

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
October 17, 2022

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 17, 2022 at 6:36 p.m.

Members Present: President Jo-Anne Martin, Secretary Gayle Carline, Trustee Stephanie Beverage, Trustee Sherri Dahl, Trustee Scott Nelson (left at 7:15 p.m.).

Members Absent: None.

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

Counsel Present: None.

Guests: Ariana O'Brien, Yorba Linda resident; Laura DeLeon, Library Clerk; Jeremy Yamaguchi, IT Consultant.

ADOPTION OF AGENDA

It was motioned by Secretary Carline and seconded by Trustee Dahl to adopt the agenda as presented (Item 3).

AYES: Martin, Carline, Beverage, Nelson, Dahl

NOES: None

ABSENT: None

ORAL COMMUNICATION

Yorba Linda resident, Ariana O'Brien, commented on the LOTs collection offered at the District. She expressed she was thankful for the different selections available in the collection. She works for the school district and works with special needs children and has been able to build a connection between the special needs children with the general education children via the items she borrows from the LOTs collection. The Board thanked her for her time and comments. They suggested if she has any items she wishes to be added to the collection, to let staff know. She advised the Board she recently suggested new items to Director Contreras. President Martin suggested Ms. O'Brien might be interested in providing input for the outdoor space project (Item 4).

BOARD PRESIDENT REPORT

President Martin reported she attended the Blue Ribbon Committee Meeting, a meeting with the architectural firm, the City Council Meeting, the Joint Use Meeting, the ironworker's tour, the Heritage Festival and Parade, the State of the City, the check presentation by Assemblyman Chen's office and the Financial Partners Credit Union meeting. She also volunteered at Charity's Closet.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline reported she attended the State of the City and the check presentation by Assemblyman Chen's office. She was unable to attend the LAFCO meeting but was able to read over the agenda. The meeting minutes have not been posted at this time. She reported they presented the first MSR. When she is able to get more information, she will forward it to staff so they may get an idea of what the District should expect.

Trustee Dahl attended the Heritage Parade, the State of the City, the check presentation by Assemblyman Chen's office, the Joint Use Meeting, the Personnel

Committee meeting, Secretary Carline’s book launch, the Orange County Council of Governments meeting, the PLFF meeting, and the Placentia Round Table meeting. She also volunteered 14 hours at the Placentia Round Table Soup Workshop.

Trustee Beverage attended the State of the City, Secretary Carline’s book launch, the Citizen’s Academy, and the check presentation by Assemblyman Chen’s office.

Trustee Nelson attended the check presentation by Assemblyman Chen’s office.

LIBRARY DIRECTOR REPORT

Library Director Contreras reported she spoke with the general manager of the Orange County Cemetery District regarding the MSR process. She also attended the ironworker’s tour, a meeting with Public Library Directors, the Boys and Girls Club board meeting, and a luncheon meeting with the general managers for special districts. She also reported she has been attending classes by Parent Institution for Quality Education through her daughter’s school. She recommends having the institution come to the District to provide similar training or a workshop for patrons as a free library program. She also visited the new PYLUSD Superintendent, Dr. Michael Matthews, with Assistant Library Director Baltierra. They spoke about the student access card, providing students with access to library materials, including print and electronic. Parents can opt out if they wish. She was also able to connect with legislative staff from Senator Josh Newman’s office regarding her advocacy work to protect libraries and librarians.

Library Director Contreras took this time to introduce Robert Housley to the Board. The Board had previously authorized staff to enter into an agreement with Mr. Housley for professional finance and accounting services, as well as training. Mr. Housley told the Board he had started his public service with libraries and has worked with both the Buena Park and Altadena public libraries. He is grateful to have the opportunity to help the District’s administration team with projects and anything else they may need. The Board thanked Mr. Housley for taking the time to introduce himself and for the help he has been providing staff with.

FRIENDS FOUNDATION REPORT

Trustee Dahl gave an update on behalf of the Placentia Library Friends Foundation (PLFF) President Marian Kalman. The group is small right now and President Kalman is doing her best while working full time. They just voted in a new member and have two others who are waiting to be voted in. They have a solid bookstore team as well as a bookstore manager, Melissa. They currently do not have the manpower for the labor which fundraisers would require. They are looking into hosting another event much like the author’s luncheon. Their next two-day book sale is in December. They are working on getting their website updated. The Board suggested some fundraising ideas which will not require much labor. Trustee Dahl will relay these suggestions to the PLFF Board.

