

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
AUGUST 17, 2020

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on August 17th, 2020 at 6:31 p.m.

Members Present: President Gayle Carline, Secretary Al Shkoler, Trustee Richard DeVecchio, Trustee Jo-Anne Martin, Trustee Elizabeth Minter.

Members Absent: None.

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

Guests: None.

ADOPTION OF AGENDA

It was motioned by Trustee Minter and seconded by Trustee DeVecchio to adopt the agenda (Item 3).

AYES:	Carline, Shkoler, DeVecchio, Martin, Minter
NOES:	None
ABSENT:	None

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the opening ceremony for Veteran's Village and reported there was no Joint Use Committee Meeting this month.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler had nothing to report at this time.

Trustee DeVecchio had nothing to report at this time.

Trustee Martin attended a Financial Partner's Credit Union Strategic Planning meeting and attended a Literacy virtual training. Trustee Martin also attended the opening ceremony for Veteran's Village.

Trustee Minter had nothing to report at this time.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras reported out on her involvement serving on the Conference Committee and Marketing Committee for the California Library Association's May 2021 Conference. Additionally, Director Contreras gave an update on the Summer Reading Program ending, the Hangar's popular Take and Make Kits, and congratulated Assistant Library Director Baltierra on being chosen to serve on the California State Library and California Library Association's Continuing Education Advisory Board.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported the PLFF Membership Drive is still outstanding, the Author’s Luncheon Chair will be pursuing an alternative general fundraiser to the Author’s Luncheon, and the August meeting was moved to August 18th, 2020. Moreover, President Dahl and Director Contreras discussed the option of having PLFF volunteers in the back work room to sort and shelve on Sundays.

CONSENT CALENDAR

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

AYES: Carline, Shkoler, DeVecchio, Martin, Minter
NOES: None
ABSENT: None

**MINUTES OF THE LIBRARY
BOARD OF TRUSTEES JULY
20, 2020 REGULAR DATE
MEETING.**

Minutes of the Library Board of Trustees July 20th, 2020 Regular Date Meeting were approved received, and filed (Item 9).

AYES: Carline, Shkoler, DeVecchio, Martin, Minter
NOES: None
ABSENT: None

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

Check Registers for July 2020 (Item 10)
Fund 707 Balance Report for July 2020 (Item 11)

Financial Reports through July 2020 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 July 2020 (Item 13)
Acquisitions Report for July 2020 (Item 14)
Service Revenue Report for July 2020 (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for July 2020 (Item 16)
Circulation Report for July 2020 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

STAFF REPORTS

Administration Report for July 2020 (Item 19)
Children’s Services Report July 2020 (Item 20)
Adult Services Report for July 2020 (Item 21)
Placentia Library Website Technology Report for July 2020 (Item 22)

**SYSTEMS LIBRARIAN, JON
LEGREE, WILL PROVIDE A
REPORT ON THE DISTRICT’S**

Systems Librarian, Jon Legree, provided a report to the Board on the Library’s current IT projects and status including: laptops and hotspots for checkout have been ordered for the Library of Things Collection, the District’s continuation and

TECHNOLOGY PLAN AND UPDATES.

satisfaction with the SirsiDynix contract, the future IT Plan, including an IP Phone System and updating hardware, updating software for staff PCs, and the removal of number of volumes in the revised Acquisition Report. Lastly, Mr. Legree presented the plan to create an online Library Card Application by the end of the month that will allow patrons to have full checkout abilities as a regular card versus limitations of the virtual card. Trustee Martin requested Mr. Legree present a prioritized three to five year IT Plan and estimated budget at the December Board Meeting. No action was taken at this time.

RECEIVE, ACCEPT & FILE THE EXECUTED JOINT-USE AGREEMENT OF FACILITIES AND NOTICE AND DECLARATION OF RECIPROCAL ACCESS EASEMENTS WITH THE CITY OF PLACENTIA.

On September 10, 2019, the Placentia Library District and the City of Placentia agreed to enter and execute a Notice and Declaration of Reciprocal Access Easements and the Agreement for the Joint Use of Facilities Between the City of Placentia and the Placentia Library District. The documents are to be received and filed on the record. It was motioned by Trustee Minter and seconded by Trustee DeVecchio to receive, accept and file the Executed Joint-Use Agreement of Facilities and Notice and Declaration of Reciprocal Access Easements With The City Of Placentia. All in favor:

AYES: Carline, Shkoler, DeVecchio, Martin, Minter
NOES: None
ABSENT: None

AUTHORIZE A FUNDING REQUEST FROM THE GENERAL FUND FOR THE STAFF APPRECIATION RECOGNITION EVENT.

