

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
APRIL 19<sup>TH</sup>, 2021

**CALL TO ORDER**

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 19, 2021 at 6:30 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.

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

**Guests:** Ward Smith, City Councilmember; Betty Escobosa, Placentia Resident; Farrah Shioura, Placentia Resident; Gae Wood, Placentia Resident; Tonya Gordillo, Principal at Morse Elementary School; Stephanie Beverage, Placentia Resident; Megan Tolman, Librarian; Venessa Faber, Library Assistant; Wendy Amireh, Supervising Librarian; Shellie McCurdy, Library Assistant; Estella Wnek, Circulation Supervisor; Laura DeLeon, Library Clerk.

**ADOPTION OF AGENDA**

It was motioned by President Martin to adopt the agenda. It was moved by Trustee Shkoler and seconded by Secretary Carline adopt the agenda (Item 3).

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

**ORAL COMMUNICATION**

Betty Escobosa, Placentia resident, spoke to commend and thank the Placentia Library District on their programming, renovation and response throughout the Covid-19 pandemic. Farrah Shioura, Placentia resident, spoke to the Board requesting respect and kindness to new board members. Gae Wood, Placentia resident, spoke highlighting and thanking the Placentia Library District's staff and leadership for the Director messages, mask program, LOTs, and programs that have greatly assisted the community during the pandemic (Item 4).

**BOARD PRESIDENT REPORT**

President Martin attended Easter Eggcitement, an introductory meeting with Placentia-Yorba Linda Unified School District's Superintendent Dr. Elsasser, continued literacy tutoring with her learner, volunteered with food distribution, participated in the monthly Financial Partner's Credit Union Board meeting, attended both Fred Minter & Director Contreras' father's funeral services, and volunteered at Charity's Closet.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Trustee Shioura asked for clarification on New Business Item 30- specifically if the Board will only discuss or vote on Library IQ Library Assessment. President Martin confirmed when the item is reached it would be discussed and voted on. Mr.

DeBerry, Legal Counsel, clarified the agenda must be followed and Item 30 can be discussed once reached. President Martin requested the agenda be followed in accordance with State Regulations and the Brown Act. Trustee Shioura then noted the agenda is blank on the PLD website and the Board Book is not on the website. President Martin clarified the Board Book is not on the library's website, but the agenda is on the Board of Trustees page and accessible to the public. The physical Board Book is available, as stated on the library's website, at the Library's Reference Desk. President Martin then called on the Trustees to provide their reports.

Secretary Carline read thank you cards on behalf of past Trustee Elizabeth Minter to the Board, attended the ISDOC Executive Committee meeting where she presented her background and qualifications for the second Vice President position. The Committee selected a different candidate that had extensive years of ISDOC experience. Secretary Carline thanked the Board for the experience. Secretary Carline also attended both Fred Minter & Director Contreras' father's funeral services.

Trustee Shioura provided an update on the ISDOC Website Committee's progress with a company called Streamline and attended staff orientations. Trustee Shioura then again asked for further clarification on Agenda Item 30 if it is just a discussion or to be voted on. President Martin noted it would be discussed and voted on when that item on the agenda is reached.

Trustee Dahl attended the Placentia Library Friends Foundation Board Meeting and staff orientations.

Trustee Shkoler attended Easter Eggcitement and attended both Fred Minter & Director Contreras' father's funeral services.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras opened her report by thanking the Board of Trustees and staff for their kind words of encouragement, support and condolences during this time of mourning. Director Contreras reported out on attending an introductory meeting with Placentia-Yorba Linda Unified School District's Superintendent Dr. Elsasser, the State Library's Public Director's Forum, and provided updates on Eggcitement's success of serving over 700 patrons and the completed installation of the permanent curbside signage posts.

**FRIENDS FOUNDATION  
REPORT**

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth provided updates on the opportunity drawing fundraiser, remarked the Honor Box has been continued to work well, volunteers are returning and signing up for bookstore hours, the vending machines being filled again on a regular basis, and PLFF's participation in Easter Eggcitement, in addition to upcoming fundraising events.

