

MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
JULY 21, 2025

- CALL TO ORDER** President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 21, 2025, at 6:28 p.m.
- Members Present:** President Gayle Carline, Secretary Scott Nelson (dismissed at 6:58 p.m.), Trustee Stephanie Beverage, Trustee Sherri Dahl.
- Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Carlo Maskarino, Business Manager; Lina Nguyen, Executive Assistant.
- Guests:** Robert Housley, General Manager of Midway City Sanitary District; Michelle Meades, Supervising Librarian.
- ADOPTION OF AGENDA** President Carline requested to move agenda items 26-29 to go after agenda item 4, oral communication. It was motioned by Trustee Beverage to adopt agenda as amended. It was seconded by Trustee Dahl (Item 3). All in favor:
- |         |                                 |
|---------|---------------------------------|
| AYES:   | Carline, Nelson, Beverage, Dahl |
| NOES:   | None                            |
| ABSENT: | None                            |
- ORAL COMMUNICATION** Robert Housley reported to the board that he is up for election and asked for their endorsement in the upcoming Special District Risk Management Authority's Board of Directors election (Item 4).
- BOARD PRESIDENT REPORT** President Carline reported she attended the American Library Association Conference, Rotary's Cowabunga Festival, and the Literacy Recognition Event. She also met with Director Contreras for their monthly meeting to discuss the upcoming board meeting.
- TRUSTEE & ORGANIZATIONAL REPORTS**
- Secretary Nelson reported he retired from the Third Vice President position on the Independent Special Districts of Orange County's Board of Directors. He is looking forward to attending the California Special District Association Conference in August.
- Trustee Beverage reported she attended the American Library Association Conference. She also viewed a Niche Academy webinar called "Fortifying Your Library: Protecting Your Library and Staff Through Policy". She suggested to staff that this webinar be added to the onboarding process for new staff. Director Contreras requested Trustee Beverage to send it Executive Assistant Nguyen for review.
- Trustee Dahl reported she attended the Literacy Recognition Event, the PLFF Board Meeting, the Roundtable Board Meeting, the Roundtable soup workshop, and the American Library Association Conference.
- LIBRARY DIRECTOR REPORT** Director Contreras reported she is continuing to work with the Public Library Directors Forum. They did not receive funding from the Institute of Museum and

Library Services this year. This funding usually offsets the cost for venue, lodging, and light refreshments. Since the committee still wished to meet in-person, as opposed to virtually, they proceeded to look for sponsors to help cover the cost. The County of Riverside Library System stepped in and offered a venue for free where they would also provide shuttle and catering. The forum has now been renamed as a retreat and will be taking place on October 22, 2025.

Director Contreras reported she also attended the American Library Association Conference. She reported out on updates for the Outdoor Learning Experience. She also reported she is assisting the Placentia Library Friends Foundation (PLFF) as they start to plan their Fiesta, which will be on October 10, 2025.

**FRIENDS FOUNDATION REPORT**

Trustee Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. The bookstore made \$2,559 last month. They raised \$26,963 last fiscal year, which exceeded their goal of \$25,000. They have a few book sales scheduled for the month of July and August. They also made \$684 from the vending machine last month. They established the teen representative position on their board and appointed another board member as her mentor. The teen representative is a non-voting member. The Authors Luncheon Committee have started planning for the next Authors Luncheon. At the last Board meeting they held a baby shower for two of their board members. She also reported the PLFF Board are going dark in August.

**CONSENT CALENDAR**

It was moved by Trustee Beverage and seconded by Trustee Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

**MINUTES FOR REGULAR DATE MEETING ON MAY 19, 2025 AND SPECIAL MEETING ON MAY 27, 2025.**

The minutes for the Regular Date Meeting on May 19, 2025 and Special Meeting on May 27, 2025 were received, reviewed and filed (Item 9).

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

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

Check Registers for May and June 2025 (Item 10)  
Fund 707 Balance Report for May and June 2025 (Item 11)  
Financial Reports through May and June 2025 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 May and June 2025 (Item 13)  
Acquisitions Report for May and June 2025 (Item 14)  
Entrepreneurial Activities Report for May and June 2025 (Item 15)  
Library Impact Fee Report for May and June 2025 (Item 16)

**GENERAL CONSENT REPORTS**

Personnel Report for May and June 2025 (Item 17)  
Review of Shared Maintenance Costs with the City of Placentia (Item 18)  
Administration Report for May and June 2025 (Item 19)  
Circulation Report for May and June 2025 (Item 20)

**STAFF REPORTS**

Children's Services Report May and June 2025 (Item 21)

Adult Services Report for May and June 2025 (Item 22)  
Placentia Library Website Technology Report for May and June 2025 (Item 23)  
Customer Service Report (Items 24)

**AMERICAN LIBRARY  
ASSOCIATION CONFERENCE  
REPORTS FROM TRUSTEES  
AND STAFF.**

President Carline, Trustee Beverage, Trustee Dahl, and Supervising Librarian Michelle Meades all reported out on their experience and key takeaways from their attendance at the American Library Association Conference in Philadelphia. They expanded on the sessions that stood out the most for them and provided insight on how that can help the District.

