

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

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 22, 2024 at 6:30 p.m.

Members Present: President Gayle Carline, Secretary Sherri Dahl, Trustee Stephanie Beverage, Trustee Scott Nelson.

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

Counsel Present: David DeBerry, Woodruff & Smart.

Guests: Voiza Arnold, incoming Library Board of Trustee member; Jeremy Yamaguchi, IT Consultant; Megan Teeling, Library Clerk.

ADOPTION OF AGENDA

It was motioned by Trustee Beverage to adopt agenda as presented with the exception of moving up item 25 to after the adoption of the agenda. It was seconded by Secretary Dahl (Item 3).

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline reported she attended the District Holiday Party and has been working with Gaeton Wood, from the Placentia Library Friends Foundation (PLFF), on the Authors Luncheon.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Dahl reported she attended, and gave a speech at, Katie Matas' Retirement Reception and the PLFF Board Meeting.

Trustee Arnold had nothing to report out on as this was her first Board Meeting.

Trustee Beverage reported she attended the District Holiday Party and Katie Matas' Retirement Reception. She reported she has been checking the Local Area Formation Commission (LAFCO) recordings but has no pertinent news due to the holidays.

Trustee Nelson reported he had a quiet holiday and has been busy with his business.

**LIBRARY DIRECTOR
REPORT**

Director Contreras reported she attended the Floatfest in Pasadena. She met with JoAnn Sowards from the Placentia Round Table Women's Club regarding the forms the District had to fill out in order for the PLFF to hold a raffle. She attended the PLFF Board Meeting and reported they have been busy with the Authors Luncheon. She met with IDS Group with Business Manager Maskarino. They are the firm that the Board had awarded the design services contract to for the

outdoor space. She advised the renderings will be presented at the next Board Meeting. Assistant Library Director Baltiera and Business Manager Maskarino are working on the state report for the outdoor space and loading dock that is due in February. She advised they are hoping for the project to be completed by Fall 2024. She also reported she will be presenting at the Rotary Club of Placentia, meet with Senator Newman, and attend the Independent Special District of Orange County (ISDOC) Quarterly Luncheon in the coming weeks.

Director Contreras also took this time to introduce Megan Teeling to the Board. Megan is the newly hired Part-Time Library Clerk.

FRIENDS FOUNDATION REPORT

Secretary Dahl reported out on the Placentia Library Friends Foundation (PLFF) on behalf of President Reuben Skipper. The garage sale will be on April 27th. They are working on the Authors Luncheon as Director Contreras had mentioned. The bookstore made almost \$2000 last month. The PLFF have decided they will most likely discontinue the quarterly book sales as the monthly book sales generate more income. So far, 51 tickets have been sold for the Taylor Swift fundraiser. They have decided to go with a recommendation made by Director Contreras and sell drinks and/or food at the Taylor Swift dance party.

CONSENT CALENDAR

After a brief discussion regarding agenda item 15, 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, Nelson
NOES: None
ABSENT: None

MINUTES FOR DECEMBER 18, 2023 REGULAR DATE MEETING.

The minutes for the December 18, 2023 Regular Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER'S REPORTS

Check Registers for December 2023 (Item 10)
Fund 707 Balance Report for December 2023 (Item 11)
Financial Reports through December 2023 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 December 2023 (Item 13)
Acquisitions Report for December 2023 (Item 14)
Entrepreneurial Activities Report for December 2023 (Item 15)
Library Impact Fee Report for December 2023 (Item 16)

GENERAL CONSENT REPORTS

Personnel Report for December 2023 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for December 2023 (Item 19)
Circulation Report for December 2023 (Item 20)

STAFF REPORTS

Children's Services Report December 2023 (Item 21)
Adult Services Report for December 2023 (Item 22)

Placentia Library Website Technology Report for December 2023 (Item 23)
Customer Service Report (Items 24)

**ADMINISTRATION OF THE
OATH OF OFFICE: DR. VOIZA
ARNOLD.**

Trustee Beverage made a motion to accept the Orange County Board of Supervisors' appointment of Dr. Voiza Arnold as presented. It was seconded by Secretary Dahl. A roll call vote was taken:

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

Trustee Beverage made a motion to direct Board President Carline to administer the Oath of Office to Dr. Arnold. It was seconded by Secretary Dahl. A roll call vote was taken:

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

ELECTION OF OFFICERS.