**CONSENT CALENDAR**

President Martin asked for clarifications regarding Items 13, 15 and 18 that were addressed by the Business Manager, Fernando Maldonado and Library Director

Contreras. Trustee Dahl and Secretary Carline noted an amendment was needed for the Budget Work Session Minutes. Trustee Shioura asked about a memorandum provided by legal counsel after the last Board Meeting regarding Brown Act Guidelines. Legal Counsel, David DeBerry, noted the Board must remain Brown Act compliant as the memorandum was not part of the agenda and to follow the agenda accordingly. The Board had no other comments. It was then 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 MARCH 15, 2021 BUDGET WORK SESSION AND MARCH 15, 2021 REGULAR DATE MEETING.**

The minutes for the March 15, 2021 Budget Work Session and March 15, 2021 Regular Date Board Meeting were received, reviewed and filed as amended (Item 9).

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

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

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

Financial Reports through March 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 March 2021 (Item 13)  
Acquisitions Report for March 2021 (Item 14)  
Service Revenue Report for March 2021 (Item 15)

**GENERAL CONSENT REPORTS**

Personnel Report for March 2021 (Item 16)  
Circulation Report for March 2021 (Item 17)  
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

**STAFF REPORTS**

Administration Report for March 2021 (Item 19)  
Children's Services Report March 2021 (Item 20)  
Adult Services Report for March 2021 (Item 21)  
Placentia Library Website Technology Report for March 2021 (Item 22)

**PUBLIC HEARING FOR THE 2021-2023 FISCAL YEAR BUDGET & ADOPTION OF RESOLUTION 21-02: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY**

Director Contreras opened with the statement of the Notice of Public Hearing for the Library Board's April 19, 2021 Regular Date Meeting was posted on the District's website and sent to the Orange County Register on April 14, 2021 and the topic was also included in the posted agenda in compliance with the Brown Act on the website, at the Library, and at the City of Placentia. Trustee Shioura questioned why the public hearing notice is not open to the public and the agenda is a blank document on the website calendar. Jon Legree, Systems Librarian, noted the

**DISTRICT OF ORANGE  
COUNTY TO ADOPT THE  
2021-2023 FISCAL YEAR  
BUDGET FOR THE  
PLACENTIA LIBRARY  
DISTRICT OF ORANGE  
COUNTY.**

document is blank on the calendar and will be fixed moving forward; however, Director Contreras clarified the past six months of agendas, minutes and dates are posted on the Board of Trustees page on the website.

Director Contreras gave the background that the 2021-2023 Fiscal Year Budget was discussed at the March 15, 2021 Budget Work Session and presented to and reviewed by the Library Board of Trustees at the March 15, Regular Date Meeting. Changes were reflected in the two librarian part-time positions, improvement projects, technological updates, increasing the book budget to 10%. Revenue and expenditure budgets for the 2021-2023 Fiscal Year were reviewed. Additionally, Director Contreras noted with the book budget increase the reserve amount would be lowered. A healthy reserve will be accrued over the next two fiscal years inclusive of the current 2020-2021 fiscal year. Director Contreras also went into thorough explanations and data regarding the District's salary and book budget in comparison to other library agencies.

President Martin then announced the Public Hearing topic and declared the Public Hearing open at 7:18 p.m. and opened for public comment.

Ward Smith, City Councilmember, spoke regarding the deep community relationships with the library and how the Ad-Hoc Joint Use Committee has allowed the City of Placentia to have a deeper appreciation and understanding of the Placentia Library District's role in the community. Additionally, thanking the committee for allowing both entities to partake in open dialogue on how to move forward to better the community. Councilmember Smith thanked the Library for the relationship and partnership with the library and its staff, the importance of the budget, the work the library does for the community, and for the Library's strong fiscal stewardship and transparency.

The Public Hearing closed at 7:19 p.m.

The Board thanked Councilmember Smith for his comments. Trustee Shioura took a moment to also urge public officials, City Council and Library Board of Trustees to open schools. Tonya Gordillo, Principal of Morse Elementary, noted that the school district is open full-time as of April 19, 2021 and it is the option of the families should a student attend digitally, hybrid, or fully in-person. Legal Counsel David DeBerry then stated school districts are not an item on the agenda and the budget hearing continued.

Trustee Shioura then inquired for dollar amounts rather than percentages pertaining to the budget. Director Contreras noted the amounts in the revenue and expenditures are in dollar amounts. Trustee Shioura then requested the Business Manager provide the percent per tax dollar spent on library materials. President Martin asked the Business Manager to have follow up action on this request for Trustee Shioura and provide the amounts when able.

