

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
MAY 29, 2024

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 29, 2024 at 6:30 p.m.

Members Present: President Gayle Carline, Secretary Sherri Dahl, Trustee Voiza Arnold, 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.

Guests: Laurel Dennis, Library Assistant; Megan Tolman, Librarian.

ADOPTION OF AGENDA

It was motioned by Trustee Beverage to adopt agenda as presented. It was seconded by Secretary Dahl (Item 3).

AYES: Carline, Dahl, Arnold, Beverage, Nelson

NOES: None

ABSENT: None

ORAL COMMUNICATION

Library Director Contreras took this time to introduce Laurel Dennis to the Board. Ms. Dennis is the new Library Assistant for Adult Literacy. Ms. Dennis presented the Board with a thank you card from the tutors and learners (Item 4).

BOARD PRESIDENT REPORT

President Carline reported she attended the California Special Districts Association's Legislative Days and the Joint Use Meeting.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Dahl reported she attended the Literacy Recognition Event, the Placentia Library Friends Foundation Board Meeting, and the Placentia Round Table Women's Club meeting.

Trustee Arnold did not have anything to report out on.

Trustee Beverage reported she attended the Literacy Recognition Event.

Trustee Nelson reported he attended the ISDOC meeting, Third Grade Visits, the California Special Districts Association's Legislative Days, and the Joint Use Meeting.

**LIBRARY DIRECTOR
REPORT**

Director Contreras reported staff have finished the first of the two Staff Development Days the District has in one calendar year. The most recent Staff Development Day provided staff on information about artificial intelligence and customer service training. She attended the California Special Districts Association's Legislative Days, the Joint Use Meeting, a meeting with the Public Directors Forum Committee, the SLS Directors meeting, and the ISDOC meeting. She and Business Manager Maskarino met with the Placentia's Director of Development Services, Joe Lambert, in regards to the café space remodel. She also met with Gaeten Wood from the PLFF to talk about board development, recruitment, and retention. She reported she also attended the Literacy

Recognition Event and Congresswoman Steel’s AAPI Recognition Event. Director Contreras also advised the Board there was a revision made to agenda item 20.

FRIENDS FOUNDATION REPORT

Secretary Dahl reported out on the Placentia Library Friends Foundation (PLFF) Board Meeting on behalf of President Reuben Skipper. The bookstore made \$1878 for the month of April. Discover Books have still not paid their past due invoices. The yard sale made \$900. They have decided they may not do a yard sale next year due to the amount of work it takes to put on the event and the low amount of revenue that it brings in. They will be holding a member reception on October 25th at 7:00pm. Invitations will be sent out in the coming months. The Taylor Swift programs brought in 1,297 new patrons and 227 raffle tickets were sold. They welcomed a new Treasurer, Vineet Prasad.

CONSENT CALENDAR

After a brief discussion regarding agenda items 13, 15 and 24, 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, Arnold, Beverage, Nelson
NOES: None
ABSENT: None

MINUTES FOR APRIL 22, 2024 REGULAR DATE MEETING.

The minutes for the April 22, 2024 Regular Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for April 2024 (Item 10)
Fund 707 Balance Report for April 2024 (Item 11)
Financial Reports through April 2024 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 2024 (Item 13)
Acquisitions Report for April 2024 (Item 14)
Entrepreneurial Activities Report for April 2024 (Item 15)
Library Impact Fee Report for April 2024 (Item 16)

GENERAL CONSENT REPORTS

Personnel Report for April 2024 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for April 2024 (Item 19)
Circulation Report for April 2024 (Item 20)

STAFF REPORTS

Children’s Services Report April 2024 (Item 21)
Adult Services Report for April 2024 (Item 22)
Placentia Library Website Technology Report for April 2024 (Item 23)
Customer Service Report (Items 24)

PUBLIC LIBRARY CONFERENCE REPORTS FROM ATTENDEES.

Director Contreras thanked the Board for approving staff attendance at the Public Library Conference. Megan Tolman reported out on which workshops stuck out to her the most and her main takeaways from each one.

SELECT A CANDIDATE FOR ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCO) REGULAR SPECIAL DISTRICT MEMBER.

Director Contreras reported the Orange County Local Agency Formation Commission is looking to fill a regular special district member seat for the 2024-2028 term. After a brief discussion, the Board decided to go with James Fisler, as he has been very supportive of the District. Trustee Beverage made a motion to support James Fisler as the Board’s candidate for the open LAFCO Regular Special District Member seat election. It was seconded by Secretary Dahl. A roll call vote was taken:

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

ADOPTION OF RESOLUTION 2024-02: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR THE 2024-2025 FISCAL YEAR.

