

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
November 21, 2022

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 21, 2022 at 6:32 p.m.

Members Present: President Jo-Anne Martin, Secretary Gayle Carline, Trustee Stephanie Beverage, Trustee Sherri Dahl, Trustee Scott Nelson.

Members Absent: None.

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

Counsel Present: David DeBerry, Woodruff, Spradlin & Smart (via Zoom).

Guests: Laura DeLeon, Library Clerk; Jeremy Yamaguchi, IT Consultant; Dominic Samaniego, CSUF journalism student.

ADOPTION OF AGENDA

On behalf of legal counsel, President Martin requested to amend the agenda by moving Agenda Item 25 up before Oral Communication. It was motioned by Secretary Carline and seconded by Trustee Dahl to adopt the agenda as amended (Item 3).

AYES: Martin, Carline, Beverage, Nelson, Dahl

NOES: None

ABSENT: None

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin reported she attended the Veteran's Day Ceremony hosted by the City, the City Council Meeting where the impact fee was presented, an interview with CSUF journalism student Dominic Samaniego, Staff Appreciation Night, the Financial Partners Credit Union board meeting and open house, and a financial meeting for the 2023 budget. She also volunteered at Charity's Closet.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Before the Trustees reported out on their activities for the past month, Director Contreras had two new staff members introduce themselves to the Board: Joyce Leton, on-call clerk, and Elizabeth Tapia, Library Assistant for Children's Services.

Secretary Carline attended the Veteran's Day Ceremony, the Prayer Breakfast sponsored by the Rotary Club of Placentia and the Placentia Round Table Women's Club, Staff Appreciation Night, and the ISDOC quarterly luncheon via Zoom. She was unable to attend the LAFCO meeting but was able to preview the agenda and saw nothing of interest to the District.

Trustee Dahl attended the Rotary Club meeting with Todd Spitzer as the speaker, a zoom meeting called "What Does the Orange County Board of Supervisors Do?", the Monster Mash, the Orange County Council of Governments October and November meeting, the PLFF meeting, the Prayer Breakfast, and Staff Appreciation Night. She did personnel committee work with Secretary Carline. For the Placentia Round Table Women's Club, she went to their monthly meeting, worked with

Assistant Library Director Baltierra on the scholarship committee, sold soup at the Yorba Linda craft fair and volunteered 10 hours at their Soup Workshop.

Trustee Beverage graduated from the Citizen’s Academy. She also attended Staff Appreciation Night and the Veteran’s Day Ceremony.

Trustee Nelson attended Staff Appreciation Night.

LIBRARY DIRECTOR REPORT

Before Director Contreras reported out on her month, President Martin awarded Simon Park, on-call for support services, with a 1-year service pin and Yesenia Baltierra, Assistant Library Director, with a 20-year service pin.

Library Director Contreras started with thanking the Staff Appreciation Night Committee for their work: Laura DeLeon, Megan Tolman, Angie Fuentes, and Lina Nguyen. In October, she attended her last CLA meeting as a CLA board member. She also attended the Library Director’s Forum, the Boys and Girls Club diversity conference, Monster Mash and the Special Districts quarterly luncheon. She also conducted Supervising Librarian interviews.

Director Contreras gave an update on donations and grants which were received by the District. The District received a \$6,000 donation from Judy Anderson which has been specifically earmarked for certain programs. The PLFF received a grant through Edison \$2,500 which will be used towards STEM programs.

FRIENDS FOUNDATION REPORT

Trustee Dahl gave an update on behalf of the new Placentia Library Friends Foundation (PLFF) President, Rueben Skipper. They are currently still working on their membership drive and will be sending out another letter. They have found an author for the 2023 Author’s Luncheon: Shawn Nocher. She is a local author. Marian Kalman has stepped back into her Vice President role with the new President in place. The book store is doing well. Though they are looking for a new place to discard books as opposed to throwing them away in the trash. They will have a Spring-cleaning yard sale in April and are still working on a date. No fundraisers are planned for the rest of the year. They’re having their two-day book sale on December 10th and 11th. They’ve also scheduled their 2023 book sale dates: March, June, September, and December. They recently voted in new members who will be taking on certain duties.

