

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
OCTOBER 27, 2025

- CALL TO ORDER** President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 27, 2025, at 6:33 p.m.
- Members Present:** President Gayle Carline, Secretary Scott Nelson, Trustee Stephanie Beverage, Trustee Sherri Dahl.
- Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Carlo Maskarino, Business Manager; Lina Nguyen, Executive Assistant.
- Guests:** Brittany Tran, Optimize Investment Partners Representative; Dennis Yu, Executive Vice President at Public Agency Retirement Services; Jeremy Yamaguchi, IT Consultant.
- ADOPTION OF AGENDA** It was motioned by Trustee Beverage to adopt agenda as presented. It was seconded by Trustee Dahl (Item 3). All in favor:
- | | |
|---------|---------------------------------|
| AYES: | Carline, Nelson, Beverage, Dahl |
| NOES: | None |
| ABSENT: | None |
- ORAL COMMUNICATION** Brittany Tran from Optimize Investment Partners presented a proposal to optimize the library district's portfolio management for potential additional interest income (Item 4).
- BOARD PRESIDENT REPORT** President Carline reported she met with Director Contreras for their monthly meetings. She also attended the City of Placentia's State of the City, the Placentia Library Friends Foundation (PLFF) Fiesta, the Outdoor Learning Experience (OLE) Grand Opening, and the Placentia Heritage Parade.
- TRUSTEE & ORGANIZATIONAL REPORTS**
- Secretary Nelson reported he drove the bookmobile in the Placentia Heritage Parade. He also attended the OLE Grand Opening and the funeral for the daughter of Placentia's former City Administrator, Damien Arrula.
- Trustee Beverage reported she attended the California Library Association's Gala, where the Placentia Library District team won a PRExcellence Award. She also attended the OLE Grand Opening and signed up for a Niche Academy webinar on databased storytelling.
- Trustee Dahl reported she attended the Placentia Heritage Parade, the Joint Use Meeting, the PLFF Board Meeting, the PLFF Fiesta, and the OLE Grand Opening. She also attended the Placentia Round Table's monthly meeting, their Board of Directors meeting, a scholarship meeting, and the final workshop to decorate their soup packages.
- LIBRARY DIRECTOR REPORT** Director Contreras reported she met with President Carline for their monthly meeting. They spoke about the new incoming board member. He will be sworn in at the December meeting. She also met with the PLFF Board President, Gaeten Wood,

and the candidates that were not chosen to fill the Library Board vacant position, Jeff Chang and Wali Hanifzai. Both of whom have now joined the PLFF Board.

Director Contreras attended the City of Placentia’s State of the City, the Placentia Heritage Parade, the PLFF Fiesta, the Public Library Directors Forum Retreat, the funeral for the daughter of Placentia’s former City Administrator, and the memorial service of a PLFF volunteer’s mother. She also met with previous Library Board President, Jo-Anne Martin.

She attended the OLE Grand Opening and took this time to thank all the staff who helped decorate the area for the ceremony.

FRIENDS FOUNDATION REPORT

Trustee Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. As Director Contreras had mentioned, the PLFF has two new Board members. She reported the bookstore had made \$2,300.96 in September. She also reported Assistant Library Director Baltierra gave a report on how PLFF funds are used by the library. They have not secured an author for the Authors Luncheon yet but one of their new members, Mr. Chang, is working on getting one.

CONSENT CALENDAR

After a note from Trustee Beverage to correct her trustee report in the minutes for the Regular Date Meeting on September 22nd, 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 SPECIAL MEETING ON SEPTEMBER 9, 2025, REGULAR DATE MEETING ON SEPTEMBER 22, 2025, AND SPECIAL MEETING ON SEPTEMBER 24, 2025.

The minutes for the Special Meeting on September 9, 2025, Regular Date Meeting September 22, 2025, and the Special Meeting on September 24, 2025, 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 September 2025 (Item 10)
Fund 707 Balance Report for September 2025 (Item 11)
Financial Reports through September 2025 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 September 2025 (Item 13)
Acquisitions Report for September 2025 (Item 14)
Entrepreneurial Activities Report for September 2025 (Item 15)
Library Impact Fee Report for September 2025 (Item 16)

GENERAL CONSENT REPORTS

Personnel Report for September 2025 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for September 2025 (Item 19)
Circulation Report for September 2025 (Item 20)

Minutes of Placentia Library District Board of Trustees – Regular Date Meeting of October 27, 2025

STAFF REPORTS

Children’s Services Report September 2025 (Item 21)
Adult Services Report for September 2025 (Item 22)
Placentia Library Website Technology Report for September 2025 (Item 23)
Customer Service Report (Items 24)

**PUBLIC AGENCY
RETIREMENT SERVICES
(PARS) PRESENTATION.**

Director Contreras reported Executive Vice President Dennis Yu from the Public Agency Retirement Services (PARS) was here for the annual PARS presentation. The presentation can be found in this meeting’s Board Report. The Board thanked Mr. Yu for his presentation. No action was taken at this time.

**E-RATE AND THE FEDERAL
COMMUNICATIONS
COMMISSION RULING
UPDATES.**

Assistant Library Director Baltierra and IT Consultant Jeremy Yamaguchi discussed IT infrastructure needs and the loss of E-rate funding for hotspots. They reported they will compile a list of priorities for fiscal year 2025-2026 and present it to the Board for consideration at a later date. No action was taken at this time.

**REQUEST TO RESCHEDULE
DECEMBER MEETING DATE.**

Director Contreras reported staff are requesting to reschedule the December board meeting as there is a schedule conflict, due to the holidays. The Board agreed to change it to Tuesday, December 16th.

**JOINT-USE COMMITTEE
UPDATES FROM TRUSTEE
DAHL.**

Director Contreras reported the Joint-Use Meeting was cancelled and there was nothing to report on.

**LEGISLATIVE UPDATES
FROM SECRETARY NELSON.**

Secretary Nelson provided a legislative update, noting that most bills are awaiting the governor's review.

**LAFCO UPDATES FROM
TRUSTEE BEVERAGE.**

Trustee Beverage reported on the upcoming Municipal Service Review (MSR) conducted by LAFCO, which will assess the library district's efficiency and service delivery. Director Contreras confirmed she was contacted by LAFCO and was told a consultant would be confirmed later in the month.

**ROUNDTABLE WOMEN’S
CLUB UPDATES FROM
TRUSTEE DAHL.**

Trustee Dahl reported the Festival of Trees is coming up and soup sales will begin at the craft fair in Yorba Linda on November 1-2. The club has decided to go ahead and purchase a defibrillator after their research. They are working to get more donations toward the Blessing Boxes they are maintaining, as the boxes are being emptied as soon as they are stocked. Blessing Boxes are honor system food pantries where people who are in need can take food. The club will be putting flags out at the cemeteries for Veterans Day. They are also participating in a project called the Orange Field of Valor. Where 1,200 full sized, sponsored, flags will be displayed to honor a family member or friend. They are also participating in the Patriots and Paws food bag drive this year.

AGENDA DEVELOPMENT

President Carline took this time to put on the record that there was a Closed Session ahead of the Regular Date Meeting and there was nothing to report out.

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 November 24, 2025, at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of October 27, 2025, was adjourned at 7:36 p.m.



Gayle Carline, President
Library Board of Trustees



Scott Nelson, Secretary
Library Board of Trustees