

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
December 19, 2022

**CALL TO ORDER**

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 19, 2022 at 6:31 p.m.

**Members Present:** President Jo-Anne Martin, Secretary Gayle Carline (via Zoom), Trustee Stephanie Beverage, Trustee Sherri Dahl, Trustee Scott Nelson.

**Members Absent:** None.

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

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

**Guests:** Megan Tolman, Librarian; Margaret Hatanaka, Supervising Librarian; Jeremy Yamaguchi, IT Consultant; Rueben Skipper, Placentia Library Friends Foundation President.

**ADOPTION OF AGENDA**

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

AYES: Martin, Carline, Beverage, Dahl, Nelson

NOES: None

ABSENT: None

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Martin reported she attended City Councilmember Craig Green's retirement reception, the Placentia Tamale Festival, and the Financial Partners Credit Union board meeting. She completed the IT training and volunteered at Charity's Closet. She also reported the ground lease agreement between the City and the County for the proposed Senior/Community Center at Tri-City Park was unanimously approved by the Board of Supervisors.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Carline attended the Placentia Tamale Festival. She was unable to attend the LAFCO meeting and the minutes have not been posted yet. She did see the ground lease was approved by the Board of Supervisors.

Trustee Dahl attended the City's Tree Lighting Ceremony, the Orange County Council of Governments meeting, the PLFF meeting, and the Literacy potluck. She also did two interviews with CSUF journalism student Dominic Samaniego and completed the IT training. For the Placentia Round Table Women's Club, she went to their monthly meeting, they finished all of their soup sales and she worked with Assistant Library Director Baltierra on the scholarship committee.

Trustee Beverage attended the Literacy potluck. She also completed the IT training and viewed a PLA webinar called "Spotlight on Safety: Addressing Threats in Public Libraries".

Trustee Nelson attended the Placentia Tamale Festival.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras reported she participated in a panel for the City of Commerce for their new library director, she also helped the California State Library by sitting on a panel to make plans for the library director’s forum, she attended the Boys & Girls Club holiday get-together for Board members, she hosted a movie night for staff and their families, she attended City Councilmember Craig Green’s retirement reception, and she attended Staff Development Day.

Director Contreras than took this time to introduce Margaret Hatanaka, the new Adult and Teen Services Supervising Librarian, to the Board.

**FRIENDS FOUNDATION  
REPORT**

The Placentia Library Friends Foundation (PLFF) President, Rueben Skipper, reported he attended Staff Appreciation Night, the Literacy potluck, volunteered with the YMCA Board of Directors to pass out toys at their holiday event, attended the Board of Supervisor’s open house and attended Lisa Bartlett’s birthday/retirement party. Next main event for PLFF is the March 4, 2023 Author’s Luncheon. It will consist of an author talk, Q&A, and silent auction. The author is Shawn Nocher. She is a local author and has two books out. For their previous book sale days on December 10<sup>th</sup> and 11<sup>th</sup>, they made \$124 and \$72, respectively. The next book sales are next year on March 18<sup>th</sup> and 19<sup>th</sup>. They will also be having a spring cleaning in April 2023. Future fundraisers will be with local restaurants but they are also thinking about doing a movie night at Cinema City. They are also talking about doing a car raffle. Their account balance for the end of November was \$145,421.

**CONSENT CALENDAR**

The Board discussed questions in regards to Agenda Item 13 with staff. It was then moved by Trustee Beverage and seconded by Trustee Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

**MINUTES FOR NOVEMBER  
21, 2022 REGULAR DATE  
MEETING.**

The minutes for the November 21, 2022 Regular Date Meeting were received, reviewed and filed (Item 9).

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

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

Check Registers for November 2022 (Item 10)  
Fund 707 Balance Report for November 2022 (Item 11)  
Financial Reports through November 2022 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 November 2022 (Item 13)  
Acquisitions Report for November 2022 (Item 14)  
Service Revenue Report for November 2022 (Item 15)  
Library Impact Fee Report for November 2022 (Item 16)  
Personnel Report for November 2022 (Item 17)  
Circulation Report for November 2022 (Item 18)  
Review of Shared Maintenance Costs with the City of Placentia (Item 19)

**STAFF REPORTS**

Administration Report for November 2022 (Item 20)  
Children’s Services Report November 2022 (Item 21)  
Adult Services Report for November 2022 (Item 22)  
Placentia Library Website Technology Report for November 2022 (Item 23)