CONSENT CALENDAR

The Board discussed questions in regards to Agenda Item 23, 24 and 15 with staff. It was then moved by Trustee Beverage and seconded by Trustee Nelson to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

Minutes of Placentia Library District Board of Trustees – Regular Date Meeting of October 17, 2022

MINUTES FOR AUGUST 29, 2022 SPECIAL DATE MEETING AND SEPTEMBER 19, 2022 REGULAR DATE MEETING.	<p>The minutes for the August 29, 2022 Special Date Meeting and the September 19, 2022 Regular Date Meeting were received, reviewed and filed (Item 9).</p> <p>AYES: Martin, Carline, Beverage, Nelson, Dahl NOES: None ABSENT: None</p>
CASH FLOW ANALYSIS AND TREASURER’S REPORTS	<p>Check Registers for September 2022 (Item 10) Fund 707 Balance Report for September 2022 (Item 11) Financial Reports through September 2022 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)</p>
GENERAL CONSENT REPORTS	<p>Balance Sheets for September 2022 (Item 13) Acquisitions Report for September 2022 (Item 14) Service Revenue Report for September 2022 (Item 15) Library Impact Fee Report for September 2022 (Item 16) Personnel Report for September 2022 (Item 17) Circulation Report for September 2022 (Item 18) Review of Shared Maintenance Costs with the City of Placentia (Item 19)</p>
STAFF REPORTS	<p>Administration Report for September 2022 (Item 20) Children’s Services Report September 2022 (Item 21) Adult Services Report for September 2022 (Item 22) Placentia Library Website Technology Report for September 2022 (Item 23)</p>
PUBLIC HEARING: THIRD HEARING ON DISTRICT-BASED ELECTIONS.	<p>Counsel DeBerry reported tonight’s meeting is the third public hearing and the first of which a map can be presented to the Board and sequencing can be discussed. The proposed map mirrors the map chosen by the City of Placentia. President Martin opened the Public Hearing. As no residents requested to make any comments, the hearing was closed. After a brief discussion, Trustee Beverage made a motion to hold the fourth hearing on November 21, 2022. It was seconded by Trustee Dahl. Trustee Dahl then made a motion to direct staff to move forward with the City map and the proposed sequencing presented. It was seconded by Secretary Carline. A roll call vote was taken for both motions:</p> <p>AYES: Martin, Carline, Beverage, Dahl NOES: None ABSENT: Nelson</p>
ADOPTION OF RESOLUTION 2022-07: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION OF THE GRANT FUNDS FROM THE STATE OF CALIFORNIA BUDGET ACT OF 2021 (SB 129).	<p>Director Contreras reported this resolution is part of the award packet which will need to be sent to the California State Library in order to move forward with the Building Forward Matching Grant. The Board had previously authorized staff to accept the grant. Trustee Beverage made a motion to adopt Resolution 2022-07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Authorizing the Grant Application, Acceptance, and Execution of the Grant Funds from the State of California Budget Act of 2021 (SB 129). It was seconded by Trustee Dahl. A roll call vote was taken:</p> <p>AYES: Martin, Carline, Beverage, Dahl NOES: None ABSENT: Nelson</p>

AUTHORIZATION FOR STAFF TO PROCEED WITH BID FROM PHOENIX MOTORCARS TO BUILD A CUSTOMIZED ELECTRIC BOOKMOBILE IN THE AMOUNT NOT TO EXCEED \$250,000.

Director Contreras reported the Request for Bids for an electric bookmobile closed on September 13, 2022 and the District received two offers. She thanked Assistant Library Director Baltierra for working with the two vendors. She also noted the bid does not include a full vehicle wrap. The cost for the wrap will be separate from this agenda item but will still be covered by the grant. The cost will be around \$7,000 to \$10,000. Unless the quote for the vehicle wrap exceeds \$10,000, staff may move forward with purchasing the wrap without presenting it to the Board first. Director Contreras requested the Board to authorize staff to proceed with the bid from Phoenix Motorcars. After a brief discussion and questions from the Board were answered by staff, Trustee Beverage made a motion to authorize staff to proceed with the bid from Phoenix Motorcars to build a customized electric bookmobile in the amount not to exceed \$250,000. It was seconded by Secretary Carline. A roll call vote was taken:

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

AUTHORIZATION FOR EARLY CLOSURE DECEMBER 1, 2022 DUE TO THE TREE LIGHTING EVENT.

