

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
APRIL 28, 2025

**CALL TO ORDER**

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 28, 2025, at 6:34 p.m.

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

**Members Absent:** None

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

**Counsel Present:** David DeBerry, Woodruff & Smart; Barbara Raileanu, Woodruff & Smart.

**Guests:** Margaret Hatanaka, Supervising Librarian; Laura DeLeon, Library Clerk; Demitri Gonzales, Library Page; Alex Aguirre, Library Assistant; Angie Fuentes, Library Clerk; Mayli Apontti, Librarian; Megan Tolman, Librarian.

**ADOPTION OF AGENDA**

President Carline reported agenda item 26 will be moved to the top of the new business list. It was motioned by Trustee Beverage to adopt agenda as modified. It was seconded by Trustee Dahl (Item 3). All in favor:

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

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Carline reported she attended the Joint Use Meeting. She also attended the Placentia Round Table Women's Club Board Meeting, where she gave a presentation on the Outdoor Learning Experience and a potential donation opportunity for the club.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Nelson reported he attended an ISDOC Meeting, which he will report out on later.

Trustee Beverage reported she attended the Joint Use Meeting. She also attended a virtual webinar, sponsored by the American Library Association Office of Policy and Advocacy, about how to support libraries and getting federal funding for libraries moving forward. She advised the webinar will be available for a month if the other Trustees were interested in viewing it.

Trustee Dahl reported she was a tour guide for two Third Grade Visits this month. She attended the PLFF Board Meeting and the Placentia Round Table Women's Club regular meeting and Board of Directors meeting. She reported she has been attending numerous meetings for the Scholarship Committee she is on.

**LIBRARY DIRECTOR  
REPORT**

Director Contreras reported she had been focused on working with the PLFF to amend their bylaws, which were presented to their Board and approved at their last meeting. She attended the Joint Use Meeting, the Placentia Round Table Women’s Club Board Meeting with President Carline, the online Public Directors Forum Planning Committee, and a couple luncheon meetings with special district directors and other directors in Los Angeles. She also attended Mary Castner’s celebration of life.

**FRIENDS FOUNDATION  
REPORT**

Trustee Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. The bookstore made \$2,272 last month. They have made \$19,648 out of their \$25,000 goal for the year, which ends on June 30th. She reported Melissa Teeling resigned as the bookstore manager to pursue other opportunities. Other members of the PLFF have stepped in to take over the position. A new member joined the PLFF, Carol Downey. The PLFF adopted the amended bylaws that were presented at the last meeting. She also reported they are having a discussion on adding a teen board position. They will first offer it to a teen who raised money on her own and presented it to the PLFF Board. She reported they need to work on the donor wall project.

**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, Nelson, Beverage, Dahl  
NOES: None  
ABSENT: None

**MINUTES FOR MARCH 24,  
2025 REGULAR DATE  
MEETING.**

The minutes for the March 24, 2025, Regular Date Meeting were received, reviewed and filed (Item 9).

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

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

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

**GENERAL CONSENT  
REPORTS**

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

**STAFF REPORTS**

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

**ADOPT RESOLUTION 2025-02 ACKNOWLEDGING THE RESIGNATION OF DISTRICT COUNSEL, MR. DAVID DEBERRY AND AUTHORIZING THE APPOINTMENT OF MS. BARBARA RAILEANU.**

Director Contreras reported she received notice that District Counsel David DeBerry will be retiring. She is requesting the Board to adopt Resolution 2025-02 to accept his resignation and authorize the appointment of Barbara Raileanu as his replacement. Mr. DeBerry took this time to thank the Board and the District and to express his appreciation for his time as counsel for the District. The Board thanked Mr. DeBerry for all that he has done for the District and presented him with engraved bookends. A short break was taken for appetizers and cake.

Trustee Beverage made a motion to adopt Resolution 2025-02: a Resolution of the Board of Trustees of the Placentia Library District Appointing Barbara Raileanu as its General Counsel. It was seconded by Trustee Dahl. A roll call vote was taken.

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

**COMPUTERS IN LIBRARIES CONFERENCE REPORTS FROM THE ASSISTANT LIBRARY DIRECTOR AND LIBRARY ASSISTANT.**

Director Contreras reported the Board had approved to send the Assistant Library Director and IT Consultant to the Computer in Libraries Conference. Due to scheduling issues, the Bookmobile Library Assistant attended the conference in place of the IT Consultant. Assistant Library Director Baltierra thanked the Board for authorizing her attendance at the conference and reported out on her key takeaways and suggested a new policy regarding AI that the District should adopt. The Board thanked Assistant Library Director Baltierra on her report. The Bookmobile Library Assistant has been out sick and was unable to attend this meeting to report out on his experience. Their reports have been received and filed.

**ADOPT RESOLUTION 2025-03 APPROVING A LIFETIME BAN OF MR. BRENDEN SOLIZ DUE TO SERIOUS AND REPEATED VIOLATIONS OF LIBRARY POLICIES.**

Director Contreras is recommending the Board to adopt Resolution 2025-03, which will approve a lifetime ban of Brenden Soliz due to repeated violations of library policies. After a brief discussion on the safety of staff and patrons, Trustee Beverage made a motion to adopt Resolution 2025-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Authorizing a Lifetime Ban for Mr. Brenden Soliz Due to Serious and Repeated Violations of the District's Public Behavior Policy. It was seconded by Trustee Dahl. A roll call vote was taken.

