

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
JULY 20, 2020

pCALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 20th, 2020 at 6:30 p.m.

Members Present: President Gayle Carline, Secretary Al Shkoler, Trustee Richard DeVecchio, Trustee Jo-Anne Martin, Trustee Elizabeth Minter.

Members Absent: None.

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

Guests: None.

ADOPTION OF AGENDA

It was motioned by Trustee Minter and seconded by Trustee Martin to adopt the agenda (Item 3).

AYES: Carline, Shkoler, DeVecchio, Martin, Minter
NOES: None
ABSENT: None

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the teleconference Joint Use Committee Meeting.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler had nothing to report at this time.

Trustee DeVecchio had nothing to report at this time.

Trustee Martin attended a virtual Financial Partner's Credit Union Economic Forum and has continued being a Literacy Tutor virtually. Trustee Martin also attended the teleconference Joint Use Committee Meeting.

Trustee Minter had nothing to report at this time.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras reported out on her involvement serving on the Conference Committee for the California Library Association's 2021 Conference. Director Contreras provided updates on its progress and obstacles, such as lower sponsorship and libraries cutting conference funding in light of COVID-19. Moreover, Director Contreras reported on the League of Cities, noting a virtual conference is being planned that will revolve around how libraries responded during a crisis in addition to drafting an article for League of Cities magazine. Additionally,

Director Contreras gave an update on communications with Johnson Controls, Inc. and the City regarding tree removal, tree replacement, and solar panel reports.

Assistant Library Director Baltierra then provided an update regarding the current increasing numbers of curbside pickups and home deliveries, with over 300 pickups in June and 47 home deliveries. Assistant Director Baltierra also gave a summary of what the day to day processes are within the library for staff as well as the continuous support and success of the virtual storytimes, Wacky Wednesdays, and STEAM club.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl opened by taking a moment to thank library staff for their assistance in weeding through donations in the Work Room. President Dahl also noted that the new treasurer is in place and all volunteers have been contacted with the vast majority wanting to return to volunteer duties, such as the Bookstore, pricing and sorting. President Dahl did bring some of their concerns to the Board, including air circulation in the bookstore office and what PLFF volunteers' roles would be in cleaning and sanitizing the Bookstore. Additionally, President Dahl relayed the PLFF Board's discussion to not have an Author's Luncheon March 2021 and to find an alternative fundraising opportunity.

CONSENT CALENDAR

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

AYES: Carline, Shkoler, DeVecchio, Martin, Minter
NOES: None
ABSENT: None

**MINUTES OF THE LIBRARY
BOARD OF TRUSTEES JUNE
15, 2020 REGULAR DATE
MEETING AND JULY 2, 2020
EMERGENCY MEETING.**

Minutes of the Library Board of Trustees June 15th, 2020 Regular Date Meeting and July 2nd, 2020 Emergency Meeting were approved received, and filed (Item 9).

AYES: Carline, Shkoler, DeVecchio, Martin, Minter
NOES: None
ABSENT: None

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

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

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

GENERAL CONSENT REPORTS

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

STAFF REPORTS

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

PRESIDENT CARLINE’S REPORT ON THE JOINT-USE COMMITTEE MEETING.

President Carline provided a report from the July 1st, 2020 Joint-Use Committee Meeting. The meeting included a discussion about concerns with the slurry seal and confirming Director Estevez will be sending Director Contreras the City’s five year capital improvement plans for the District to discuss with the next budget cycle. Moreover, City Administrator Arrula confirmed the City received CARES funding and kindly offered to assist the District in securing funds as well. Trustee Martin also added that there should be multiple impact fees coming to the District for new builds and phases, such as The Herald and the new Audi dealership. The next meeting is scheduled for August 6th, 2020.

STATUS ON LIBRARY OPERATIONS - PHASE 1

Library Director Contreras reviewed current Governor mandates and noted that due to these guidelines, the District is now only allowing a maximum of 10 personnel in the building at one time. Support Services staff will remain on site to assist with home deliveries, curbside pick-up, relabeling and shelving while the majority of Public Services staff will be telecommuting. Due to the smaller number of staff, some projects, such as relabeling, will take longer to complete. Furthermore, Director Contreras requested the Board’s direction regarding phases for this Fall and Winter, as COVID-19 cases are expected to increase due to temperature changes. After a discussion, the Board directed that the library is to continue under Phase 1 until further notice while adhering to proper infection control practices and social distancing guidelines.

REVIEW OF ACTION ITEMS

The next Regular Date Board Meeting will be on August 17th, 2020 at 6:30 p.m. It was requested by the Board to include the executed Joint Use Agreement in the consent calendar in addition to Systems Librarian, Jon Legree, presenting his quarterly technology report.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of July 20th, 2020 was adjourned at 7:03 p.m.



Gayle Carline, President
Library Board of Trustees



Al Shkoler, Secretary
Library Board of Trustees