

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
NOVEMBER 27, 2023

CALL TO ORDER President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 27, 2023 at 6:31 p.m.

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

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

Counsel Present: None.

Guests: Laura DeLeon, Library Clerk; Jeremy Yamaguchi, IT Consultant; Demetri Gonzales, Library Page; Andrew Nguyen; Library Page; Jullie Bence, Library Assistant; Michele Severson, Chamber Executive Director.

ADOPTION OF AGENDA It was motioned by Trustee Nelson and seconded by Trustee Beverage to adopt the agenda as presented (Item 3).

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

ORAL COMMUNICATION None (Item 4).

BOARD PRESIDENT REPORT President Carline reported she attended the Joint Use Meeting, the Community Prayer Breakfast and Staff Appreciation Night. She took this time to award Jullie Bence with her one-year of service pin.

TRUSTEE & ORGANIZATIONAL REPORTS Secretary Dahl reported she attended Staff Appreciation Night, the Placentia Library Friends Foundation (PLFF) Board Meeting and the Orange County Council of Governments (OCCOG) meeting.

Trustee Beverage reported she attended Staff Appreciation Night and a PLA webinar on book banning in the United States.

Trustee Nelson reported he attended Staff Appreciation Night, an ISDOC meeting and the Joint Use Meeting.

LIBRARY DIRECTOR REPORT Director Contreras took this time to thank staff for their work on preparing for Staff Appreciation Night and the Board for their support. She reported she met with the PLFF Board to discuss the Taylor Swift fundraiser. They submitted an application for registration in the nonprofit raffle program for this year and next year. They are waiting to hear back from the Department of Justice. She also attended an SLS meeting, the Community Prayer Breakfast and the Joint Use Meeting. She reported she and the Assistant Library Director met and had lunch with the new Assistant Library Director from Beaumont.

Director Contreras also reported she and the Assistant Library Director are hosting a Porto's Potato gathering for staff on December 19, 2023 at 12:30 p.m. in the Community Meeting Room and invited the Board to join.

Director Contreras reminded the Board the library will be closed on November 30, 2023 for Staff Development Day. This date also coincides with the City's Tree Lighting Ceremony.

She then took this time to introduce two new staff members to the Board: Demitiri Gonzalez and Andrew Nguyen.

FRIENDS FOUNDATION REPORT

Secretary Dahl reported out on the Placentia Library Friends Foundation on behalf of President Reuben Skipper. The Krispy Kreme fundraiser raised \$350. They will be having a book sale on December 16-17, 2023.

CONSENT CALENDAR

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, Nelson
NOES: None
ABSENT: None

MINUTES FOR OCTOBER 23, 2023 REGULAR DATE MEETING.

The minutes for the October 23, 2023 Regular Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER'S REPORTS

Check Registers for October 2023 (Item 10)
Fund 707 Balance Report for October 2023 (Item 11)
Financial Reports through October 2023 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 October 2023 (Item 13)
Acquisitions Report for October 2023 (Item 14)
Entrepreneurial Activities Report for October 2023 (Item 15)
Library Impact Fee Report for October 2023 (Item 16)

GENERAL CONSENT REPORTS

Personnel Report for October 2023 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for October 2023 (Item 19)
Circulation Report for October 2023 (Item 20)

STAFF REPORTS

Children's Services Report October 2023 (Item 21)
Adult Services Report for October 2023 (Item 22)
Placentia Library Website Technology Report for October 2023 (Item 23)
Customer Service Report (Items 24)

PRESENTATION FROM THE PLACENTIA CHAMBER OF

Director Contreras reported at the last meeting, the Board had requested she invite the Chamber of Commerce to come to the District and report out on the benefits the District has through their membership. She welcomed Michele

**COMMERCE ON
MEMBERSHIP BENEFITS.**

Severson to the podium for her presentation on membership benefits. While the Board agreed the networking opportunities would be beneficial, the fact that District staff would have to put in work to utilize some of the benefits makes the membership less appealing. No action was taken.

**DISCUSS AND REVIEW THE
IT SUBSCRIPTION LIST.**

Director Contreras reported the Board had requested to see a review of the District’s current IT subscriptions. Jeremy Yamaguchi, IT Consultant, reported out on the list. The Board requested he look into the subscriptions further to see if all of them are necessary. Mr. Yamaguchi advised he will see if there is anything more that can be done. The Board thanked Mr. Yamaguchi. No action was taken.

**DISCUSS AND REVIEW
DISTRICT REPRESENTATION
ON THE ORANGE COUNTY
COUNCIL OF
GOVERNMENTS (OCCOG).**

Director Contreras reported at the previous meeting, it was discussed the District should stop sending a Trustee to cover the OCCOG meetings. After a brief discussion where the Board agreed the District was seeing no benefit to these meetings, Trustee Nelson made a motion to discontinue District representation at OCCOG meetings, effective December 2023. It was seconded by Trustee Beverage. A roll call vote was taken:

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

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

Trustee Nelson reported there is nothing that is standing out for special districts at the moment.

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

President Carline reported the Joint Use Meeting mainly consisted of discussions on the parking lot. The City provided the District with findings from a parking lot study which showed the Civic Center does not require a parking structure at this time. The City plans to shift employee parking to the back and patron parking to the front. There will be an extra District Trustee parking spot added to the current two the District has. The City agreed to helping District staff with the outdoor space construction in terms of providing the District with a point of contact that the District can go to if staff have any questions. The City also agreed to allow the District to install a new book drop next to the mail box.


AGENDA DEVELOPMENT

The next agenda will include the swearing in of Voiza Arnold as a Trustee.

The next Board Meeting will be on December 18, 2023 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of November 27, 2023 was adjourned at 7:24 p.m.


Gayle Carline, President
Library Board of Trustees


Sherri Dahl, Secretary
Library Board of Trustees