During the last Director’s Forum, Jeanette learned another library set up automatic renewals for memberships. This is something the PLFF may want to consider for the future.

CONSENT CALENDAR

The Board discussed questions in regards to Agenda Item 23 with staff. It was then moved by Secretary Carline and seconded by Trustee Beverage 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 FOR OCTOBER 17, 2022 REGULAR DATE MEETING.

The minutes for the October 17, 2022 Regular Date Meeting were received, reviewed and filed (Item 9).

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

ABSENT: None

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

Check Registers for October 2022 (Item 10)
Fund 707 Balance Report for October 2022 (Item 11)
Financial Reports through October 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)

**GENERAL CONSENT
REPORTS**

Balance Sheets for October 2022 (Item 13)
Acquisitions Report for October 2022 (Item 14)
Service Revenue Report for October 2022 (Item 15)
Library Impact Fee Report for October 2022 (Item 16)
Personnel Report for October 2022 (Item 17)
Circulation Report for October 2022 (Item 18)
Review of Shared Maintenance Costs with the City of Placentia (Item 19)

STAFF REPORTS

Administration Report for October 2022 (Item 20)
Children’s Services Report October 2022 (Item 21)
Adult Services Report for October 2022 (Item 22)
Placentia Library Website Technology Report for October 2022 (Item 23)

**PUBLIC HEARING: THIRD
HEARING ON DISTRICT-
BASED ELECTIONS.**

Counsel DeBerry gave a brief overview of the process of transitioning to district-based elections and stated the Board needs to consider adoption of Ordinance 2022-01, An Ordinance of the Board of Trustees of the Placentia Library District Establishing by-District Elections of Five Trustees. An ordinance requires two readings. The first will be at tonight’s meeting and the second reading, in which the ordinance will be adopted, will be read during the December Board Meeting. Director Contreras reported the District did not receive any public comments via electronic mail or in writing. President Martin opened the Public Hearing on the proposed map and the sequencing of Trustees via Districts. As there were no residents who requested to make any comments, the hearing was closed. Trustee Dahl made a motion to introduce Ordinance 2022-01, An Ordinance of the Board of Trustees of the Placentia Library District Establishing By-District Elections of Five Trustees. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**CLOSED SESSION REPORT
OUT BY PRESIDENT
MARTIN.**

President Martin reported the Trustees met at 6:00 p.m. this night to discuss recommendations from the personnel committee, which consisted of Secretary Carline and Trustee Dahl, regarding Director Contreras’ annual compensation. The committee recommendations are as follows:

- 7% COLA
- Vacation - additional 40 hours
- Automobile allowance increase to \$500/month

Secretary Carline made a motion to approve compensation as submitted. It was seconded by Trustee Dahl. A roll call vote was taken:

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

**INTERNET LIBRARIAN
CONFERENCE REPORT
FROM IT CONSULTANT.**

Director Contreras first thanked the Board for authorizing staff to send the Children’s Supervising Librarian and the District’s IT Consultant to the Internet Librarian Conference. The District’s IT Consultant, Jeremy Yamaguchi, reported out on his experience, what he learned and his main takeaways from the conference.

President Martin thanked Mr. Yamaguchi for his report and requested staff to work with Mr. Yamaguchi in order to acquire funding, through various grants, in order to stay on par with other library systems. Director Contreras reported staff have been keeping an eye on the California State Library grants and will work with Mr. Yamaguchi to see which items can be covered by any potential new grants.

Mr. Yamaguchi also reported the website RFP closed and the District received multiple responses.

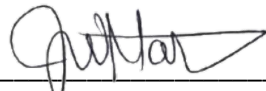
AGENDA DEVELOPMENT

Director Contreras reported the website RFP will be presented at the December Board Meeting.

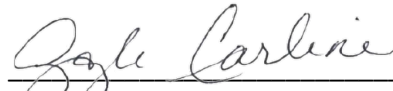
ADJOURNMENT

The next Board Meeting will be on December 19, 2022 at 6:30 p.m.

The Board of Trustees Regular Date Meeting of November 21, 2022 was adjourned at 07:17 p.m.



Jo-Anne Martin, President
Library Board of Trustees



Gayle Carline, Secretary
Library Board of Trustees