

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
OCTOBER 18, 2021

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 18th, 2021 at 6:31 p.m.

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

Members Absent: Trustee Hilaire Shioura. District received an email from Trustee Shioura on October 18 at 2:02 p.m. to inform us he would not attend the Board meeting. He did not provide a reason.

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager; Alyssa Stolze, Executive Assistant; Daisy Badge, Library Assistant; Paige Gulley, Library Assistant; Simon Park, On Call Library Aide.

Counsel Present: David DeBerry, Woodruff, Spradlin & Smart.

Guests: Shellie McCurdy, Library Assistant; Laura DeLeon, Library Clerk.

ADOPTION OF AGENDA

It was motioned by President Martin to adopt the agenda as amended. It was moved by Trustee Shkoler and seconded by Trustee Dahl to adopt the agenda (Item 3).

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin attended the Teen Program Ad Hoc Committee (TPAC) meeting, Heritage Parade, State of the City Luncheon and Joint Use Committee Meeting. President Martin also volunteered at the Rotary Pancake Breakfast and local food distribution. President Martin is the current Chair for the Blue-Ribbon Committee and requested to report out on its progress at future board meetings.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline attended the Joint Use Committee Meeting, LAFCO meeting, State of the City Luncheon, and the Chamber of Commerce's Anniversary Reception.

Trustee Dahl attended the Teen Program Ad Hoc Committee (TPAC) meeting, Heritage Parade, State of the City Luncheon, the Chamber of Commerce's Anniversary Reception, the PLFF Board Meeting and the Orange County Council of Government (OCCOG) Meeting.

Trustee Shioura was absent.

Trustee Shkoler attended the Heritage Parade and State of the City Luncheon.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras introduced new staff members Daisy Badge, Library Assistant; Paige Gulley, Library Assistant; and Simon Park, On Call Library Aide. Each staff introduced themselves to the Board of Trustees and gave their backgrounds. Director Contreras then reported out on her attendance at the State of the City Luncheon, Joint Use Committee Meeting and the Chamber of Commerce’s Anniversary Reception. Moreover, Library Director Contreras provided updates on the Stronger Together Grant for a bookmobile and the partnership with the City of Placentia in addition to the removal of curbside parking spots #3-#5 to free up additional parking in the lot.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth provided updates on PLFF approving and adopting their strategic plan and budget, an eagle scout project for a community library and carts, and that the PLFF yard sale will be on Saturday, November 6th and donations of gently used items are being accepted for the fundraising event. Moreover, President Chantarasompoth announced the 2022 Author’s Luncheon Author has been confirmed in addition to the welcoming of two new event planners and a Troy high school intern.

CONSENT CALENDAR

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

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

A motion was then made to amend the agenda to have Item 29 moved to the beginning of the New Business section of the agenda. It was moved by Secretary Carline and seconded by Trustee Shkoler. A roll call vote was taken.

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

**MINUTES FOR SEPTEMBER
20, 2021 REGULAR DATE
MEETING.**

The minutes for the September 20th, 2021 Regular Date Board Meeting were received, reviewed and filed as amended (Item 9).

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

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

Check Registers for September 2021 (Item 10)
Fund 707 Balance Report for September 2021 (Item 11)
Financial Reports through September 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)

**GENERAL CONSENT
REPORTS**

Balance Sheets for September 2021 (Item 13)
Acquisitions Report for September 2021 (Item 14)
Service Revenue Report for September 2021 (Item 15)
Personnel Report for September 2021 (Item 16)

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

STAFF REPORTS

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

**ADJUSTMENT TO
COMPENSATION OF
LIBRARY DIRECTOR.**

The Board of Trustees appoints the Library Director and annually reviews the Library Director’s performance and determines the compensation provided to the Library Director. The review had taken place on September 20, 2021, and the Personnel Committee, consisting of President Martin and Secretary Carline, presented the recommendation that the Board of Trustees approve a 3% increase in Library Director’s PARS retirement account retroactive to September 8, 2021, from 8% to 11%, which would increase the Library District’s contribution by \$5,416 annually and a \$2,500 salary increase. All other terms of compensation remain the same. After a brief discussion, it was motioned by Trustee Shkoler and seconded by Trustee Dahl to approve the Personnel Committee’s recommendations. A roll call vote was taken:

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

**REVIEW AND DISCUSS THE
REQUEST FOR PROPOSAL
FOR IT CONSULTANT
SERVICE.**

At the August 16, 2021 Library Board of Trustees meeting, the Board authorized the District to enter into an agreement with Mr. Jeremy Yamaguchi for IT service at a rate of \$65.00 per hour and not to exceed \$40,000. The interim service commenced on August 17, 2021 to ensure minimal disruptions in the District’s technology operations and a smooth transition before the Systems Librarian’s retirement on August 26, 2021. The authorization to hire an IT consultant was predicated on staff presenting an RFP for service for the duration of the 2021-2022 fiscal year, with an extension option for 2022-2023 fiscal year. The work performed will include advising, developing, and implementing policies and procedures the security of all library technology systems against internal and external threats.