Director Contreras reported this item is to address the annual Gann Limit that must be established each year. Business Manager Maskarino reported with the population increase of Placentia and the percentage of inflation, the Gann Limit has been calculated to be \$6,280,993.54. After a brief discussion, Trustee Beverage made a motion to read Resolution 2024-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2024-2025 Fiscal Year. It was seconded by Secretary Dahl. A roll vote was taken:

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

Trustee Beverage made a motion to adopt Resolution 2024-02 by a roll call vote. It was seconded by Secretary Dahl. A roll call vote was taken:

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

CONFERENCE AUTHORIZATION FOR LIBRARY BOARD OF TRUSTEES AND LIBRARY DIRECTOR TO ATTEND THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) ANNUAL CONFERENCE IN INDIAN WELLS, CALIFORNIA, SEPTEMBER 9-12, 2024.

Director Contreras reported she is requesting conference authorization to send Trustees and staff to the CSDA Annual Conference in Indian Wells. Trustees Carline, Nelson and Dahl expressed they would like to attend. Trustee Beverage made a motion to authorize Trustee Nelson, Secretary Dahl, President Carline, and Director Contreras to attend the California Special District Association Annual Conference in Indian Wells, California, September 9-12, 2024. It was seconded by Secretary Dahl. A roll call vote was taken:

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

CONFERENCE AUTHORIZATION FOR LIBRARY STAFF TO ATTEND THE CALIFORNIA LIBRARY ASSOCIATION ANNUAL CONFERENCE IN PASADENA, CALIFORNIA, OCTOBER 17-19, 2024.

Director Contreras reported she is requesting conference authorization to send library staff to the California Library Association Annual Conference in Pasadena. Assistant Library Director Baltierra advised there are at least two staff members from each department that are interested in going. Trustee Beverage made a motion to authorize library staff to attend the CLA Conference in Pasadena, October 17-19, 2024 as presented. It was seconded by Secretary Dahl. A roll call vote was taken:

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

ABSENT: None

AUTHORIZE THE DISTRICT TO ENTER INTO A CONTRACT WITH THE IMPERIAL COUNTY OF EDUCATION TO PROVIDE INSTALLATION AND MAINTENANCE OF ADVANCED NETWORK (DATA) SERVICES AS THE STATEWIDE BROADBAND AGGREGATOR FOR THE CALIFORNIA STATE LIBRARY BROADBAND SERVICES PROJECT.

Library Director Contreras introduced the next agenda item and advised it would be reported out by Assistant Library Director Baltierra. Assistant Library Director Baltierra reminded the Board that the District had entered into a contract with Columbia Telecommunications Corporation (CTC) Technology and Energy as part of the California State Library Broadband Project in 2022. In 2023, staff was informed by the State Library that the contract with CTC had concluded and they had initiated an RFP for a new vendor. In March of this year, the State Library informed the new contract had been awarded to The Imperial County Office of Education (ICOE). As this is a new vendor, a new contract has to be signed. No changes were made to the terms of the existing agreement. Trustee Beverage made a motion to authorize Library Director to sign agreement between the Imperial County Office of Education and the Placentia Library District. It was seconded by Secretary Dahl. A roll call vote was taken:

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

REVIEW AND APPROVE THE REQUEST FOR PROPOSAL FOR THE OUTDOOR LEARNING EXPERIENCE AND LOADING DOCK PROJECTS.

Director Contreras reported the plans for the Outdoor Learning Experience are ready for review by the City. Staff is requesting approval to release the RFP for bid solicitation, inclusive of their input. Director Contreras advised the RFP has been reviewed by legal counsel. The Board asked if there would be a scheduled walkthrough. Director Contreras advised the District will work with prospective bidders' schedule to do a walkthrough. Trustee Beverage a motion to authorize library staff to post the RFP for bid solicitation. It was seconded by Secretary Dahl. A roll call vote was taken:

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

REVIEW PROPOSAL(S) FOR THE CAFÉ SPACE REMODEL PROJECT AND SELECT CONTRACTOR TO PROVIDE CONSTRUCTION SERVICES IN THE AMOUNT NOT TO EXCEED \$25,000.

Director Contreras reported this proposal is for the remodel of the café space into a small business center, where the privacy booth the District received via a grant will be placed. The proposal the District received from Kya Group is part of the California Multiple Award Schedules (CMAS) program. This streamlines the procurement process. As they have all requirements needed, the District will not have to go through RFP process. Per Business Manager Maskarino, he had reached out to other vendors but not much interest was shown due to how small the project is. After a brief discussion, Trustee Beverage made a motion to award project to Kya Group for general contractor services to remodel the café space. It was seconded by Secretary Dahl. A roll call vote was taken:

