

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
MARCH 23, 2026

CALL TO ORDER President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 23, 2026, at 6:31 p.m.

Members Present: President Gayle Carline, Secretary Sherri Dahl (arrived at 6:37 p.m.), Trustee Stephanie Beverage, Trustee Nithin Jilla, Trustee Scott Nelson.

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

Guests: Damean Sanz, Bookmobile Library Assistant; Kerrienne Miller, patron.

ADOPTION OF AGENDA It was motioned by Trustee Beverage to adopt the agenda as presented. It was seconded by Trustee Nelson (Item 3). All in favor:

AYES: Carline, Beverage, Jilla, Nelson

NOES: None

ABSENT: Dahl

ORAL COMMUNICATION None (Item 4).

BOARD PRESIDENT REPORT President Carline reported that she met with Library Director Contreras for their monthly meeting, attended the Placentia Library Friends Foundation (PLFF) Authors Luncheon, and had a birthday lunch with the Library Director. She also noted that she and the Library Director are exploring a leadership certificate opportunity through the California Special Districts Association (CSDA).

TRUSTEE & ORGANIZATIONAL REPORTS Secretary Dahl reported that she attended the Placentia Roundtable's Board of Directors meeting and general meeting. She also attended the PLFF Authors Luncheon and served as a tour guide for one of the District's Third Grade Visits.

Trustee Beverage reported that she attended the PLFF Authors Luncheon. She also provided an update on H.R. 7661, legislation addressing the growing threat of book banning nationwide. She reported that the bill passed the House and will next move to the Senate. The American Library Association is monitoring the legislation, and she has signed at least one petition related to the issue.

Trustee Jilla reported that he attended the PLFF Authors Luncheon and has been familiarizing himself with the American Library Association in preparation for its upcoming annual conference.

Trustee Nelson reported that he attended the PLFF Authors Luncheon.

LIBRARY DIRECTOR REPORT Director Contreras reported that she met with several individuals from various library systems, including a consultant from the Irvine Library System. She also met with the interim library director for the City of Fullerton and had lunch with the library director from the Huntington Beach Library.

She met with Business Manager Maskarino to review the audit findings and discuss the improvement recommendations he presented.

She attended a Library Directors Network Call, where participants discussed the ongoing issue regarding the missing funding for Dolly Parton’s Imagination Library.

She also met with a representative from the American Heart Association, who is interested in partnering with local libraries to provide self-measuring blood pressure kits for public use through the “Libraries with Heart” program. They also discussed offering District staff free automated external defibrillator (AED) training, which includes CPR instruction. Director Contreras will review the contract and forward it to legal counsel for additional review.

She also attended the PLFF Board Meeting. The bookstore generated \$1,265, the honor box generated \$256, and the vending machine generated \$302. Ticket sales for the Authors Luncheon produced approximately \$16,000. The committee is still finalizing the overall amount generated from the event, which will be reported at the next board meeting. In total, the February deposits amounted to roughly \$23,000. The PLFF is planning an activity for National Friends Week and is reviewing its bylaws, which require them to hold board elections for officers. Director Contreras has scheduled a meeting with one of their board members to discuss the bylaws.

CONSENT CALENDAR

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, Beverage, Jilla, Nelson
NOES: None
ABSENT: None

MINUTES FOR REGULAR DATE MEETING ON FEBRUARY 23, 2026.

The minutes for the Regular Date Meeting on February 23, 2026, were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for February 2026 (Item 10)
Fund 707 Balance Report for February 2026 (Item 11)
Financial Reports through February 2026 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 2026 (Item 13)
Acquisitions Report for February 2026 (Item 14)
Entrepreneurial Activities Report for February 2026 (Item 15)
Library Impact Fee Report for February 2026 (Item 16)

GENERAL CONSENT REPORTS

Personnel Report for February 2026 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for February 2026 (Item 19)
Circulation Report for February 2026 (Item 20)

STAFF REPORTS

Children’s Services Report February 2026 (Item 21)
Adult Services Report for February 2026 (Item 22)
Placentia Library Website Technology Report for February 2026 (Item 23)
Customer Service Report (Items 24)

BOOKMOBILE PROJECT AND PARTNERSHIP WITH LOT318 UPDATES.

Director Contreras reported Damean Sanz, the bookmobile library assistant, was present to provide an update on his community outreach via the bookmobile and his work with LOT 318, a community organization that supports at-risk youth through programs such as homework assistance. He noted encountering logistical challenges at certain school sites due to the bookmobile’s size and plans to address these concerns by establishing points of contact and conducting site visits before events. He also shared plans to rotate the bookmobile collection to better serve the needs of different audiences. The Board thanked Mr. Sanz for his presentation.

CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) BOARD OF DIRECTORS CALL FOR NOMINATIONS SEAT C.

Director Contreras reported the CSDA has issued its annual call for nominations for candidates to serve on its Board of Directors. The trustees did not submit a nomination at this time, noting their confidence that the incumbent candidate for the Southern Network, who is running for re-election, will continue to advocate effectively on behalf of libraries.

ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION (OC LAFCO) NOMINATION PERIOD FOR THE REGULAR AND ALTERNATE SPECIAL DISTRICT MEMBER SEATS.

Director Contreras reported the Orange County Local Agency Formation Commission (LAFCO) is seeking nominations for the Regular and Alternate Special District Member seats. She advised that the current members expressed interest in continuing their terms. The trustees did not submit a nomination at this time.

REQUEST FOR BUDGET REALLOCATION FOR AN APPROVED SICK LEAVE PAYOUT FOR A RETIRING EMPLOYEE.

Director Contreras reported that, following the Board’s approval at the last meeting of a 100% sick leave payout for a long-tenured employee retiring after 46 years of service, she is requesting approval of a budget reallocation to cover the payout. The total reallocation amount is \$51,000, with \$26,000 coming from the Materials Budget and the remaining \$25,000 from reserves. Assistant Library Director Baltierra noted that, due to the library’s conservative budget management throughout the fiscal year, the impact on the collection budget would be minimal at less than 1% of the total Materials Budget. Trustee Beverage made a motion to authorize a budget reallocation from the Materials (Book) Budget and Reserve funds to the Salaries & Benefits Budget to fund the accrued sick leave payout for a retiring employee as approved by the Library Board of Trustees on January 26, 2026. It was seconded by Secretary Dahl. A roll call vote was taken.

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

AUTHORIZATION FOR ATTENDANCE AT THE AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE IN CHICAGO, ILLINOIS, JUNE 25-29, 2026.

Director Contreras reported that this year’s annual ALA Conference will be held in Chicago, Illinois, from June 25–29. She is requesting approval to send herself and several trustees to attend. Trustees Carline, Dahl, Beverage, and Jilla have expressed interest in attending. Director Contreras is also requesting approval for staff member Tim Balen to attend. Trustee Beverage made a motion to authorize attendance and related travel expenses for designated Trustees and staff, which

would be Trustee Beverage, Trustee Jilla, President Carline, Secretary Dahl, Library Director Jeanette Contreras, and staff member Tim Balen, to attend the 2026 American Library Association (ALA) Annual Conference in Chicago, Illinois. It was seconded by Secretary Dahl. A roll call vote was taken.

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

CONSIDERATION AND APPROVAL OF NEW CREDIT CARD VENDOR.

Director Contreras reported that the District currently uses a Visa credit card through Columbia Bank (formerly Umpqua Bank) for purchases. Staff have encountered limitations with the vendor and are requesting to transition to the Amazon Business American Express Card, which could potentially save approximately \$8,000 annually and \$40,000 over five years through rewards and incentives. Trustee Beverage made a motion to approve the recommended change in credit card vendor to Amazon Business Prime as presented, and authorize the Library Director to execute necessary documents. It was seconded by Secretary Dahl. A roll call vote was taken.

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

APPROVAL AND ADOPTION OF POLICY 6051 – OUTDOOR LIBRARY EXPERIENCE (OLE) RENTAL SPACE POLICY.

Director Contreras reported that following the first reading of Policy 6051 – OLE Rental Space Policy at the previous meeting, the trustees' questions and the policy itself were forwarded to District counsel for review. The policy presented tonight has been updated to incorporate counsel's feedback. After a brief discussion, Trustee Beverage made a motion to approve and adopt the Outdoor Library Experience (OLE) Rental Policy to establish guidelines, procedures, and fees for the public use of designated outdoor library spaces as corrected. It was seconded by Secretary Dahl. A roll call vote was taken.

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

ISDOC & LEGISLATIVE UPDATES FROM TRUSTEE NELSON.

Trustee Nelson reported on legislative issues, including concerns about federal involvement in book banning, which was previously mentioned by Trustee Beverage, as well as potential impacts on special districts related to clean-fleet mandates and high-speed rail funding.

ROUNDTABLE WOMEN'S CLUB OF PLACENTIA UPDATES FROM SECRETARY DAHL.

Secretary Dahl provided an update on the Roundtable, noting ongoing building rehabilitation plans and efforts to secure grants, including a potential Home Depot grant for bathroom remodeling. She also reported that the scholarship committee is in full swing and will be awarding its first scholarships next month to two veterans at Fullerton College.

LAFCO UPDATES FROM TRUSTEE BEVERAGE.

Trustee Beverage reported that there is not much activity at LAFCO at this time that pertains to the District and noted the commission will be going dark in April.

AGENDA DEVELOPMENT

President Carline requested an update at a future meeting on the impact of the loss of Baker & Taylor on library materials sourcing.

Minutes of Placentia Library District Board of Trustees – Regular Date Meeting of March 23, 2026

Director Contreras noted that she will include a request to change the June Board Meeting date to the agenda for the next meeting.

If there are any additional items the Trustees would like to see on the agenda for next month, they can email President Carline or Director Contreras.

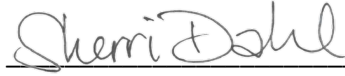
The next Board Meeting will be on April 27, 2026, at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of March 23, 2026 was adjourned at 7:49 p.m.



Gayle Carline, President
Library Board of Trustees



Sherri Dahl, Secretary
Library Board of Trustees