

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
FEBRUARY 24, 2025

**CALL TO ORDER**

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 24, 2025, at 6:31 p.m.

**Members Present:** President Gayle Carline, Secretary Scott Nelson (arrived at 6:33 p.m.), 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.

**Guests:** None.

**ADOPTION OF AGENDA**

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

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

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Carline reported she attended the Joint Use Meeting and her monthly meeting with Library Director Contreras. She is looking forward to attending the Authors Luncheon on Saturday.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Nelson reported he attended an ISDOC Meeting. He is also looking forward to attending the Authors Luncheon this Saturday.

Trustee Beverage reported she attended the Joint Use Meeting. She will also be attending the Authors Luncheon on Saturday.

Trustee Dahl reported she attended the Placentia Round Table Women's Club general meeting and Board meeting, as well as the PLFF meeting.

**LIBRARY DIRECTOR  
REPORT**

Director Contreras reported she attended the ISDOC Quarterly Luncheon where Doug Chaffee was the guest speaker. She reported the Orange County Board of Supervisors was looking to discontinue the investment pool. She will bring this to the Board if they go that route. She also attended the Joint Use Meeting. She advised the committee will be discussing the Brown Act as well as landscape fees for the Civic Center at the next meeting. She reported she has been meeting with supervisors and staff to discuss the budget. She will be reporting on that in April or May. She also reported she attended the PLFF Board Meeting and has been working with PLFF President throughout the month to prepare for the Authors Luncheon. She also attended the Santiago Executive Meeting and her monthly meeting with President Carline.

**FRIENDS FOUNDATION  
REPORT**

Trustee Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. The bookstore made \$2,267 last month. The last book sale was on Saturday, February 22nd. They currently have 98 members and are holding off on the membership campaign until after the Authors Luncheon. As for the Authors Luncheon, this year they only sent invitations in the mail to actual members. Everyone else received emails. They received \$14,000 in sponsorships. Trustee Dahl also reported she advised the PLFF that she will speak to the Placentia Round Table Women's Club about donating to the Outdoor Library. She reported the Round Table had purchased the \$1,000 sponsorship for the Authors Luncheon and decided to donate back the tickets to the PLFF.

**CONSENT CALENDAR**

After a brief discussion regarding President Carline's request to see more statistics on the LOT collections, 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 JANUARY 27,  
2025 REGULAR DATE  
MEETING.**

The minutes for the January 27, 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 January 2024 (Item 10)  
Fund 707 Balance Report for January 2024 (Item 11)  
Financial Reports through January 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 January 2024 (Item 13)  
Acquisitions Report for January 2024 (Item 14)  
Entrepreneurial Activities Report for January 2024 (Item 15)  
Library Impact Fee Report for January 2024 (Item 16)

**GENERAL CONSENT  
REPORTS**

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

**STAFF REPORTS**

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

**REPORT FROM THE  
BUSINESS MANAGER ON  
HIS ATTENDANCE AT THE  
ANNUAL CALIFORNIA  
SOCIETY OF MUNICIPAL**

Director Contreras thanked the Board for approving Business Manager Maskarino's attendance at the California Society of Municipal Finance Officers (CSMFO) Conference. Business Manager Maskarino then reported on the sessions he attended and presented his recommendations to the Board. The Board thanked him for his report.

**FINANCE OFFICERS (CSMFO)  
CONFERENCE.**

**UPDATES ON THE  
OUTDOOR LEARNING  
EXPERIENCE (OLE) PROJECT  
FROM THE BUSINESS  
MANAGER.**

Business Manager Maskarino gave a report on how the Outdoor Learning Experience Project has been progressing. The presentation can be found in the board book. The Board reported they are happy to hear the project has been moving forward.

**SECOND READING AND  
ADOPTION OF THE  
AMENDED POLICY 6010 –  
MATERIALS SELECTION  
POLICY.**

Director Contreras reported amendments to Policy 6010 – Material Selection Policy were presented at the last meeting. After the first reading, amendments were reviewed by District Counsel. The final draft presented to the Board tonight also includes input from the Supervisors. Director Contreras reminded the Board that this policy needs to be approved by the State Librarian and posted onto the District’s website by January 2026 after the second reading. After a brief discussion, Trustee Beverage made a motion to adopt the amended Policy 6010 - Materials Selection Policy as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Secretary Dahl. A roll call vote was taken.

