

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
MARCH 15TH, 2021

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 15th, 2021 at 6:34 p.m.

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

Members Absent: None.

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

Guests: Marcus Lee, Johnson Controls, Inc; Daphnie Munoz, White, Nelson, Diehl, & Evans.

ADOPTION OF AGENDA

It was motioned by President Martin to adopt the agenda as amended. 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

A moment of silence was given in honor of the passing of Fred Minter (Item 4).

BOARD PRESIDENT REPORT

President Martin attended a post-Winter Wonderland Follow-up meeting with the City and the Joint Use Committee Meeting. Additionally, President Martin has continued meeting with her literacy learner, has been volunteering at Charity's Closet and attended the Financial Partner's Credit Union National Association of Government Affairs Conference. Moreover, President Martin took a tour of the new Yorba Linda Public Library and volunteered with Placentia Library Friends Foundation (PLFF).

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline attended the Joint Use Committee Meeting and reported out on the LAFCO Meeting with potential policies under discussion and how they would affect the District.

Trustee Dahl attended the PLFF Board Meeting, has been working with Naydia on the PLFF Presidency transition, and attending CSDA webinar trainings.

Trustee Shioura spoke with residents regarding the budget and library tutoring services.

Trustee Shkoler had nothing to report at this time.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras reported on her activities on the CLA Board and as chair of the CLA Conference Marketing Committee in addition to her work in preparing for the budget presentation. Library Director Contreras also attended the Joint Use Committee meeting, LAFCO meeting, Operational Emergency Procedures meeting with Dr. Chau, met with District Attorney Spitzer’s office, and a CSDA led meeting with Congresswoman Young Kim’s office.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth provided updates on the opportunity drawing fundraiser currently open, vending machines being restocked, donations now being accepted, Eggcitement, and community partnerships for future fundraisers.

CONSENT CALENDAR

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

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

**MINUTES FOR FEBRUARY
16, 2021 UNUSUAL DATE
MEETING.**

The minutes for the February 16th, 2021 Unusual 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 February 2021 (Item 10)
Fund 707 Balance Report for February 2021 (Item 11)

Financial Reports through February 2021 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 February 2021 (Item 13)
Acquisitions Report for February 2021 (Item 14)
Service Revenue Report for February 2021 (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for February 2021 (Item 16)
Circulation Report for February 2021 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

STAFF REPORTS

Administration Report for February 2021 (Item 19)
Children’s Services Report February 2021 (Item 20)
Adult Services Report for February 2021 (Item 21)
Placentia Library Website Technology Report for February 2021 (Item 22)

PRESENTATION OF FISCAL YEAR 2019-2020 FINANCIAL AUDIT FROM WHITE, NELSON, DIEHL, EVANS FIRM.

Daphnie Munoz of White, Nelson, Diehl, Evans presented the final findings for the Fiscal Year 2019-2020 Audit of Financial Transactions for the Placentia Library District. The audit was furnished at the meeting and Ms. Munoz presented that it was an overall clean audit with two findings regarding the District's GANN resolution needs to be done for Fiscal Year 2019-2020 and the financial books due to stale checks needing to be cancelled. The audit was received and filed with no other action to be taken.

PRESENTATION OF THE POST-INSTALLATION AND VERIFICATION REPORT FOR DECEMBER 19, 2017 – JANUARY 31, 2021.

The Placentia Library District signed a contract with JCI on December 19, 2017 with construction beginning on January 1, 2018. The Solar PV system interconnection with Southern California Edison, a separate meter from the City, was completed on August 7, 2019. Marcus J. Lee, Solution Performance Engineer from Johnson Controls, Inc. (JCI) presented the first post-installation and verification report for the period of December 19, 2017 through January 31, 2021. Mr. Lee presented that the as of mid-January 2021, \$72,445 of construction period savings have been achieved, more than the estimated savings of \$6,664, due to the extended construction period. The expected cost savings for Year 1 is \$49,381, which is \$1,334 greater than the Year 1 guarantee of \$48,046. Mr. Lee answered Board inquiries regarding longevity of the panels, provided additional data, and confirmed that JCI will submit a monthly savings report to the library as well. No action was taken at this time.

ADOPTION OF RESOLUTION 21-01: A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY NOMINATING BOARD SECRETARY GAYLE CARLINE TO THE OFFICE OF THE 2ND VICE PRESIDENT ON THE INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY EXECUTIVE COMMITTEE.

At the February 16, 2021 Meeting, the nomination for the 2nd Vice President on the Independent Special Districts of Orange County was discussed. Secretary Carline and Trustee Shioura expressed interest in their nominations. After a 4-1 roll call vote with Trustee Shioura dissenting, Secretary Carline was authorized to submit her nomination for the ISDOC vacancy. As per ISDOC's bylaws, a resolution for Secretary Carline's nomination is required. It was motioned by Trustee Shkoler and seconded by Trustee Dahl to adopt Resolution 21-01: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County Nominating Board Secretary Gayle Carline to the Office of the 2nd Vice President on the Independent Special Districts of Orange County Executive Committee and authorize the Administrative Assistant, Alyssa Stolze, to submit a certified copy of Resolution 21-01 to ISDOC. A roll call vote was taken:

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

REVIEW OF INDEPENDENT DISTRICTS OF ORANGE COUNTY (ISDOC) APPOINTMENTS.