Director Contreras reminded the Board of the City’s upcoming Holiday Tree Lighting Ceremony on December 1, 2022, which will take place in the Civic Center plaza. President Martin advised the City early closure of the District will be considered to open up parking spaces for attendees for their event. Director Contreras reported the District is not expecting much traffic on the day of the Lighting Ceremony and can accommodate an early closure for this event. After a discussion, Trustee Beverage made a motion to authorize the District to close at 5pm on December 1, 2022 due to the Holiday Tree Lighting Ceremony. It was seconded by Trustee Dahl. A roll call vote was taken:

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

AUTHORIZATION OF AMENDED SALARY SCHEDULE, 2022-2023, AS PRESENTED.

Director Contreras reported the amended salary schedule is being presented to the Board once again due to a few discrepancies which were discovered by Business Manager Maldonado and Mr. Housley. The amended salary schedule reflects the upcoming minimum wage increase and the correct salary information of all staff. After a discussion, Trustee Beverage made a motion to authorize the amended Salary Schedule 2022-2023 as presented. It was seconded by Trustee Dahl. A roll call vote was taken:

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

AUTHORIZATION TO FORM A COMMITTEE FOR THE OUTDOOR LEARNING EXPERIENCE (OLE) SPACE.

Director Contreras reported a \$400,000 check was received from Assemblyman Phillip Chen’s office. \$100,000 of this will go towards a charging station for the bookmobile. The rest will be used for an Outdoor Learning Experience (OLE) space at the District. Director Contreras is requesting the Board to authorize the establishment of an OLE Advisory Committee to make recommendations to the Board on different development options. Trustee Dahl stated she would like to be a part of the committee. Director Contreras suggested Arianna O’Brien would be a good fit for this committee. President Martin recommended reaching out to Theresa Kintz to be another member of the OLE committee. Trustee Beverage made a motion for authorization to form an Advisory Committee for the Outdoor

Learning Experience (OLE) space with the members which have been identified. It was seconded by Secretary Carline. A roll call vote was taken:

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

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

President Martin and Trustee Dahl reported out on the September 15, 2022 Joint-Use Committee meeting, which included a discussion regarding the Guardian Health Covid-19 testing unit, parking issues, and the Christmas Tree Lighting Ceremony. The next Joint-Use Committee meeting is scheduled for Thursday, November 3, 2022.

**SENIOR/COMMUNITY
CENTER BLUE RIBBON
COMMITTEE REPORT FROM
PRESIDENT MARTIN.**

President Martin reported the committee was asked to attend the City Council meeting where the initial \$600,000 payment for 35% of the architectural design was going to be presented. There were concerns with funding for the rest of the project. There is no overall funding strategy to fund the remaining amount of the community center. The committee had a meeting with the architectural firm, G4, the day after the City Council meeting and went over the different phases of the project. President Martin also reported the City had experienced some pushback from Orange County over the MOU for the land where the community center will be built. Orange County wanted to fence off the area around the community center for security. However, the Committee stated they wanted the space to be open and Orange County conceded. The project is steadily moving forward after no progress over the last few months.

**LEGISLATIVE UPDATES
FROM SECRETARY CARLINE
AND REPORT ON AB 1711
AND AB 2449 FROM
DISTRICT COUNSEL.**

Secretary Carline reported the 2022 legislative session has ended as of September 30, 2022 and AB 2449 was signed by the Governor and SB 1449 was vetoed by the Governor. Counsel DeBerry took over to further explain AB 2449. Counsel DeBerry explained this was a third teleconferencing option and he believes it will not get used often. The Board had already voted to require Trustees to attend meetings in-person in order to contribute as a regular voting member. Counsel DeBerry also briefly went over SB 1439, which is a campaign contribution limit which only applies if you're a member of another board.

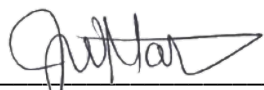
AGENDA DEVELOPMENT

Secretary Carline and Trustee Dahl requested to hold a closed session before the next Board Meeting.

The next Board Meeting will be on November 21, 2022 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of October 17, 2022 was adjourned at 08:19 p.m.



Jo-Anne Martin, President
Library Board of Trustees



Gayle Carline, Secretary
Library Board of Trustees