Trustee Shioura then requested Director Contreras clarify what the lowest and highest paid salaries are in the District. Director Contreras referred to the salary scale with the lowest being Library Aide and highest being the Library Director. Trustee Shioura questioned why the Library Director makes more than a member of Congress. President Martin noted Congress is base salary with significant bonuses, benefits and additional items that accumulates to more than the Library Director's compensation. Additionally a member of Congress requires less educational prerequisites than a Library Director. Moreover, Trustee Dahl reminded the Board that the library's salary schedule is comparable to other libraries based on the Altadena Library District's Compensation Study presented at the March Board Meeting. Furthermore, Trustee Dahl questioned why a Library Director's salary is being compared to a member of Congress' when they are not comparable in any professional way.

Trustee Shioura then noted as a taxpayer and a representative of the Placentia tax payers, when given percentages instead of numbers, he will be objecting the 2021-2023 Fiscal Year Budget without a proper, impartial assessment. Secretary Carline clarified the dollar amounts are listed on the revenue and expenditure projections, in addition to President Martin noting the dollar amounts spent and remaining year to date are available in every monthly Board Book.

Secretary Carline motioned to read Resolution 21-02 By Title Only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the 2021-2023 Fiscal Year Budget for the Placentia Library District of Orange County. The motion was seconded by Trustee Shkoler. 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 21-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the 2021-2023 Fiscal Year Budget for the Placentia Library District of Orange County. A roll call vote was taken:

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

**ESTABLISH THE HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR THE 2021-2023 FISCAL YEAR AND ADOPT BY RESOLUTION 21-03.**

Library Director Contreras presented the holiday and closure dates per Policy 2030 for Fiscal Year 2021-2023. The Board had no comments. President Martin had Resolution 21-03 Read by Title Only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for the 2021-2023 Fiscal Year read by title only. A roll call vote to adopt Resolution 21:03: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for the 2021-2023 Fiscal Year. was taken:

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

**ADOPTION OF RESOLUTION 21-04: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT THE FEE SCHEDULE FOR THE 2021-2023 FISCAL YEAR FOR THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY.**

Library Director Contreras presented her recommendation of no changes to Policy 6035- Fee Schedule for the 2021-2023 Fiscal Year. President Martin opened the Public Hearing at 7:36 p.m. for public comment. No public comments were made. The Public Hearing closed at 7:36 p.m. The Board then opened for discussion. Trustee Shioura stated he did not feel confident the public has been given complete transparency; he did not see the board book on the website and because there is only a blank document on the event calendar, therefore, will be objecting Resolution 21-04. President Martin confirmed understanding with Trustee Shioura that this policy has no changes since last adopted, the policy is on the website and it can be seen at any time. No other comments were made.

It was motioned by Secretary Carline and seconded by Trustee Dahl to read Resolution 21-04 by Title Only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fee Schedule for the 2021-2023 Fiscal Year for the Placentia Library District of Orange County. A roll call vote was taken:

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

It was motioned by Secretary Carline and seconded by Trustee Dahl to adopt Resolution 21-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fee Schedule for the 2021-2023 Fiscal Year for the Placentia Library District of Orange County. A roll call vote was taken:

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

**ADOPTION OF RESOLUTION 21-05: A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR THE 2019-2020 FISCAL YEAR.**

Director Contreras presented a finding reflected in the most current financial audit was a missing resolution for the appropriation limits for the 2019-2020 Fiscal Year, as required. The Board has no comments. It was motioned by Trustee Shkoler and seconded by Trustee Dahl to read Resolution 21-05 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 2019-2020 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 21-05: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2019-2020 Fiscal Year. A roll call vote was taken:

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

**ADOPTION OF 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.**

Director Contreras presented a finding reflected in the most current financial audit was a missing resolution for the appropriation limits for the 2020-2021 Fiscal Year, as required. The Board has 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 2020-2021 Fiscal Year.

A roll call vote was taken:

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

It was then motioned by Secretary Carline and seconded by Trustee Shkoler 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

**DISCUSSION OF THE USE OF ULTRAVIOLET LIGHT DISINFECTION FOR LIBRARY MATERIALS.**

At the March 15, 2021 Regular Date Board of Trustees Meeting, Trustee Shioura requested a discussion of Ultraviolet (UV) light to be added to the April 19, 2021 Board Meeting. Director Contreras presented the District’s history with their current quarantine and sanitization process, Center for Disease Control and Prevention’s (CDC) recommendations, and six options for UV Light products. Director Contreras noted no libraries in Orange County are currently using UV light to sanitize their library materials and that the CDC does not believe that UV light is a proven alternative to quarantine guidelines the library is currently using. President Martin opened the item for Board discussion. Trustee Shioura had no questions or comments outside of hoping the library would consider the UV light for disinfection, but understands the reasoning. No action was taken at this time.