**ADOPTION OF RESOLUTION 2022-08: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO CERTIFY THE APPOINTMENTS FOR THE OFFICE OF TRUSTEE OF THE PLACENTIA LIBRARY DISTRICT; ADMINISTRATION OF THE OATH OF OFFICE.**

Director Contreras reported we have three Board members in this election cycle who have received their certificate of appointments with the District from the Orange County Registrar of Voters: President Martin for four years, Trustee Nelson for four years, and Trustee Beverage for two years. Trustee Nelson made a motion to adopt Resolution 2022-08: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Certify the Appointments for the Office of Trustee of the Placentia Library District. It was seconded by Trustee Dahl. A roll call vote was taken:

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

President Martin directed Director Contreras to administer the Oath of Office to the Library Board members as appointed.

**ELECTION OF OFFICERS.**

Director Contreras reported the following positions need to be elected: Board President and Board Secretary. Trustee Nelson nominated President Martin to serve again if she is amenable to doing so. President Martin accepted her nomination. The nomination was moved by Trustee Dahl and seconded by Trustee Beverage. All-in-favor:

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

President Martin nominated Secretary Carline to serve again as she knows Secretary Carline is willing to do so. The nomination was moved by Trustee Dahl and seconded by Trustee Beverage. All-in-favor:

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

**APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES FOR 2023 BY THE BOARD PRESIDENT.**

The Board reviewed incumbent Board Representatives for the following agencies: the Joint Use Committee, the Special District Local Area Formation Commission (LAFCO) Selection Committee, the Orange County Council of Governments (OCCOG), the Placentia Library Friends Foundation (PLFF), the Independent Special Districts of Orange County (ISDOC), and the Personnel Committee. After a discussion regarding each agency, the representatives are as follows:

Joint Use Agreement Committee

President Martin and Trustee Nelson with Director Contreras  
Representative to Special District Local Area Formation Commission (LAFCO)  
Selection Committee

Trustee Beverage and Secretary Carline as alternate  
Representative to the Orange County Council of Governments (OCCOG)  
Trustee Dahl and Trustee Nelson as alternate

Representative to the Placentia Library Friends Foundation (PLFF)  
Trustee Dahl and President Martin as alternate

Independent Special Districts of Orange County (ISDOC)  
Secretary Carline and Trustee Beverage as alternate  
Personnel Committee  
Trustee Dahl and Trustee Nelson

**EMPLOYEE OF THE YEAR  
RECOGNITION BY BOARD  
PRESIDENT.**

Director Contreras thanked Secretary Carline and Trustee Dahl for serving on the Personnel Committee which also oversaw the Employee of the Year nomination. The Employee of the Year was announced during Staff Appreciation Night. Tonight, we are formally recognizing Megan Tolman as Employee of the Year by presenting her with the award. President Martin thanked Megan for all of her hard work and presented her with the Employee of the Year award.

**ASSOCIATION OF  
BOOKMOBILE & OUTREACH  
SERVICES AND INTERNET  
LIBRARIAN CONFERENCE  
REPORTS FROM  
CHILDREN’S SUPERVISING  
LIBRARIAN.**

Director Contreras reported Venessa Faber, the Children’s Supervising Librarian, was unable to attend tonight’s meeting to report out on her experience at the Association of Bookmobile & Outreach Services Conference and the Internet Librarian Conference. Her reports for both conferences are available in the Board report. Director Contreras advised she will share any questions the Board has with Venessa.

**DISTRICT-BASED ELECTIONS  
ORDINANCE AND  
ADOPTION OF RESOLUTION  
2022-09.**

Counsel DeBerry reported this is the final public hearing regarding the Board’s transition from at-large to district-based elections. The map being proposed mirrors the map adopted by the City of Placentia when it transitioned to district-based elections. The proposed election sequencing to initiate district-based elections will be for districts 1, 3, and 4 in 2024 and districts 2 and 5 in 2026. Part of the Board’s final action for establishing district-based elections is to consider Ordinance 2022-01 for second reading and adopting Resolution 2022-09. After comments from the Board, Trustee Beverage made a motion to adopt Ordinance 2022-01, An Ordinance of the Board of Trustees of the Placentia Library District Establishing by-District Elections of Five Trustees. It was seconded by Trustee Nelson. A roll call vote was taken:

