

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
AUGUST 20, 2025

- CALL TO ORDER** President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on August 20, 2025, at 6:31 p.m.
- Members Present:** President Gayle Carline, Secretary Scott Nelson, Trustee Stephanie Beverage, Trustee Sherri Dahl.
- Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Carlo Maskarino, Business Manager; Lina Nguyen, Executive Assistant.
- Guests:** Jeremy Yamaguchi, IT Consultant; Alex Clark, Greater Cue Integrations President.
- ADOPTION OF AGENDA** It was motioned by Trustee Beverage to adopt agenda as presented. It was seconded by Trustee Dahl (Item 3). All in favor:
AYES: Carline, Nelson, Beverage, Dahl
NOES: None
ABSENT: None
- ORAL COMMUNICATION** None (Item 4).
- BOARD PRESIDENT REPORT** President Carline reported she attended the Taste of Placentia.
- TRUSTEE & ORGANIZATIONAL REPORTS**
- Secretary Nelson reported he attended the Taste of Placentia and the Tlaquepaque 60th Anniversary Ribbon Cutting. He also attended Trustee Dahl's birthday lunch with the other Trustees.
- Trustee Beverage reported she attended a Niche Academy webinar on current social media trends. She advised she can share the link with Executive Assistant Nguyen to share with the rest of the trustees.
- Trustee Dahl reported she attended the Placentia Library Friend's Foundation's (PLFF) Board Meeting in July, the Placentia Round Table Women's Club Board Meeting, and four days of the Round Table soup workshop. She reported the PLFF will be going dark in August.
- LIBRARY DIRECTOR REPORT**
- Director Contreras took this time to report the last day the District will receive Board applications will be on September 5, 2025. Thus far, the District has four candidates. However, none of them are in District 1. The candidates will be presented to the Board and interviewed at a special meeting.
- Director Contreras reported she had a meeting with Executive Assistant Nguyen for her annual review.
- At the ISDOC Executive Committee meeting she learned there is a vacancy on the California Special District Association Board of Directors in the southern network. There has been interest for the position shown by a member on the ISDOC Executive

Committee. It will be discussed at the upcoming CSDA Conference.

She also attended the PLFF Board Meeting, the SLS Executive Council Meeting, the Mission Viejo Kiwanis meeting, and the birthday lunch for Trustee Dahl.

At the SLS Executive Council Meeting, she learned the Fullerton Library Director, Judy Booth, is retiring and they are looking for an interim library director. She also reported she heard from other libraries who are going through the same construction issues that the District has been experiencing.

**FRIENDS FOUNDATION
REPORT**

Trustee Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. There was nothing outstanding that had not been reported at previous meetings. They have set up a committee for the Authors Luncheon. She will give an update on that next month.

CONSENT CALENDAR

It was moved by Trustee Beverage and seconded by Trustee Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

**MINUTES FOR UNUSAL
DATE MEETING ON JULY 21,
2025.**

The minutes for the Unusual Date Meeting on July 21, 2025 were received, reviewed and filed (Item 9).

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

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

Check Registers for July 2025 (Item 10)
Fund 707 Balance Report for July 2025 (Item 11)
Financial Reports through July 2025 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 July 2025 (Item 13)
Acquisitions Report for July 2025 (Item 14)
Entrepreneurial Activities Report for July 2025 (Item 15)
Library Impact Fee Report for July 2025 (Item 16)

**GENERAL CONSENT
REPORTS**

Personnel Report for July 2025 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for July 2025 (Item 19)
Circulation Report for July 2025 (Item 20)

STAFF REPORTS

Children's Services Report July 2025 (Item 21)
Adult Services Report for July 2025 (Item 22)
Placentia Library Website Technology Report for July 2025 (Item 23)
Customer Service Report (Items 24)

**SUMMER READING
CELEBRATION
PRESENTATION FROM**

Director Contreras reported this item will be postponed to next month's meeting as the Children's Services Librarian is out sick.

**CHILDREN’S SERVICES
LIBRARIAN.**

**BOOKMOBILE UPDATE
FROM ASSISTANT LIBRARY
DIRECTOR.**

Assistant Library Director Baltierra reported out on the bookmobile and the customization plans. The interior dimensions will be slightly smaller than the vehicle the District would have received from Pheonix Motorcars but it will still be able to accommodate their needs. The van is currently with American Camper Shells and Van Works for customization on the exterior and interior. She also requested if the Board would like to make suggestions for the bookmobile wrap, to please contact her by September 5th. Director Contreras reported that the team is working to finalize the artwork for the wrap in order for the vehicle to be ready to be used in the Placentia Heritage Parade in October.

**PLACENTIA LIBRARY
DISTRICT MUNICIPAL
SERVICE REVIEW (MSR)
UPDATE FROM LIBRARY
DIRECTOR.**

Director Contreras reported she received an update on the upcoming Local Agency Formation Commission (LAFCO) Municipal Service Review (MSR) for the district, which will require significant administrative staff involvement.

**DISCUSSION OF QUOTES
FOR INSTALLATION AND
SERVICE OF SECURITY
CAMERAS, WI-FI, AND
SOUND SYSTEM FOR THE
OUTDOOR LIBRARY
EXPERIENCE SPACE.**

IT Consultant, Jeremy Yamaguchi, presented quotes for the installation and service of security cameras, a wi-fi system, and sound system for the Outdoor Learning Experience (OLE). After comments and questions from the Board, Secretary Nelson made a motion to select Greater Cue Integrations to provide services and installation of security cameras, wi-fi, and a sound system for the OLE project. It was seconded by Trustee Beverage. A roll call vote was taken.

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

**LAFCO UPDATES FROM
TRUSTEE BEVERAGE.**

Trustee Beverage reported LAFCO is working on MSR’s and will begin to live stream their meetings on YouTube. They are scheduled to go dark in August.

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

Secretary Nelson reported he will wait until next month to report out. He is planning to catch up on updates during the CSDA conference that he will be attending next week.

AGENDA DEVELOPMENT

As noted earlier, Agenda Item 25 – the Summer Reading Celebration Presentation, will be added to the agenda for the September Meeting. If there are any other items the Trustees would like to see on the agenda for next month, they can email President Carline or Director Contreras.

Director Contreras advised a special meeting will be held to interview the Board candidates after the application process closes on September 5th. The Board reported they are available during late afternoon on September 9th.

The next Board Meeting will be on September 22, 2025, at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of August 20, 2025, was adjourned at 7:19 p.m.

Minutes of Placentia Library District Board of Trustees – Unusual Date Meeting of August 20, 2025

Gayle Carline, President
Library Board of Trustees

Scott Nelson, Secretary
Library Board of Trustees