Secretary Dahl nominated Gayle Carline as Board President. It was seconded by Trustee Nelson. A roll call vote was taken:

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

President Carline nominated Sherri Dahl as Board Secretary. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**APPOINTMENT OF LIBRARY
BOARD REPRESENTATIVES
FOR 2024 BY THE BOARD
PRESIDENT.**

After a brief discussion for each position, these are the 2024 Library Board Representatives:

Joint Use Agreement Committee

President Carline and Trustee Nelson with Director Contreras and Assistant Director Baltierra with Secretary Dahl as alternate

Special District Local Area Formation Commission (LAFCO) Selection Committee

Trustee Beverage and President Carline as alternate
Placentia Library Friends Foundation (PLFF)

Trustee Dahl and Trustee Arnold as alternate
Independent Special Districts of Orange County (ISDOC)

Trustee Nelson and Trustee Beverage as alternate
Personnel Committee

Trustee Arnold and Trustee Beverage

Trustee Beverage made a motion to authorize the appointment of Library Board of Representatives for 2024 as discussed. It was seconded by Secretary Dahl. A roll call vote was taken:

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

DISCUSSION OF A NEW DATE FOR MAY BOARD MEETING.

Director Contreras reported the May Board meeting was scheduled for Memorial Day and will need to be moved to a different date. After the Trustees checked their schedules, Trustee Beverage made a motion to select Tuesday, May 28th as the new May Board meeting date. It was seconded by Secretary Dahl. A roll call vote was taken:

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

REPORT FROM EXECUTIVE ASSISTANT, LINA NGUYEN, ON HER ATTENDANCE AT THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD SECRETARY CONFERENCE.

Director Contreras reported the Board had approved to send Executive Assistant Nguyen to the Board Secretary Conference offered by the California Special District Association during the Board meeting in September. Executive Assistant Nguyen reported out on her experience and her main takeaways from the Board Secretary Conference and thanked the Board for approving her attendance at the conference.

PRESENTATION OF THE PLACENTIA LIBRARY DISTRICT NEW APPLICATION.

Director Contreras reported the new mobile application for the Placentia Library District is ready for the Board to review and approve. IT Consultant, Jeremy Yamaguchi, was in attendance to give a presentation on the features of the application and to answer any questions from the Board. After questions from the Board were answered by Mr. Yamaguchi, Trustee Beverage made a motion to approve application for public release. It was seconded by Secretary Dahl. A roll call vote was taken:

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

REVIEW AND DISCUSSION OF THE CONSULTANT SERVICES AGREEMENT BETWEEN THE PLACENTIA LIBRARY DISTRICT AND EAGLE MULTI-MEDIA, INC.

Director Contreras reported Mr. Yamaguchi has done excellent work for the District since the Board approved to enter into a two-year contract with his company, Eagle Multi-Media, Inc. Management is recommending a renewal of his contract, as well as a compensation increase. District staff based the increase in compensation on their review of several job boards, which listed the salary for the IT/Technology Management position. The contract was reviewed by District counsel. After a brief discussion, Trustee Beverage made a motion to authorize the District to renew its contract with Eagle Multi-Media, Inc. and authorize the Library Director the authority to execute the agreement between the Placentia Library District and Eagle Multi-Media and authorize the Library Director and District Counsel to execute the Agreement between Eagle Multi-Media, Inc. and the Placentia Library District. It was seconded by Secretary Dahl. A roll call vote was taken:

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

AUTHORIZATION FOR A CLOSURE ON APRIL 11, 2024 FOR A LIBRARY EVENT.

Director Contreras is requesting the Board to authorize a library closure on April 11, 2024 in order to prepare for the Taylor Swift Dance Party that is from 7:00 p.m. to 9:00 p.m. that day. Trustee Beverage made a motion to authorize a closure on April 11, 2024 as presented. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**AUTHORIZATION FOR
AMENDMENTS TO POLICY
2275 – SOCIAL MEDIA
POLICY.**

Director Contreras is requesting the Board to authorize Policy 2275, the Social Media Policy, in order to keep up with the continually evolving social media platforms. The amended policy has been reviewed by legal counsel. After a brief discussion where Mr. DeBerry answered questions from the Board, Trustee Beverage made a motion to authorize amendments to Policy 2275 – Social Media Policy as presented, inclusive of input. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**ISDOC UPDATES FROM
TRUSTEE NELSON.**

Trustee Nelson reported out on recent legislative news. He advised he will give a more comprehensive report later in March or April to determine what ballot measures will affect the District.


AGENDA DEVELOPMENT

No agenda items requested at this time.

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

ADJOURNMENT

The Board of Trustees Regular Date Meeting of January 22, 2024 was adjourned at 7:46 p.m.



Gayle Carline, President
Library Board of Trustees



Sherri Dahl, Secretary
Library Board of Trustees