

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

**CALL TO ORDER** President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 26, 2024 at 6:37 p.m.

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

**Members Absent (excused):** Trustee Voiza Arnold, Trustee Scott Nelson.

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

**Staff Absent:** Yesenia Baltierra, Assistant Library Director.

**Guests:** Linda Harter, Library Clerk.

**ADOPTION OF AGENDA** It was motioned by Trustee Beverage to adopt agenda as presented. It was seconded by Secretary Dahl (Item 3).

AYES: Carline, Dahl, Beverage

NOES: None

ABSENT: Arnold, Nelson

**ORAL COMMUNICATION** None (Item 4).

**BOARD PRESIDENT REPORT** President Carline reported she attended the Excellence in Placentia Gala, her monthly meeting with Library Director Contreras, and the Joint Use Meeting. She also completed the Ethics AB 1234 Compliance Training.

**TRUSTEE & ORGANIZATIONAL REPORTS** Secretary Dahl reported she attended the Excellence in Placentia Gala, the Placentia Round Table Women's Club meeting, and the scholarship committee meeting. She also completed the Ethics AB 1234 Compliance Training, the Sexual Harassment Prevention Training for Supervisors, and the training for Form 700 Filers.

Trustee Beverage reported she attended the Excellence in Placentia Gala as well as a meet and greet event for Senator Josh Newman. She was also interviewed by a reporter from the Daily Pilot on her tenure as a library director in Huntington Beach and her thoughts on what is happening in the library world. She reported she has been checking the Local Area Formation Commission (LAFCO) recordings and reported we should expect a MSR in 2025.

Trustee Arnold had an excused absence.

Trustee Nelson had an excused absence.

**LIBRARY DIRECTOR REPORT** Director Contreras took this time to introduce Linda Harter to the Board. Ms. Harter is the newly hired On-Call Library Clerk.

Director Contreras reported she had received a thank you card from the Placentia Library Friends Foundation Vice President, Marian Kalman. The District had sent her flowers after hearing she was not feeling well. Director Contreras reported she celebrated the Lunar New Year with her family, attended an Olivia Rodrigo concert, and spoke at a Rotary Club meeting. She also reported this is the second year she has served on the planning committee of the Public Library Director’s Forum. She also attended the Joint Use Meeting and the 85th Anniversary for Midway Sanitary District. She served on the Instructional Material Review Committee for the San Juan Capistrano District. They are experiencing push back from a parent who is requesting the removal *Roll of Thunder, Hear My Cry*. She also reported that the State Librarian reported they committed a lot of money towards libraries. Libraries that haven’t received their funds have no guarantees they will receive the funds. Fortunately, this does not affect the District. The District has already received funds for the Outdoor Space, the bookmobile and facility improvements. The District has not received full funds for Literacy yet but it’s the one program that the State Library will always fund.

**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 focusing on home goods this year. The public can start bringing in their donations starting on March 1st. Items should be dropped off at the District’s loading dock. They are still working on the Authors Luncheon planning. The bookstore brought in just under \$2000 last month. They are probably discontinuing their quarterly book sales. They have sold some tickets for the Taylor Swift drawing and are considering selling food and drinks during the event.

**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, Beverage  
NOES: None  
ABSENT: Arnold, Nelson

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

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

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

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

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

**GENERAL CONSENT REPORTS**

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

**STAFF REPORTS**

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

**THE CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS CONFERENCE (CSMFO) REPORT FROM BUSINESS MANAGER, CARLO MASKARINO.**

Director Contreras reported the Board had approved to send Business Manager Maskarino to the California Society of Municipal Finance Officers Conference during the Board meeting in September. Business Manager Maskarino reported out on his experience and main takeaways from the conference and thanked the Board for approving his attendance at the conference.

**DISCUSSION OF THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD OF DIRECTORS CALL FOR NOMINATIONS, SEAT A.**

Trustee Beverage made a motion to postpone this agenda item until all Board Trustees are present. It was seconded by Secretary Dahl. A roll call vote was taken:  
AYES: Carline, Dahl, Beverage  
NOES: None  
ABSENT: Arnold, Nelson

**ADOPTION OF RESOLUTION 24-01: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO UPDATE THE PLAN OWNERS OF THE DISTRICT’S 457 PLAN (B) RETIREMENT.**

Director Contreras reported the District needs to update the owners of the 457(b) retirement plan. Trustee Beverage made a motion to read Resolution 2024-01: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Update the Plan Owners of the District’s 457 Plan (b) Retirement.

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

Trustee Beverage then made a motion to adopt Resolution 2024-01. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**OUTDOOR SPACE AND LOADING DOCK UPDATES.**

Trustee Beverage made a motion to postpone this agenda item until all Board Trustees are present. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**AUTHORIZATION FOR TRUSTEES AND THE LIBRARY DIRECTOR TO ATTEND THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION LEGISLATIVE**

Director Contreras reported the 2024 CSDA Legislative Days will be held in Sacramento from May 21-22, 2024. President Carline expressed interest in attending. Trustees Dahl and Beverage will not be attending. Since all Trustees are not currently present, this item will be taken back to the Board during the next Board Meeting to see what other Trustees would like to attend.

**DAYS, MAY 21-22, 2024 IN SACRAMENTO, CALIFORNIA.**

Trustee Beverage made a motion to authorize all Trustees and the Library director to attend the CSDA Legislative Days as presented. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**AUTHORIZATION FOR A CLOSURE ON MAY 23, 2024 FOR THE SPRING STAFF DEVELOPMENT DAY.**

Director Contreras is requesting authorization from the Board to close the District for Staff Development Day where staff will have customer service training as well as training on artificial intelligence and its role in libraries. Trustee Beverage made a motion to authorize a closure on May 23, 2024 for a Staff Development Day. It was seconded by Secretary Dahl. A roll call vote was taken:

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

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

President Carline reported out on the Joint Use Meeting with the City. The main topics covered during the meeting included parking permits, carpool incentives, and replacing the grass area around the Civic Center fountain with artificial turf.

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

Director Contreras requested to postpone this agenda item as Trustee Nelson had an excused absence and cannot report out on the subject. Trustee Beverage made a motion to postpone this agenda item until the next Board meeting. It was seconded by Secretary Dahl. A roll call vote was taken:

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

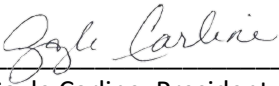
**AGENDA DEVELOPMENT**

Agenda items 26, 28, and 32, which were postponed during this meeting, will be added to the agenda for the March Board Meeting. Agenda item 29 will be brought back to see if other Trustees would like to attend the CSDA Legislative Days.

The next Board Meeting will be on March 25, 2024 at 6:30 p.m.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of February 26, 2024 was adjourned at 7:34 p.m.

  
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Gayle Carline, President  
Library Board of Trustees

  
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Sherri Dahl, Secretary  
Library Board of Trustees