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

Trustee Nelson made a motion to adopt Resolution 2022-09: A Resolution of the Board of Trustees of the Placentia Library District, Adopting the District Map and Sequence of Elections for Transitioning from At-Large to By-District Elections. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**ADOPTION OF RESOLUTION  
2022-10: A RESOLUTION OF  
THE BOARD OF TRUSTEES  
OF THE PLACENTIA LIBRARY  
DISTRICT OF ORANGE  
COUNTY TO ESTABLISH THE  
BOARD OF TRUSTEES  
REGULAR MEETING DATES  
FOR CALENDAR YEAR 2023.**

Director Contreras introduced this agenda item to the Board and reported she added two lists of regular Board meeting dates for the Board to consider. The first list of dates shows what the schedule will look like if Board meetings continue on the 3<sup>rd</sup> Monday of each month. The second list shows what the schedule will look like if Board meetings were to be moved to the 4<sup>th</sup> Monday of each month. Staff recommends changing the Board meetings to the 4<sup>th</sup> Monday of the month in order to allow staff more time to receive reports from outside agencies. After the Board confirmed there are no conflicts with the new schedule, Trustee Beverage made a motion to move the Placentia Library District monthly Board meetings to

the 4<sup>th</sup> Monday of each month. It was seconded by Trustee Nelson. A roll call vote was taken:

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

Trustee Beverage made a motion to adopt Resolution 2022-10: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2023. It was seconded by Trustee Dahl. A roll call vote was taken:

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

**ADOPTION OF RESOLUTION 2022-11: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR FISCAL YEAR 2023-2025.**

Director Contreras presented the holiday and library closure schedule for fiscal year 2023-2025, which coincides with most Federal holidays. After a discussion regarding Martin Luther King Jr. Day, the Board decided to add it as one of the holidays which the library will close for. Trustee Dahl made a motion to adopt Resolution 2022-11: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Fiscal Year 2023-2025. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**AUTHORIZATION FOR CLOSURE ON MARCH 9, 2023 FOR STAFF DEVELOPMENT TRAINING.**

Director Contreras thanked the Board for allowing a library closure on December 2, 2022 for Staff Development Day. There are two Staff Development Days each fiscal year. The first is for budget and strategic planning. The second is for staff training. For our second Staff Development Day of this fiscal year, staff would like the Board's authorization to close on Thursday, March 9, 2023. At the previous Staff Development Day, staff requested to move Staff Development Days from Fridays to Thursdays. This allows for more staff to attend and participate. After a discussion among the Board, Trustee Beverage made a motion to authorize a closure on March 9, 2023 for a Staff Development Day. It was seconded by Trustee Dahl. A roll call vote was taken:

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

**DISCUSSION OF WEBSITE PROPOSALS RECEIVED.**

Director Contreras reported the original recommendation was to move forward with the website proposal from CivicPlus. However, more references have been received and she is no longer comfortable with moving forward with the original recommendation. She is recommending to postpone the decision to the January Board meeting in order to receive all references for both vendors. Jeremy Yamaguchi, IT Consultant, gave a presentation on the history of the District's website and reported on the various updates and upgrades which are needed to keep the website current. The Board had a discussion regarding the different options which are provided by each vendor and which features the District needs. No action was taken at this time.

Minutes of Placentia Library District Board of Trustees – Regular Date Meeting of December 19, 2022

**LEGISLATIVE UPDATES  
FROM TRUSTEE CARLINE.**

Secretary Carline reported out on legislative updates from the Independent Special Districts of Orange County. There were no federal bills that would affect the District.

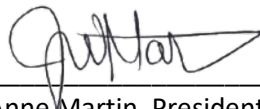
**AGENDA DEVELOPMENT**

An agenda item President Martin requested was the consideration of putting together a Freedom to Read Committee. The decision on which website vendor to move forward with will also be added to the agenda. Director Contreras also advised a report on the December 2, 2022 Staff Development Day will be presented at the next meeting.

The next Board Meeting will be on January 23, 2023 at 6:30 p.m.

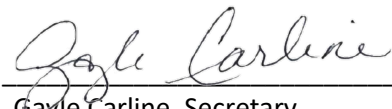
**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of December 19, 2022 was adjourned at 07:38 p.m.



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Jo-Anne Martin, President  
Library Board of Trustees



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Gayle Carline, Secretary  
Library Board of Trustees