**DISCUSSION OF STREAMING SERVICES FOR PUBLIC MEETINGS.**

At the March 15, 2021 Regular Date Board of Trustees meeting, Trustee Shioura requested a discussion of livestreaming board meetings to be added to the April 19, 2021 Board meeting. Director Contreras stated currently the public can attend the Board meetings in-person or virtually via Zoom. The Zoom meeting information is available on the agenda posted on the website and at the library. Both methods allow guests to address the Board during oral communications. Jon Legree, Systems Librarian, provided the Board with options of Zoom, Vimeo, Cameras, Streaming Encoder and microphones. The Library Director recommended staying with Zoom as it allows the public to engage with the Board and have continued access to the recordings by Public Records Request.

Trustee Shioura then asked for clarification on what is available to the public via a Public Records Act Request -- this includes the minutes and agenda. Trustee Shioura then asked if the public can request emails if they fall under the Public Records Act. Legal Counsel Mr. DeBerry noted there are certain exceptions, however, reminded the Board this item is not on the agenda, but offered Trustee Shioura to meet outside the Board Meeting to discuss the Public Records Act more in length. Secretary Carline then noted that with the 100 attendee limit on Zoom she feels it currently fulfills the District's needs and should attendance reach above that amount it can be discussed again in the future. The Board then inquired if someone did want access to the Board Meeting Recording, where they would go. Director Contreras confirmed the public can contact Administration and request such information. Trustee Shioura then inquired if emails fall under the Public Records Act and Mr. DeBerry once again noted this item is not on the agenda, but can go over the Public Records Act with Trustee Shioura another time. Trustee Shioura did not have questions or comments regarding streaming services for public meetings. The Board noted no action to be taken at this time.

**PRESENTATION AND DISCUSSION OF COLLECTION MANAGEMENT SERVICES.**

At the March 15, 2021 Regular Date Board of Trustees meeting, Trustee Shioura requested a discussion of LibraryIQ to be added to the April 19, 2021 Board meeting. Director Contreras presented three options rather than focusing on one specific service provider for the Board's review and consideration for a library collection management assessment. The three services presented were Library IQ, Collection HQ, and Gale Analytics. The advantages and disadvantages inclusive of overall cost for each provider was also presented.

Director Contreras informed the Board how the library recently started participating in a State Library project, which gave the library a free one-year subscription to Gale Analytics. Differences between Gale Analytics and Library IQ include how Gale Analytics allows the library to upload user demographic data to be processed with local demographic information gathered from different agencies which presents a detailed overview of the library's audience and how we interact with the local community. The data and analysis in Gale Analytics are similar to that provided by LibraryIQ, but it is more substantial and detailed. It shows the library who and where our users are in the community, as well as identifying non-library users in the area. Unlike LibraryIQ, Gale Analytics does not provide detailed information about the library's collection and circulation. It focuses on user demographics only.

President Martin then opened the item for discussion. Trustee Shioura asked for the clarification of what this library assessment includes. Director Contreras clarified LibraryIQ is for assessing library's collection management. Trustee Shioura then explained the background and estimated savings that could come from using Library IQ for a full scale (4 part) library assessment. Director Contreras clarified Library IQ is a subdivision of Library Systems & Services, Inc (LSSI). LSSI is an outsourcing company for libraries and contracting such services would require a Request for Proposal process -- something the Board could not decide at this meeting as it is not



on the agenda. Director Contreras then outlined the Request for Proposal process. Trustee Shioura did not have questions or comments about the information presented.

Trustee Shioura then questioned why he was misled when inquiring about the agenda and being told Library IQ Assessment would be voted on earlier in the meeting. President Martin apologized for the misunderstanding between the collection management assessment (Library IQ) and full scale library assessment (LSSI). Trustee Shioura then noted his objection to the budget again, and President Martin affirmed his objection is noted, but the budget is approved for 2021-2023 Fiscal Year.