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

REVIEW THE E-RATE AGREEMENT AND AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE THE E-RATE AGREEMENT FOR

Library Director Contreras introduced the next agenda item and advised it would be reported out by Assistant Library Director Baltierra. Assistant Library Director Baltierra reported she had been working with the E-rate consultant and the District's IT consultant. Three projects were identified as eligible for the E-rate funding: bookmobile equipment and service, the workroom equipment, and the

CATEGORY 1 INTERNET ACCESS/TELECOMMUNICATIONS FOR THE PLACENTIA LIBRARY DISTRICT BOOKMOBILE, INTERNET CONNECTIONS-NETWORK INFRASTRUCTURE UPGRADE AND BASIC MAINTENANCE AT THE PLACENTIA LIBRARY DISTRICT PROJECTS THROUGH THE E-RATE PROGRAM, WITH THE DISTRICT'S OBLIGATION AT 40% OF THE TOTAL COST OF EACH PROJECT.

server room equipment. Ed Technology requested RFPs for each of these projects on behalf of the District. Staff is requesting the Board to authorize the RFPs for each project. After a brief discussion, Trustee Beverage made a motion to authorize Kajeet to provide Cradlepoint Hotspot, Power Backup, Installation, and 5G Service for the Bookmobile in the amount of \$4,278.74. It was seconded by Secretary Dahl. A roll call vote was taken.

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

Trustee Beverage made a motion to authorize Gigakom to provide Expansion of Network Infrastructure with Larger Capacity Switches, Cabling, and Enhanced Power Management in the amount of \$11,754.64 and upgrading Server Room Switches for Enhanced Capacity and Performance in the amount of \$4,541.76. It was seconded by Secretary Dahl. A roll call vote was taken.

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

Trustee Beverage made a motion to authorize the Library Director to Execute the E-Rate Agreement as presented and approve contract change orders up to 10%. It was seconded by Secretary Dahl. A roll call vote was taken.

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

JOINT-USE COMMITTEE UPDATES FROM PRESIDENT CARLINE.

President Carline advised the minutes for the May Joint Use Meeting will be on the next Board packet as the meeting had only taken place earlier this day. She reported the main topics from the meeting included updates on the electrical panel, the shuttle for the City's Celtic Festival, City updates and District updates. She also advised Director Contreras asked the City if they would be willing to manage future Capital Improvement Plans (CIP) for the District. The City reported they are amenable with talking about this further in a different meeting.

ROUNDTABLE WOMEN'S CLUB UPDATES FROM SECRETARY DAHL.

Secretary Dahl reported out on the Roundtable Women's Club meeting. She advised the last day of their fiscal year is coming up and their last meeting for the year is June 5th. They will be having their end of the year party called the Festival of Cheese this coming Friday. They do not have meetings in the summer. They are in phase 2 of the scholarship and will be going to award ceremonies at various high schools. Upcoming events were the public can support the group is the soup workshop in August and the Festival of Trees Luncheon in November.

LAFCO UPDATES FROM TRUSTEE BEVERAGE.

Trustee Beverage reported LAFCO is working on getting the schedule for MSRs up-to-date. They are mostly working on organizational development, staffing, and catching up with in-person meetings. She has no updates that pertain directly to the District.

ISDOC & LEGISLATIVE UPDATES FROM TRUSTEE NELSON.

Trustee Nelson reported the State may be cutting the library lunch programs due to budget restraints. However, at the Joint Use Meeting, the City advised they

would be willing to step in to help if the District if the State cuts that program. He then reported out on items that pertain to the District:

- Initiative 1935 – limits ability of municipalities to go out for bond funding. It allows the State to reclassify taxes. It's in court right now but may not go any further.
- AB 2729 – a bill that defers/delays developer impact fees. This bill is being fought by CSDA.
- HR7525 – a Federal bill that, if passed, would allow for special districts to be recognized nationally. If it passes, the District would be eligible for Federal monies and not just State monies.

Trustee Nelson wanted to close out his report by speaking on an article from the Sunday Register about special districts. The author wrote about how special districts are ghost governments and should just be absorbed by larger municipalities. He voiced his opposition on that view. Explaining that the special districts' transparency allows for the public to better understand where money is spent and who they can reach out to if they are facing any issues that are dealt with by that district. His fellow Trustees advised they would like to see him write in a letter to the editor to explain the importance of special districts as there is not a lot of knowledge or understanding of special districts amongst the public.

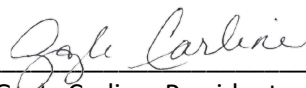
AGENDA DEVELOPMENT

Director Contreras reported that she will not be in attendance for the June Board Meeting. She will be on vacation from June 17th to July 8th. The June Board Meeting will be handled by Assistant Library Director Baltierra.

The next Board Meeting will be on June 24, 2024 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of May 29, 2024 was adjourned at 7:50 p.m.



Gayle Carline, President
Library Board of Trustees



Sherri Dahl, Secretary
Library Board of Trustees