At the December 21, 2020 Library Board of Trustees meeting, the Board voted for Trustee Shioura to represent the District at the ISDOC meetings, with President Martin as alternate. Considering the passage of Secretary Carline's nomination for the 2nd VP of ISDOC Executive Committee office and her 10 years of experience and understanding of Placentia Library District, it was recommended to authorize Secretary Carline in as the ISDOC representative. IT was motioned by Trustee

Shkoler and seconded by Trustee Dahl to a revote on the ISDOC appointment and invalidate the appointments made by the Board at the December 21, 2020 Library Board of Trustees Meeting. A roll call vote was taken:

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

It was then motioned by Trustee Shkoler and seconded by Trustee Dahl to authorize Secretary Carline with President Martin as alternate to represent the Placentia Library District on ISDOC. A roll call vote was taken:

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

CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) 2022-2024 BOARD ELECTIONS, SEAT A.

The Elections and Bylaws Committee of the California Special District Association is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2022 - 2024 term. Placentia Library District Board of Trustees and Library Director (General Manager) are eligible for service on the Boards of Directors. Trustee Dahl nominated President Martin and Trustee Shioura nominated himself. After discussing each nominee's qualifications and interest in the CSDA Board Elections, the Board took roll call votes first for President Martin's nomination then roll call votes for Trustee Shioura's nomination. A roll call vote was taken for President Martin's nomination:

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

With a 4-1 vote for President Martin with Trustee Shioura dissenting, it was motioned by Trustee Dahl and seconded by Trustee Shkoler to authorize President Martin to submit her nomination to serve on the California Special District Association (CSDA) 2022-2024 Board of Directors, Seat A. A roll call vote was taken:

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

PRESENTATION OF RECOMMENDED STRATEGIC PLAN BY THE AD HOC STRATEGIC PLANNING COMMITTEE.

At the January 20th, 2021 Board Meeting, the Strategic Planning Ad Hoc Committee was created inclusive of Trustee Shioura, Secretary Carline and Assistant Library Director Baltierra. The committee presented their progress to the Board at the February 16th, 2021 Board Meeting inclusive of staff feedback provided from Staff Development Day and items to be added, such as bilingual signage, technology focus, and types of programs. The Ad Hoc Committee presented the final Strategic Plan to the Board for review and approval. Trustee Shioura noted specific items he had requested were not included in the Strategic Plan, such as social worker or hired

tutoring services. The Board discussed the Strategic Plan and it was motioned by Trustee Shkoler to approve the 2021-2023 Strategic Plan as presented. This motion was seconded by Secretary Carline. A roll call vote was taken:

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

ADOPTION OF VACCINATION POLICY 2185.

At the February 16th, 2021 Meeting, Library Director Contreras presented the draft Vaccination Policy to the Board of Trustees. After an in length discussion, edits, and the request to include an addendum of understanding, it was determined by the Board of Trustees to have the Vaccination Policy Final Draft presented at the March Board Meeting. No action was taken at this time. With the addendum of understanding added and verbiage amended, it was motioned by Trustee Shkoler to adopt Policy 2815- Vaccination Policy as presented. This motion was seconded by Secretary Carline. A roll call vote was taken:

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

REVIEW OF PHASE 2 BUILDING CAPACITY AND UPDATES.

Library Director Contreras presented State guidelines for building capacity is currently at 25%. The current capacity at the Placentia Library District is 6.9%. To ensure the Library remains open irrelevant to potential positive tests experienced by library staff, library staffing is based on rotating teams – 10 staff per team. If a staff from one team tests positive, the other team will be activated until the quarantine period is over. The Board discussed the rotating team schedules and agreed to 20%, or a 105 patron capacity. It was motioned by Trustee Shkoler to authorize an amendment to the Re-Opening Plan for Phase 2 to increase the building capacity to 20%, or 105 patrons, effective March 20, 2021. This motion was seconded by Secretary Carline. A roll call vote was taken:

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

JOINT-USE COMMITTEE UPDATE.

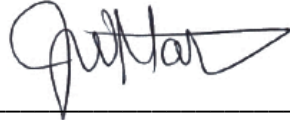
President Martin provided a report on the March 4th, 2021 Joint Use Committee Meeting, inclusive of the City’s plan to redistrict their election map based on the upcoming Census results, the mid-year budget numbers being higher than anticipated, and upcoming developments and goals to create a Community Center. The City also provided updates regarding their emergency services success data. The next meeting is scheduled for Thursday, April 1st, 2021.

REVIEW OF ACTION ITEMS

The next Board Meeting will be on April 19th, 2021 at 6:30 p.m. with a Budget Work Session on March 29th, 2021 at 6:00 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of March 15th, 2021 was adjourned at 8:05 p.m.



Jo-Anne Martin, President
Library Board of Trustees



Gayle Carline, Secretary
Library Board of Trustees