

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
JANUARY 20TH, 2021

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 20th, 2021 at 6:33 p.m.

Members Present: President Jo-Anne Martin, Secretary Gayle Carline, Trustee Sherri Dahl, Trustee Hilaire Shioura, Trustee Shkoler.

Members Absent: None.

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager; Jon Legree, Systems Librarian; Alyssa Stolze, Administrative Assistant.

Guests: David DeBerry, Woodruff, Spradlin, & Smart.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin attended the new trustee orientation training, the Joint Use Committee Meeting, and the Financial Partner's Credit Union finance meeting. Additionally, President Martin has continued virtually meeting with her literacy learner.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline attended the new trustee orientation training and the Joint Use Committee Meeting.

Trustee Dahl had attended the new trustee orientation training and the PLFF Board Meeting.

Trustee Shioura attended the ISDOC Executive Committee Meeting and the new trustee orientation training.

Trustee Shkoler had nothing to report at this time.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras reported on her activities with CLA in addition to assisting with shelving, sorting and relabeling while in the office. Library Director Contreras also attended the Joint Use Committee meeting and the new trustee orientation training.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth provided updated on the presidency transition, fundraising opportunities, and an email received from a patron that was forwarded to the Library director.

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Secretary Carline to approve Agenda Items 9-22. A roll call vote was taken:

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

**MINUTES FOR DECEMBER
21, 2020 REGULAR DATE
MEETING.**

The minutes for the December 21st, 2020 Regular Date Board Meeting were received, reviewed and filed (Item 9).

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

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

Check Registers for December 2020 (Item 10)
Fund 707 Balance Report for December 2020 (Item 11)

Financial Reports through December 2020 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 2020 (Item 13)
Acquisitions Report for December 2020 (Item 14)
Service Revenue Report for December 2020 (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for December 2020 (Item 16)
Circulation Report for December 2020 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

STAFF REPORTS

Administration Report for December 2020 (Item 19)
Children's Services Report December 2020 (Item 20)
Adult Services Report for December 2020 (Item 21)
Placentia Library Website Technology Report for December 2020 (Item 22)

**THIRD HEARING ON
DISTRICT-BASED ELECTIONS
WITH PRESENTATION OF A
PROPOSED MAP.**

In August of 2020 the Board of Trustees ("Board") adopted Resolution No. 20-02 declaring its intent to transition from at-large to district-based elections for the Board of Trustees. Pursuant to Elections Code Section 10010 the Board held two public hearings over a period of no more than 30 days to receive public input regarding the composition of the districts before any map or maps of the boundaries

of the proposed districts are drawn and the sequencing of the district elections with the third hearing presenting the first map.

President Martin opened the first of the two hearings with the map presented. Library Director Contreras and David DeBerry of Woodruff, Spradlin & Smart presented how the District has engaged in outreach efforts to inform the public about the proposed district elections and the process associated with developing the districts. The public notice for this hearing was published in English and Spanish in The Register. Notices of the hearing were posted on the Library's website in English and Spanish and on the Library's Facebook page. There were no members of the public at this time and the public hearing was closed. The next public hearing will take place on February 16, 2020. Secretary Carline motioned to proceed with the current map presented and to proceed with the fourth public hearing to implement district-based voting in the 2022 Election. This motion was seconded by Trustee Shkoler. A roll call vote was taken:

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

Discuss and Reassess the Current Phase 2 Covid-19 Re-Opening Plan.

Library Director Contreras provided an overview of current guidelines the District is operating at according to the Phase 2 Covid Re-Opening Plan, inclusive of a 5% building capacity or 30 patrons and no donations being accepted. The hours of operation are Tuesday through Saturday, 10am-5pm with services including virtual programming, in-person service, curbside, technology access, take home kits, literacy, passport and exam proctoring. District staff have asked for direction from the Board regarding continuing Phase 2 with the addition of an authorization to increase part-time employee hours to meet scheduling needs. The Board thoroughly discussed current implementations and guidelines and agreed to continue with the current Phase 2 implementations. It was motioned to adjust the Phase 2 Reopening Plan as recommended and authorize a budget amendment to allow for an increase in part-time hours to meet scheduling needs not to exceed \$15,000. The motion was seconded by Trustee Shkoler. A roll call vote was taken:

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

Library Director will Present the Strategic Plan and Vision as Discussed at the Staff Development Day.

Library Director Contreras presented the draft strategic plan created by staff at the last Staff Development Day, inclusive of a new mission statement, vision statement, and goals for the 2021-2023 Fiscal Years. In order to have a final draft presented and implemented prior to the new fiscal year, it was recommended to create and Ad Hoc committee for strategic plan review with trustees and staff. The Ad Hoc Committee is inclusive of Trustee Shioura, Secretary Carline and PLFF. The committee will present their progress at future board meetings. No action was taken at this time.

Authorization to Attend the Virtual California Library Association Annual Conference on May 11-14, 2021.

Library Director Contreras presented the large number of library staff that were chosen to present at the upcoming California Library Association Virtual Conference inclusive of two board members, herself and the District's Legal Counsel. Library Director Contreras presented the scholarship opportunities for staff member presenters that they will each be applying for that would cover conference registration. The Board then discussed the conference and it was motioned by Secretary Carline and seconded by Trustee Shkoler to authorize an amendment to the 2020-2021 budget to allocate funds for the CLA virtual conference and authorize President Martin, Secretary Carline, Trustee Shioura, Trustee Dahl, Director Contreras, Mr. DeBerry, and staff unable to secure scholarships to attend CLA virtual conference. A roll call vote was taken:

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

Authorization to Attend the American Library Association Annual Conference on June 24-29, 2021 in Chicago, Illinois.

Library Director Contreras presented information on the American Library Association (ALA) Annual Conference and how it would be in-person in Chicago, Illinois. The conference was discussed in depth by the Board with the motion to authorize an amendment to the 2020-2021 Budget to allocate funds for the ALA Conference for the Board President, Secretary Carline, Trustee Shkoler, the Assistant Library Director, and one staff if selected or needed. This was seconded by Trustee Shkoler. A roll call vote was taken:

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

President Martin will provide a report on the Joint-Use Committee Meeting.

President Martin reported on the Joint-Use Meeting being productive in its discussions of the Capital Improvement Projects (CIP), latest events and entity updates. The CIP Plan presented by the City was thoroughly discussed; however, true costs over estimates were requested to be provided from the City to consider for the next budget cycle. A thorough discussion of the schedule of events, coordination with better communication and the suggestion of after-action meetings. The District and City also provided updates inclusive of vaccine distributions and fire department updates. The next meeting will take place on February 4th, 2021.

Systems Librarian will provide a Technology Report on Current Projects.

Systems Librarian Jon Legree provided the Board the current progress on website development, the ability to apply for a library card virtually, and an internal support ticket system. Mr. Legree took questions from the Board and provided an estimated completion date of the end of April. At the direction of the Board President, Mr. Legree and Trustee Shioura will be meeting to discuss the District's IT Infrastructure.

REVIEW OF ACTION ITEMS

The next Board Meeting will be on February 16th, 2021 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of January 20th, 2021 was adjourned at 7:55 p.m.



Jo-Anne Martin, President
Library Board of Trustees



Gayle Carline, Secretary
Library Board of Trustees