Library Director Contreras presented the staff request for \$3,000 from the general fund to support the annual Staff Appreciation and Recognition event. The committee members, Yesenia Baltierra, Lori Worden, and Alyssa Stolze will oversee this year’s event ensuring the safety of staff. It was motioned by Secretary Shkoler and seconded by Trustee DeVecchio to authorize the request for \$3,000 for the annual Staff Appreciation and Recognition event legal requirements permitting. A roll call vote was taken:

AYES: Carline, Shkoler, DeVecchio, Martin, Minter
NOES: None
ABSENT: None

ADOPT RESOLUTION 20-02: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY STATING THE INTENT OF THE DISTRICT TO TRANSITION FROM AN AT-LARGE ELECTION TO A DISTRICT-BASED ELECTION SYSTEM PURSUANT OF ELECTION CODE SECTION § 10010.

Library Director Contreras gave background on the California Voting Rights Act of 2001 (“CVRA”) set forth at Elections Code sections 14025 to 14032, noting that the CVRA defines “at-large” and “district-based” election methods. To be proactive, Director Contreras recommended the Library Board of Trustees to consider adopting a resolution of intent to transition from an “at-large election” to a “district-based election” system. The anticipated timeline from intent to implementation is expected to be six months with the process to include community meetings, public hearings and adoption of resolution to establish the boundaries for a district-based election system for the Placentia Library District.

After a discussion and resolution title amendment, it was motioned by Trustee Martin to approve Resolution 20-02: A Resolution of the Board of the Board of Trustees of the Placentia Library District of Orange County stating the intent of the

District to transition from an At-Large Election System to a District-Based Election System prior to the 2022 General Election pursuant to California Elections Code Sections § 14025 – 14032 as amended. The motion was seconded by Secretary Shkoler. A roll call vote was taken:

AYES: Carline, Shkoler, DeVecchio, Martin, Minter
NOES: None
ABSENT: None

**DISCUSS DOG BITE
INCIDENT AND POSSIBLE
MEDICAL REIMBURSEMENT
TO THE DISTRICT.**

Library Director Contreras presented that a staff was bit by a dog during home deliveries recently and the discussion of possible reimbursement from the owner for medical expenses estimated at \$500. After discussing, the Board chose to not proceed with pursuing medical reimbursement from the patron. It was suggested by President Carline that in addition to the patron’s notice that they will not be permitted to continue home deliveries, the District may inform said patron of the cost with no further action needed. It was also recommended by the Board that the Library Director discuss liability and safety practices with SDRMA to continue to keep District employees safer in all scenarios during home deliveries. No action was taken.

**AUTHORIZE A BUDGET
REALLOCATION OF \$40,000
FROM 1310 - EQUIPMENT &
FURNITURE TO 5342 -
TECHNOLOGY &
SOFTWARE.**

On May 21, 2020, the Library Board of Trustees adopted Resolution 20-01 to amend the 2020-2021 budget that included \$50,000 for budget line item 1310 – Equipment & Furniture. Library Director Contreras presented the request for \$40,000 to be reallocated to a newly established budget line item 5342 – Technology & Software. This line item includes technology-related hardware and software for the public and staff with a portion to be dedicated to purchase laptops and hotspots for patrons to checkout and upgrades of staff PCs and software. It was motioned by Trustee Minter and seconded Secretary Shkoler to authorize the budget allocation of \$40,000 from 1310- Equipment & Furniture to 5342 – Technology & Software. A roll call vote was taken:

AYES: Carline, Shkoler, DeVecchio, Martin, Minter
NOES: None
ABSENT: None

REVIEW OF ACTION ITEMS

The next Regular Date Board Meeting will be on September 21st, 2020 at 6:30 p.m. It was requested by the Board to include a California Voter’s Rights Act timeline in addition to presenting SDRMA’s recommendations for the Covid-19 Reopening Plan regarding staff practices during home deliveries.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of August 17th, 2020 was adjourned at 7:50 p.m.



Gayle Carline, President
Library Board of Trustees



Al Shkoler, Secretary
Library Board of Trustees

