

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
MAY 19, 2025

CALL TO ORDER President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 19, 2025, at 6:31 p.m.

Members Present: President Gayle Carline, Secretary Scott Nelson (dismissed at 7:07 p.m.), Trustee Stephanie Beverage, Trustee Sherri Dahl (arrived at 6:34 p.m.).

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

Guests: None.

ADOPTION OF AGENDA President Carline requested to move agenda item 25, the public hearing, to go after agenda item 3, adoption of agenda. It was motioned by Trustee Beverage to adopt agenda as modified. It was seconded by Secretary Nelson (Item 3). All in favor:

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

ORAL COMMUNICATION None (Item 4).

BOARD PRESIDENT REPORT President Carline reported she had lunch with Director Contreras to discuss the Board agenda.

TRUSTEE & ORGANIZATIONAL REPORTS Secretary Nelson had an excused absence.

Trustee Beverage reported she attended a webinar sponsored by the American Library Association Office of Policy and Advocacy, about how to support libraries and getting federal funding for libraries.

Trustee Dahl reported she attended the PLFF Board Meeting and the Placentia Round Table Women’s Club regular meeting and Board of Directors meeting. She reported she has been attending meetings for the Scholarship Committee.

LIBRARY DIRECTOR REPORT Director Contreras took this time to remind trustees of the Literacy Recognition Event taking place on June 13th at the library from 6:00-7:00 p.m.

Director Contreras reported she had lunch with President Carline to discuss the Board agenda. She attended the PLFF Board Meeting and presented the annual request for FY 25/26 and FY 26/27: \$47,000 for each fiscal year and \$3,000 for Staff Appreciation. The PLFF Board had concerns about allocating funds for Staff Appreciation but approved the request contingent upon Director Contreras contacting the District counsel to ensure the funds can be used for that event. Director Contreras reported she had contacted the District counsel regarding this concern and District counsel confirmed the PLFF can allocate funds to the Staff Appreciation event. She reported the PLFF had also asked about the \$500 cash option for the Employee of the Year winner. Since the District’s Board had already

approved to offer the Employee of the Year winner two extra days off, the District will no longer offer a cash option for Employee of the Year winners. As the newly approved PLFF bylaws state that funds can only go to programs and activities. Moving forward, the PLFF reported they will form a committee to review the District’s request ahead of the board meeting where they would vote on it.

Director Contreras reported the Administration team celebrated Administrative Professionals Day and she attended a Santiago Directors meeting where she asked the other libraries about their FY budget. She also met with the PLFF President and the teen who donated her fundraising processed to the PLFF. They discussed potential opportunities to work with the PLFF or PTAC in the future if she is interested.

Director Contreras reported the District has not heard back from Pheonix Motorcars in regards to getting the deposit returned and has already advised legal counsel to draft a letter. She reported she went to look at an electric Sprinter van at the Mercedes in Anaheim with the Assistant Library Director and the Bookmobile Library Assistant. This Mercedes has work with a builder that can install shelves. She is now waiting for a quote and informed the trustees the District will not go with Matthews. After the quote comes in, she will bring it back to board for a vote at a special meeting. The sprinter van is in stock and meets the needs of the District. It will not cost more than the grant that was received. She informed the trustees she will present the policies for final approval at the same special meeting.

Director Contreras reported they had a punch list walkthrough with the construction team for the loading dock project and found the concrete needs to be redone in some areas and the asphalt needs to be patched or redone. The team is now projecting an August opening for the Outdoor Learning Experience project.

She also wanted to inform the trustees that S.J. Resolution 7, in regard to the hot spots, did not pass.

FRIENDS FOUNDATION REPORT

Trustee Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. The bookstore manager position remains open. However, the bookstore is still on track to reach its \$25,000 goal by June. They made \$1,797.98 last month. She also reported there is an issue with the year-to-date report that she has reached out to the PLFF treasurer, Vineet Prasad, about.

CONSENT CALENDAR

After Trustee Dahl requested a change to the minutes from the April 28, 2025 Board Meeting, 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, Beverage, Dahl
NOES: None
ABSENT: Nelson

MINUTES FOR REGULAR MEETING AND BUDGET WORK SESSION ON APRIL 28, 2028.

The minutes for the April 28, 2025, Regular Date Meeting and Budget Work Session were received, reviewed and filed (Item 9).