**DISCUSS DATE FOR AUGUST  
BOARD MEETING DUE TO A  
SCHEDULE CONFLICT WITH  
THE CALIFORNIA SPECIAL  
DISTRICT ASSOCIATION  
CONFERENCE.**

Director Contreras reported the California Special Districts Association (CSDA) Conference, which several trustees will be attending, conflicts with the next board meeting date. She is requesting the board to consider changing the meeting date to August 20, 2025, as an alternative date. There were no issues with the suggested date. Trustee Beverage made a motion to approve Wednesday, August 20th, as the meeting for the Library Board of Trustees. It was seconded by Trustee Dahl. A roll call vote was taken.

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

**DISCUSS AND REVIEW THE  
PROPOSALS FOR AUDIT  
SERVICES FOR THE 2025-  
2027 FISCAL YEARS.**

Business Manager Maskarino reported the District's annual audit for fiscal year 2024-2025 is coming up and is seeking auditors to perform the audit. The District received three proposals. After reviewing the proposals staff is recommending the Board to approve moving forward with the proposal from Clifton, Larson, Allen LLP (CLA). CLA has the most competitive pricing and has worked with the District on previous audits. Trustee Beverage made a motion to approve the proposal from Clifton Larson, Allen LLP. It was seconded by Trustee Dahl. A roll call vote was taken.

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

**AUTHORIZE A CLOSURE ON  
DECEMBER 5, 2025, FOR  
THE STAFF DEVELOPMENT  
DAY.**

Director Contreras reported the District holds two Staff Development Days each year to provide continuing education and opportunities for staff to discuss their budget. Staff is proposing to close the library on Friday, December 5, 2025, for: AI training with hands-on exercises; to review and update the District's budget and goals; and to decorate the library for the holidays. This is a change from the past few Staff Development Days which were held on a Thursday. Director Contreras reported the change is due to the City of Placentia holding their tree lighting ceremony at a different location this year and now there are no parking issues that the District would need to accommodate for by closing on the same day as the City's ceremony. Trustee Beverage made a motion to authorize a closure on December 5, 2025 for Staff Development Day. It was seconded by Trustee Dahl. A roll call vote was taken.

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

**DISCUSS THE SPECIAL  
DISTRICT RISK**

Director Contreras reported the Special District Risk Management Authority (SDRMA) Board of Directors has an upcoming election and is requesting direction

**MANAGEMENT AUTHORITY (SDRMA) BOARD ELECTION.** from the Board on which candidates to submit on behalf of the District. After a brief discussion, the Board decided to select Robert Housley, Mike Scheafer, Thomas Wright, and Virginia Chang Kiraly. Trustee Beverage made a motion to authorize Library Director Contreras to submit the vote on behalf of the Placentia Library District. It was seconded by Trustee Dahl. A roll call vote was taken.

AYES: Carline, Nelson, Beverage, Dahl

NOES: None

ABSENT: None

**OUTDOOR LIBRARY EXPERIENCE PROJECT UPDATES.** Business Manager Maskarino gave an update on the Outdoor Learning Experience Project and what items are still waiting to be finished before the project can be completed.

**LEGISLATIVE UPDATES FROM SECRETARY NELSON.** Director Contreras reported CSDA’s Take Action Brief is available for review in the Board Book.

**ROUNDTABLE WOMEN’S CLUB UPDATES FROM TRUSTEE DAHL.** Trustee Dahl reported the Round Table Women’s Club’s general meetings are on a summer break. At the budget meeting, they are predicting to have a deficit and due to this, they will be unable to donate to the District’s Outdoor Learning Experience.

**LAFCO UPDATES FROM TRUSTEE BEVERAGE.** Trustee Beverage reported the Local Agency Formation Commission (LAFCO) is going dark in August.

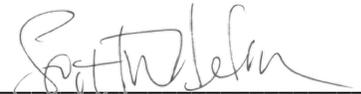
**AGENDA DEVELOPMENT** No agenda items were requested at this time. If there are any items the Trustees would like to see on the agenda for next month, they can email President Carline or Director Contreras.

The next Board Meeting will be on August 20, 2025, at 6:30 p.m.

**ADJOURNMENT** The Board of Trustees Unusual Date Meeting of July 21, 2025, was adjourned at 8:00 p.m.



Gayle Carline, President  
Library Board of Trustees



Scott Nelson, Secretary  
Library Board of Trustees