President Martin thanked Jon Legree, Systems Librarian, for the report and multiple options. President Martin recommended to continue with the free membership with Gale Analytics from the State Library. Secretary Carline recommended Jon Legree, Systems Librarian, report after six months of use of Gale Analytics to revisit if the library would like to continue using or if we need to begin the Request for Proposal process. President Martin asked for a motion to continue through the one year subscription with Gale Analytics collection management services as provided for free by the California State Library and have the Systems Librarian report out in six months to discuss further options. The motion was moved by Secretary Carline and seconded by Trustee Shkoler. A roll call vote was taken:

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

**REVIEW PHASE 2 RE-OPENING PLANS AND DISCUSS PREPARATIONS FOR PHASE 3 RE-OPENING.**

At the March 15, 2021 Library Board of Trustees meeting, the Board approved a building capacity increase to 20%, or 105 patrons, with the continuation of the rotating team schedules. Library Director Contreras presented State guideline updates that reflect building capacity can now be 50% due to Orange County moving into the Orange Tier. Director Contreras stated majority of staff have been vaccinated and no positive cases have been reported since February 14, 2021. Therefore, Administration recommends increasing building capacity to 50% with all staff returning to the library, discontinuing rotating schedules, and maintaining the current hours beginning April 23, 2021. The Board had no comments. It was motioned by Secretary Carline and seconded by Trustee Shkoler to authorize an amendment to the Re-Opening Plan for Phase 2 to increase building capacity to 50% and for all staff to return to the building effective April 23, 2021. A roll call vote was taken:

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

Director Contreras presented the recommendation, in anticipation of the reopening of the State and barring unforeseen circumstances, the District move into Phase 3 – Full Opening, back to regular hours with the Friends Bookstore and Bodhi Café fully

open on July 12, 2021. In order to best prepare staff for Phase 3, Director Contreras requests a closure from June 28-July 11, 2021 to prepare for Phase 3: staff training, return of furniture from storage, process new materials, and complete pending projects. The Board noted concerns with the two week closure period and agreed to 10 days rather than 14. Additionally, Director Contreras clarified the quarantine of items will continue based on State guidelines. Moreover, Trustee Dahl inquired if passport services could still continue during the closure. Director Contreras and staff members, Venessa Faber and Megan Tolman, commented on passports should no longer be in peak season and the U.S. Department of State is delayed with passport processing beyond District control. It was then motioned by Secretary Carline and seconded by Trustee Dahl to authorize library closure from July 1-July 11, 2021 for staff to prepare for Phase 3 Re-Opening. A roll call vote was taken:

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

It was then motioned by Secretary Carline and seconded by Trustee Shkoler to authorize Phase 3- Full Opening on July 12, 2021. A roll call vote was taken:

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

**DISCUSSION OF PUBLIC  
ENGAGEMENT  
APPROACHES.**

At the March 15, 2021 Regular Date Board of Trustees meeting, Trustee Shioura requested a discussion of public engagement at public meetings to be added to the April 19, 2021 Board meeting. Director Contreras presented how the Placentia Library District places a high value on the involvement and engagement of our community. Local government has the advantage of being closest to the people we serve. Director Contreras reported on how the District has various methods that our community uses for requests, inquiries, complaints, input, and to obtain information. These methods include District staff, website, emails, telephones, program surveys, social media, the eXPLORE newsletter, and a library material suggestion form. Director Contreras presented multiple ideas, including Library Tours, Board Meeting Highlights, and Focus groups.

President Martin opened the item for discussion. Trustee Shioura suggested having public meetings held on Saturdays. Director Contreras informed Trustee Shioura that Saturday meetings historically have been unsuccessful and that most, if not all, public meetings are held Monday-Thursday. Trustee Shioura also recommended having a Spanish translator at meetings, volunteering himself to translate. Director Contreras commented that currently in over 100 years of service to Placentia residents, the District has not received one request for bilingual translations of the board meetings. President Martin recommended producing the Board highlights summary sheet, to be posted on the website, with the inclusion of where patrons can contact for more information regarding meetings. It was approved to move forward with the Board highlights which will begin with the April Board meeting. Trustee Shioura once again brought up LibraryIQ at this time and he was reminded

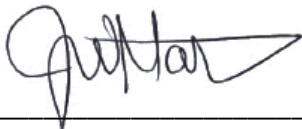
once again, the item is closed for discussion as it was presented earlier under Agenda Item 30.

**REVIEW OF ACTION ITEMS**

The next Board Meeting agenda will include library privatization and Library Systems & Services. Trustee Shioura again requested trustee emails to be made available to the public on the library’s website. Legal Counsel reiterated he is available to discuss with Trustee Shioura at a later time. The next Board Meeting will be on Monday, May 17<sup>th</sup>, 2021 at 6:30 p.m.

**ADJOURNMENT**

In closing, President Martin gave a moment of remembrance in honor of Director Contreras’ father, Tien Van Nguyen. The Board of Trustees Regular Date Meeting of April 19<sup>th</sup>, 2021 was adjourned at 8:26 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