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

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

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

**GENERAL CONSENT
REPORTS**

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

STAFF REPORTS

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

**PUBLIC HEARING FOR THE
2025-2027 FISCAL YEAR
BUDGET & ADOPTION OF
RESOLUTION 2025-04: A
RESOLUTION OF THE
BOARD OF TRUSTEES OF
THE PLACENTIA LIBRARY
DISTRICT OF ORANGE
COUNTY TO ADOPT THE
2025-2027 FISCAL YEAR
BUDGET FOR THE
PLACENTIA LIBRARY
DISTRICT OF ORANGE
COUNTY.**

Director Contreras announced the public hearing for the 2025-2027 Fiscal Year Budget open. As there were no public in attendance on Zoom or in person who wished to make any comments, Director Contreras declared the public hearing closed. Director Contreras presented a budget for fiscal year 2025-2027 to the Board. She reported the Board will need to decide on which option to move forward with to cover the projected deficit for the 2026-2027 fiscal year. After discussion amongst the trustees and Director Contreras, the trustees agreed on a revised shortfall option to cover the 26/27 FY deficit: \$18,255 from “Training/Conference”, \$25,000 from “Books/Materials Budget”, \$35,000 from “Interest Income”.

Director Contreras reported the trustees will also need to decide if they want to include any additional staff benefits and for which fiscal year it should be completed in. Keeping in mind the projected budget, the trustees would like to move forward with the request for improved A/C in the Hangar, as this would benefit both the staff and patrons. However, due to the deficit in the 2026/2027 fiscal year, they have chosen to hold off on this request for now. President Carline requested a compensation study to see how the District compares to other libraries. The trustees decided to revisit these requests at a later date.

Trustee Beverage made a motion to read and adopt Resolution 2025-04: a Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the 2025-2027 Fiscal Year Budget for the Placentia Library District of Orange County, as amended. It was seconded by Trustee Dahl. A roll call vote was taken.

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

**ADOPTION OF RESOLUTION
2025-05: A RESOLUTION OF**

Business Manager Maskarino reported the District needs to establish an Appropriations Limitation (Gann Limit) every year based off of the numbers given

THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR THE 2025-2026 FISCAL YEAR.

by the California Department of Finance. Trustee Beverage made a motion to read Resolution 2025-05 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2025-2026. It was seconded by Trustee Dahl. A roll call vote was taken.

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

Trustee Beverage made a motion to adopt Resolution 2025-05. It was seconded by Trustee Dahl. A roll call vote was taken.

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

ADOPTION OF RESOLUTION 2025-06: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPTING THE LIBRARY EMPLOYMENT ACCESS PROGRAM (LEAP) AND AFFIRMING THE DISTRICT’S COMMITMENT TO PROVIDING EMPLOYMENT OPPORTUNITIES FOR INDIVIDUALS WITH SPECIAL NEEDS.

Director Contreras introduced an employment opportunity program for the special needs community: Library Employment Access Program (LEAP). This would also allow the District to work with Regional Center of Orange County, who specializes in awareness training and independence training. The school district also has programs for adults with learning disabilities. After a brief discussion, Trustee Beverage made a motion to adopt Resolution 2025-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Library Employment Access Program (LEAP) and Affirm the District’s Commitment to Providing Employment Opportunities for Individuals with Special Needs. It was seconded by Trustee Dahl. A roll call vote was taken.

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

DISCUSS THE RECOMMENDATION TO RECESSING THE JUNE BOARD MEETING.

Director Contreras reported there is no urgent business for June and is recommending the trustees to recess the June Board Meeting. However, a special meeting will be called after the quote for the Mercedes Sprinter van comes in. Trustee Beverage made a motion to recess the June Board Meeting. It was seconded by Trustee Dahl. All-in-favor:

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

JOINT USE COMMITTEE UPDATES FROM PRESIDENT CARLINE.

President Carline reported there was no Joint Use Committee meeting in May. The last meeting was in April and the main takeaway was Jennifer Lampman was promoted to interim Deputy City Administrator and the City’s search for a new City Administrator is ongoing.

PLACENTIA ROUNDTABLE WOMEN’S CLUB (PRTWC) UPDATES FROM TRUSTEE DAHL.

Trustee Dahl reported the last general meeting for the club’s year was May 7th. JoAnn Sowards is the new club president. The Board of Directors meetings continue through the summer. The sections are still meeting in the summer as well: Bookworms, Bridgettes, Bunco, and Scribes. The club year begins in September. The end of the year party was last Friday. There are several open positions on the board. The bathroom remodel is still ongoing. Due to not being sure how the project will

go, this leaves the club unsure of whether they can move forward with the Outdoor Learning Experience partnership with the District. The scholarship committee is nearly done for the year.

**LOCAL AGENCY
FORMATION COMMISSION
(LAFCO) UPDATES FROM
TRUSTEE BEVERAGE.**

Trustee Beverage reported the budget has been approved and they have an interim director now. Director Contreras reported LAFCO had reached out to the District for documents.

AGENDA DEVELOPMENT

No agenda items were requested at this time. If there are any items the Trustees would like to see on the agenda for next month, they can email President Carline or Director Contreras.

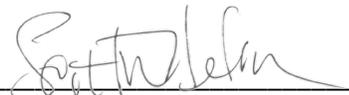
The next Board Meeting will be on July 28, 2025, at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of May 19, 2025, was adjourned at 7:45 p.m.



Gayle Carline, President
Library Board of Trustees



Scott Nelson, Secretary
Library Board of Trustees