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

**FIRST READING AND DISCUSSION OF THE NEW PROPOSED POLICY 2271 – GENERATIVE ARTIFICIAL INTELLIGENCE POLICY.**

Director Contreras reported this policy was created after Assistant Library Director Baltierra's attendance at the Computers in Libraries Conference. In order to be proactive in light of the growing use of generative artificial intelligence, a new policy to help guide staff on how to use artificial intelligence technologies responsibly is being proposed. After a brief discussion, Trustee Beverage made a motion to approve Policy 2271 – Generative Artificial Intelligence Policy, as a first reading as presented, inclusive of feedback received from 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

**FIRST READING AND DISCUSSION OF THE 2025-2027 PROPOSED BUDGET.**

Director Contreras reported out on the proposed budget as presented during the work session. After a brief discussion, Director Contreras reported she will send the Board different options to address the shortfall for 26-27. Trustee Beverage made a motion to approve the 2025-2027 Budget as a first reading as presented, inclusive of feedback received from 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

**FIRST READING AND DISCUSSION OF THE NEW PROPOSED POLICY 6036 – CREDIT CARD PROCESSING FEE POLICY.**

Director Contreras reported this proposed policy is part of the budget that was presented during the work session. She reported if the Board moves to authorize this change, it will be implemented on July 1, 2025, which will give the District time to let patrons know of the change. After a brief discussion, Trustee Beverage made a motion to approve the implementation of a credit card processing fee for applicable patron transactions at the Placentia Library District, as presented inclusive of feedback received from the Library Board of Trustees. It was seconded by Trustee Dahl. All-in-favor:

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

Trustee Beverage made a motion to adopt the attached Credit Card Fee Policy establishing guidelines for the assessment of processing fees when patrons use credit cards to make payments. It was seconded by Trustee Dahl. All-in-favor:

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

Trustee Beverage made a motion to authorize staff to update the Policy 6035 – Fee Schedule to reflect the new processing fee. It was seconded by Trustee Dahl. A roll call vote was taken.

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

**TERMINATION OF CONTRACT WITH PHOENIX MOTORCARS, LLC.**

Director Contreras reminded the Board that in 2022 they had approved staff to enter into a contract with Phoenix MotorCars, LLC to build a bookmobile for the District. As of today, a bookmobile has still not been provided to the District after two deadline extensions. In order to recoup costs and move forward with a new vendor to build the bookmobile, staff is recommending the Board to terminate the agreement with Phoenix MotorCars, LLC. Trustee Beverage made a motion to terminate contract with Phoenix Motorcars, LLC, effective May 13, 2025. It was seconded by Trustee Dahl. All-in-favor:

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

Trustee Beverage made a motion to authorize staff to work with District Counsel to formalize the termination, including seeking the return of the deposit of \$53,160. It was seconded by Trustee Dahl. All-in-favor:

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

Trustee Beverage made a motion to authorize staff to explore other options to present to the Library Board of Trustees at a future meeting. It was seconded by Trustee Dahl. A roll call vote was taken.

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

**JOINT USE COMMITTEE  
UPDATES FROM PRESIDENT  
CARLINE.**

President Carline reported out on the April 17, 2025, Joint Use Meeting with the City. Minutes provided in the Board Book was for the February 27, 2025 meeting. The main topics covered during the meeting included issues with inspections being required by the City for the outdoor library project, Third Grade Visits, and library funding cuts on the federal level. She reported the City has been working on street improvements and appointed a new Deputy City Administrator, who is currently also their Director of Finance, Jennifer Lampman. The City is still looking for a permanent City Administrator. The next meeting will be in July.

**INDEPENDENT SPECIAL  
DISTRICTS OF ORANGE  
COUNTY (ISDOC) &  
LEGISLATIVE UPDATES  
FROM TRUSTEE NELSON.**

Secretary Nelson reported there were three items on the CSDA's Take Action Brief that he'd like to mention. One items was the loss of federal funding for libraries, which directly impacts several of the District's programs. The District has reached out to the City and ISDOC for support and CSDA has also shown support for library funding. The other item was AB 259, regarding remote meetings. The sunset on that bill has been extended to 2030. The last item was AB 677, regarding development impact fees. This bill would mean the District would only be able to collect impact fees on developments in the City at the end of the project. The bill was not passed.

**PLACENTIA ROUND TABLE  
WOMEN'S CLUB (PRTWC)  
UPDATES FROM TRUSTEE  
DAHL.**

Trustee Dahl reported May 7, 2025, will be the last meeting of the club year. Meetings will start again in September. Joanne Sowards will be the new club president for the 2025-2026 year. They will start selling tickets for Festival of Trees on May 7, 2025. Their end of the year party, called Fiesta Friday, will be on May 16, 2025, at 4:00 p.m. Tickets are \$25. The club is participating in Fullerton's 87th Memorial Day Event. This month they donated \$1,500 towards transportation costs for students for a program at the Richard Nixon Library. At the Board of Directors meeting, they had a presentation by President Carline and Director Contreras. They postponed having a discussion as there was not enough time left in the meeting. They will discuss it at the next meeting. There are budget concerns due to their renovation projects. They want to support the District but are unsure of how much they can spend.

**LOCAL AGENCY  
FORMATION COMMISSION  
(LAFCO) UPDATES FROM  
TRUSTEE BEVERAGE.**

Trustee Beverage reported LAFCO has a new Interim Executive Officer. Their budget for the next fiscal year is coming up but there is not a lot of changes going on at the moment.

**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 May 19, 2025, at 6:30 p.m.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of April 28, 2025, was adjourned at 8:08 p.m.

A handwritten signature in cursive script that reads "Gayle Carline". The signature is written in black ink and is positioned above a horizontal line.

Gayle Carline, President  
Library Board of Trustees