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

**AUTHORIZATION FOR  
ATTENDANCE AT THE  
ANNUAL AMERICAN  
LIBRARY ASSOCIATION  
CONFERENCE, JUNE 26-30,  
2025, IN PHILADELPHIA,  
PENNSYLVANIA.**

Director Contreras is requesting authorization to send Trustees and staff to the Annual American Library Association Conference in Philadelphia from June 26-30. Trustees Carline, Dahl, and Beverage expressed their interest in attending. On the staff side, Director Contreras is recommending to send the Adult Services Supervisor and herself to the conference as well. Trustee Beverage made a motion to approve President Carline, Trustee Beverage, and Trustee Dahl as well as Library Director Contreras and Adult Services Supervisor to attend the ALA Conference in Philadelphia. It was seconded by Trustee Dahl. A roll call vote was taken.

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

**AUTHORIZATION FOR  
ATTENDANCE AT THE  
CALIFORNIA SPECIAL  
DISTRICTS ASSOCIATION  
(CSDA) LEGISLATIVE DAYS,  
MAY 20-21, 2025, IN  
SACRAMENTO,  
CALIFORNIA.**

Director Contreras is requesting authorization for Secretary Nelson to attend CSDA Legislative Days in Sacramento on May 20-21. Trustee Beverage made a motion to authorize Board Secretary Nelson to attend CSDA Legislative Days in Sacramento, California, on May 20-21, 2025. It was seconded by Trustee Dahl. A roll call vote was taken.

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

**AWARD T-MOBILE  
SERVICES THE CONTRACT  
TO PROVIDE HOT SPOT  
DEVICES AND SERVICES FOR  
THE HOTSPOT LENDING  
PROGRAM.**

Assistant Library Director Baltierra reported she worked with the E-Rate Consultant to go over the E-Rate opportunities for the District. They found the 3-year Hotspot Lending Program would work best for the District. After reviewing the proposals with the District’s IT Consultant, the recommended vendor for this program is T-Mobile, which would only be a 2-year contract. After a discussion regarding the possibility of the E-Rate funding being cut due to the current state of

the federal government, Assistant Library Director Baltierra has been directed to reach out to T-Mobile to see what options we have if the program loses funding. The Board agrees T-Mobile is the vendor to go with but the District needs to have a contingency plan in case funding goes away. The Board expressed this program is important to the community and would like to see it continue even if funding gets cut and the full cost needs to be absorbed by the District and built into the budget. Trustee Beverage made a motion to award T-Mobile Services the contract to provide hotspot devices and services for the hotspot lending program. It was seconded by Trustee Dahl. A roll call vote was taken.

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

**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS CALL FOR NOMINATIONS, SEAT B.**

Director Contreras reported the California Special Districts Association (CSDA) Board of Directors is currently looking for Board Members and general managers for the 2026-2028 term. The Trustees did not show interest in being nominated for any of these positions. No action was taken at this time.

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

President Carline reported out on the Joint Use Meeting with the City. The main topics covered during the meeting included updates on the Outdoor Library, pushing the HVAC screen project to the 25-26 fiscal year, sprinklers, the unhoused community, and parking.

Director Contreras took this time to update the Board on a patron that has been violating certain policies which has led the District to issuing him a 1-day ban and then a 7-day ban. Should he continue to violate District policies, this may lead to the District issuing a permanent ban which would be presented to the Board for approval.

**ISDOC UPDATES FROM SECRETARY NELSON.**

Secretary Nelson reported a lot was going on last year but not much has been going on this year, especially for Special Districts. He reported that people in fire zones can postpone paying their property taxes. For many Special Districts, this is how they get their part of their funding. This won't affect us but if something were to happen in our City, it could happen to us in the future.

Director Contreras reported the Alta Dena Library has been facing several challenges due to the fires while also helping to provide support to their community. The Board advised they would like to see some kind of interagency disaster preparedness plan with the City and the school district. Director Contreras advised she will add this item to the agenda for the next Joint Use Meeting.

**AGENDA DEVELOPMENT**

No agenda items 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 March 24, 2025, at 6:30 p.m.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of February 24, 2025, was adjourned at 8:02 p.m.



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Gayle Carline, President  
Library Board of Trustees



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Scott Nelson, Secretary  
Library Board of Trustees