PLACENTIA LIBRARY  
DISTRICT TO CONTINUE  
UNDER THE CURRENT  
LEADERSHIP STRUCTURE  
AND OPERATION MODEL**

At the May 17, 2021 Library Board of Trustees meeting, the Board discussed and reviewed documentation related to the privatization of library operations and Library Systems & Services (LSS). Residents in attendance spoke against privatizing or outsourcing the Placentia Library District. Councilmember Ward Smith expressed similar viewpoints during his public comments at the April 19, 2021 Library Board of Trustees meeting. Director Contreras reported during a Joint-Use Committee meeting with the City, both Councilmembers Smith and Green offered to present a resolution to the City Council to unequivocally oppose outsourcing or privatizing the Placentia Library District. Resolution R-2021-43, which was presented and adopted unanimously by the City Council at its Council meeting on June 15, 2021, was presented to the Board to be received and filed. No other action was taken at this time.

**AUTHORIZE ALLOCATION  
OF FUNDS FOR SMS  
TEXTING UPGRADE  
EXPENSE.**

At the April 19, 2021 Board Meeting, the 2021-2023 Fiscal Year budget was adopted. Since the adoption of the budget, a proposal to increase the District’s SMS texting service was presented by the Systems Librarian. The Systems Librarian, Jon Legree, presented a proposal from SirsiDynix to upgrade to their text messaging service which will allow for 25,000 text messages per year. The District currently pays \$600 per year at the 5,000-message level whereas SirsiDynix upgrade of \$1,200 a year would increase texts to the 25,000. The Board has no comments or concerns. It was motioned by Trustee Shkoler and seconded by Trustee Dahl to authorize an allocation of funds from the General Fund for SMS Texting Upgrade Expenses. A roll call vote was taken:

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

**ADOPTION OF POLICY 2011  
– FLEXIBLE WORK  
SCHEDULE POLICY.**

At the May 18, 2021 Regular Date Meeting, Director Contreras presented how workplace flexibility a mutually beneficial arrangement between employees and employers. The changing nature of work and the workforce is driving the need for more innovative and effective work arrangements. The 2020 covid-19 pandemic demonstrated the immediate need for workplace flexibility. The District responded by adopting Policy 2045 – Coronavirus (COVID-19) Leave Policy and approval of the Covid-19 Re-Opening Plan which outlines the different phases of opening inclusive of work schedules. After some discussion, the Board unanimously approved the First Reading of Policy 2011 – Flexible Work Schedule Policy and to waive future reading of the Policy and schedule the second reading and adoption at the June 21, 2021 Board of Trustees Meeting. Policy 2011 was presented with edits from Legal Counsel. President Martin opened the item for discussion. No comments were made. It was motioned by Secretary Carline to adopt Policy 2011- Flexible Work Schedule Policy as presented. This motion was seconded by Trustee Shkoler. A roll call vote was taken:

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

**LIBRARY BOARD OF  
TRUSTEES JULY 19, 2021  
MEETING.**

Director Contreras presented the staff recommendation to cancel the July 19, 2021 Library Board of Trustees meeting. Library staff does not foresee presenting agenda items for the Library Board of Trustees to consider which would require immediate attention in addition to more focused preparation on the July 12 Phase 3 Reopening. The Board opened the item for discussion noting if anything should need to be addressed, an Emergency Meeting could be called. It was then motioned by Trustee Shkoler to authorize the cancellation of the July 19, 2021 Library Board of Trustees meeting due to lack of items for discussion and Phase 3 Reopening preparation. The motion was seconded by Secretary Carline. A roll call vote was taken:

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

**2021 STAFF APPRECIATION  
AND RECOGNITION FUND  
REQUEST.**

Director Contreras presented the staff request to the Placentia Library Friends Foundation (PLFF) for \$2,000 for the 2021 Staff Appreciation and Recognition Event. PLFF's fund will support part of the program including decorations and door prizes. Library Director Contreras presented the request of \$2,000 towards the function to cover expenses beyond the PLFF's donation. No comments were received. Trustee Dahl motioned to approve the request of \$2,000 to be used for the annual Staff Appreciation and Recognition event. The motion was seconded by Trustee Shkoler. A roll call vote was taken:

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

**REPORT OF THE JOINT-USE COMMITTEE MEETING BY PRESIDENT MARTIN.**

President Martin reported out on the June 3rd Joint-Use Committee Meeting inclusive of the City’s plan to begin a parking lot survey to see how many spaces the Civic Center is short based on growing staff, visitors, deliveries, and so on. This survey will also cover parking turnover during week days, weekends and nights. Moreover, it is the intention to partner with Assistant Library Director Baltierra to best analyze and plan based on the data of where additional parking can be built.

**LEGISLATIVE UPDATES FROM SECRETARY CARLINE.**

Secretary Carline presented legislative updates from the Independent Special Districts of Orange County (ISDOC), California Special District Association (CSDA) & (CLA) California Library Association. Based on updates regarding AB992, legal counsel will review the District’s current social media policy and provide recommendations if additional verbiage is needed for up to date compliance. No action was to be taken at this time.

**REVIEW OF ACTION ITEMS**

President Martin provided the request to include an education on the censure process to the August agenda. This motion was seconded by Trustee Shkoler. A roll call vote was taken:

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

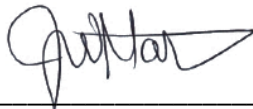
Secretary Carline provided the request to add the review the District’s Social Media Policy in correlation to legislative updates to the August agenda. This was seconded by President Martin. A roll call vote was taken:

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

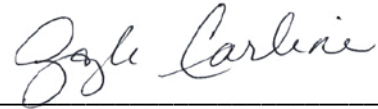
The next Board Meeting will be on August 16<sup>th</sup>, 2021 at 6:30 p.m.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of June 16<sup>th</sup>, 2021 was adjourned at 7:40 p.m.



\_\_\_\_\_  
Jo-Anne Martin, President  
Library Board of Trustees



\_\_\_\_\_  
Gayle Carline, Secretary  
Library Board of Trustees