The Board reviewed the Request for Proposal for IT Consultant Service with the recommendation to update the criteria on the scoring sheet to the RFP in addition to language inclusive of any hours beyond 20 are to be approved by the Library Director and may not exceed 40.

It was then motioned by Trustee Shkoler to the Request for Proposal for IT Consultant Service as presented, inclusive of input received from the Library Board of Trustees. The motion was seconded by Trustee Dahl. A roll call vote was taken:

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

A motion was made by Secretary Carline and seconded by Trustee Shkoler to authorize the use of the Systems Librarian position budget for the IT Consultant Service. A roll call vote was taken:

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

A third motion was then made by Secretary Carline and seconded by Trustee Shkoler to authorize the Library Director to reallocate the Supplies & Services budget line item to fund the IT Consultant Service should additional funds are required and an exemption to Policy 3080 – Purchasing and Expense Authorization Policy, should additional funds exceed \$10,000. A roll call vote was taken:

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

**AUTHORIZATION TO
AMEND THE COVID
REOPENING PLAN.**

Library Director Contreras presented the background on the COVID-19 Reopening Plan (CRP) that was originally adopted on May 18, 2020. Since March 2019, there have been numerous federal, state, and local executive orders, reflecting the various phases and developments related to COVID-19. These orders include lockdowns, mask mandates, social distancing, building capacity, vaccine requirements, opening guidelines, public meeting provisions, etc. The CRP document was intended to be a fluid document that evolved based on the public health data trends as well as the understanding of the best way to mitigate spread while protecting the health of our patrons, staff, and volunteers. Library staff asked the Board to consider the following amendment: “The Board authorizes the Library Director, in consultation and with approval from the Board President; and in the absence of the Board President, the Board Secretary, to make changes at his/her discretion throughout the various phases of the District’s COVID Re-Opening Plan.”

After providing input, it was motioned by Secretary Carline to authorize an amendment to the COVID Reopening Plan as presented, inclusive of input received from the Library Board of Trustees with any changes made to be reflected in the Director’s Message to patron and reported out during the Director’s Report at the monthly Board Meeting. A roll call vote was taken:

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

The Director then recommended to lift the mask mandate for fully vaccinated individuals. Secretary Carline motioned to lift the mask mandate effective immediately. The motioned was seconded by Trustee Dahl. A roll call vote was taken:

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

AUTHORIZATION TO CLOSE THE LIBRARY ON DECEMBER 3, 2021 FOR STAFF DEVELOPMENT DAY.

Library Director Contreras presented the request for closure on Friday, December 3, 2021 for Staff Development Day with a tentative agenda to include training on equity, diversity, inclusion (EDI) and preparation for holiday programs and activities. Staff Development Days (SDD) are held annually which provides staff job-related continuing education and budget discussion opportunities. Trustee Shkoler motioned to authorize closure on December 3rd, 2021 for Staff Development Day. The motion was seconded by Trustee Dahl. A roll call vote was taken.

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

CONFERENCE AUTHORIZATION TO ATTEND THE PUBLIC LIBRARY ASSOCIATION BIENNIAL CONFERENCE, MARCH 23-25, 2022.

Director Contreras presented the Public Library Association Biennial Conference will be held in Portland, Oregon, March 23-25, 2022. The conference will offer over 100 educational sessions, with a specific focus on serving public libraries. It is expected there will be many sessions highlighting equity, diversity, and inclusion issues. The Board requested the estimated cost as registration is not open yet. Director Contreras estimated \$2,000 per attendee. It was then motioned by Trustee Shkoler to authorize three trustees and the Library Director to attend the Public Library Association Biennial Conference will be held in Portland, Oregon, March 23-25, 2022. The motion was seconded by Secretary Carline. A roll call vote was taken:

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

APPROVE SYSTEMS AND DEVICE AUDIT AND ASSURANCE CONTRACT.

Library Director Contreras presented how the Placentia Library District relies heavily on technology and cloud-based services to serve the community. Since beginning work for the Placentia Library District, interim IT Consultant Yamaguchi has found numerous security vulnerabilities and a general lack of IT housekeeping practices. The amount of clean-up has well exceeded the weekly estimated hours given within the limited scope of the IT services contract. Director Contreras presented the request that a supplemental contractor specializing in cyber security be contracted to further audit on premise and cloud systems in a timely manner. Quotes from E-Security Solutions, Lumen Technology, and Windstream Technologies were received and contracts were presented by IT Consultant, Jeremy Yamaguchi then reviewed by the Board. The Board opened the item for discussion. It was then motioned by Trustee Shkoler to authorize E-Security Solutions to perform a systems and device audit of the District's equipment and set up. The motion was seconded by Trustee Dahl. A roll call vote was taken:

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

STATUS ON TRADEMARK OF PLACENTIA LIBRARY DISTRICT AND PLACENTIA PUBLIC LIBRARY.

At the August 16, 2021, the Library Board of Trustees authorized District Counsel to work with Knobbe Martens Law Office to trademark Placentia Library District and Placentia Public Library. Legal Counsel, Mr. David DeBerry from Woodruff, Spradlin & Smart provided an update regarding the trademarking of the Placentia Library District and Placentia Public Library regarding how the District executed the contract

and paid \$325 to Knobbe Martens Law Office for the trademark processing fee. More updates will be provided once received. No action was to be taken at this time.

**DATABASE ANALYSIS
REPORT BY ASSISTANT
LIBRARY DIRECTOR
BALTIERRA.**

Yesenia Baltierra, Assistant Library Director, provided a presentation and analysis on the District’s databases and usage from 2018-2019 and 2021-2022. The presentation highlighted Placentia Library District collections that are developed to meet the information needs of the community. The current collection holding consists of 73,933 print and 14 electronic databases, which includes Consumer Reports, Heritage Quest, Hoopla, Overdrive, Tutor.com, ABC Mouse, and so on. Additionally, three subscriptions are funded by the California State Library – ProQuest, Britanica Encyclopedia Online, Brainfuse, and New York Times articles. The District also offers audio and video materials, totaling 82,452 items which had a circulation of 257,526 in the 2020-2021 fiscal year and 189,483 2019-2020 fiscal year and 248,246 in the 2018-2019 (pre-pandemic). The Board opened the item for discussion and inquiries. No action was to be taken at this time.

**IT UPDATES BY JEREMY
YAMAGUCHI.**

Mr. Jeremy Yamaguchi, District IT Consultant, provided an update on current progress and projects to the Board, inclusive of the following: updating all PCs, Office suite 2019, over 1,000 security patches installed and a new audio mixer in the meeting room in addition to upcoming projects, policy updates, and Request for Proposals. No action was to be taken at this time.

**TEEN PROGRAM AD HOC
COMMITTEE (TPAC) REPORT
BY DIRECTOR CONTRERAS.**

At the August 16, 2021 Library Board of Trustees meeting, the Board approved the formation of the Teen Program Ad Hoc Committee (TPAC) to address the development of teen programs offered at the District. Director Contreras introduced the TPAC members. The first meeting was held on October 5, 2021, in the Library History Room. Director Contreras presented the following recommendations for consideration and authorization from the Library Board of Trustees on behalf of TPAC:

- “Sensitive Content” Definition - Any topic that would affect an entire family, inclusive of topics such as sexuality, religion, politics, and mental health.
- Zoom Link - Will be posted and available to patrons.
- Parental Consent – With unanimity parental permission is not required as sensitive programs will be open to patrons over 14 years of age.
- Presenter background – Biography of presenters, who will have professional and educational backgrounds in the subject they are presenting, will be available on District website and/or newsletter prior to the program.
- Presentation content/handouts – Available upon request.
- Post Program Questions – Include a list of questions for families to discuss after the program, to continue conversations within family members.
- Assessment – Surveys will be conducted after programs. Staff to analyze attendance data, input received from patrons, and other data and make recommendations moving forward.

After a discussion, it was motioned by Trustee Shkoler and seconded by Trustee Dahl to authorize TPAC’s recommendations as presented, inclusive of input received from the Library Board of Trustees. All in favor:

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

**JOINT-USE COMMITTEE
REPORT BY PRESIDENT
MARTIN.**

President Martin presented updates given by the City at the October 7, 2021 Joint Use Committee meeting. President Martin reported on updates from the City regarding the State of the City, progress of the Audi dealership, annexation negotiation discussions being continued, annual reports with surrounding cities, statuses on continued city-wide improvement projects, such as Kraemer Park Fountain, park initiative projects and the Blue-Ribbon Committee, and updates regarding the Fire Department operations. Moreover, the Library made a formal request for City partnership for the Stronger Together Grant, which would allow a bookmobile. The City would assist with the maintenance of the van, signs throughout Placentia, and a charging parking spot. The City and Library will also be collaborating with the Boys and Girls Club. No other action was to be taken at this time.

REVIEW OF ACTION ITEMS

Secretary Carline requested that legislative updates be an agenda item on an as needed basis in addition to President Martin motioning to add the Blue-Ribbon Committee Updates as a recurring agenda item. The motion was seconded by Secretary Carline. All in favor:

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

The next Board Meeting will be on November 15th, 2021 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of October 18th, 2021 was adjourned at 7:49 p.m.

Jo-Anne Martin, President
Library Board of Trustees

Gayle Carline, Secretary
Library Board of Trustees