

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
JUNE 15, 2020

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 15th, 2020 at 6:29 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; Alyssa Stolze, Administrative Assistant.

Guests: Dennis Yu, Executive Vice President, Public Agency Retirement Services; Greg Mills, Serrano Water District.

ADOPTION OF AGENDA

It was motioned by Trustee DeVecchio and seconded by Secretary Shkoler 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 teleconference Joint Use Committee Meeting.

**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 virtual Financial Partner's Credit Union Board Meeting, weekly Literacy Open House programs, and has continued being a Literacy Tutor virtually as well. Trustee Martin also attended the teleconference Joint-Use Committee Meeting.

Trustee Minter had nothing to report at this time.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended numerous meetings, including but not exclusive to the following: White House COVID-19, PLA, CLA, and State Library briefings, Special District Director's Meetings, and Staff Meetings. Library Director Contreras reported out on what other libraries are doing regarding their re-opening plans. Moreover, Library Director Contreras provided the Board of Trustees updates on the curbside pickup, home deliveries, and Summer Reading Program.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl presented the following updates: the PLFF Board has secured a new treasurer, a sorting plan has been set in place, donations will not be accepted until further notice, there are ads posted for a volunteer to take over for Barbara Hemmerling, who has retired after many years of volunteer service, and will be using the Honor Box throughout Phase 2 of the Covid-19 Reopening Plan, not reinstating volunteers until Phase 3. The bookstore vending machines will remain operational and be restocked throughout Phase 2. Moreover, PLFF will be selling face masks for \$1 each in addition to starting their membership drive this month.

CONSENT CALENDAR

Trustee Minter requested Item 17 reflect virtual circulation in addition to Item 22. It was then moved by Trustee Martin and seconded by Trustee DeVecchio 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 MAY
18, 2020 REGULAR DATE
MEETING AND MAY 21,
2020 CONTINUATION
MEETING.**

Minutes of the Library Board of Trustees May 18th, 2020 Regular Date Meeting and May 21st, 2020 Continuation 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 May 2020 (Item 10)
Fund 707 Balance Report for May 2020 (Item 11)

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

**GENERAL CONSENT
REPORTS**

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

STAFF REPORTS

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

A PRESENTATION BY MR. DENNIS YU, PARS EXECUTIVE VICE PRESIDENT, ON THE PLACENTIA LIBRARY DISTRICT'S DEFINED CONTRIBUTION PLAN AND THE CARES ACT.

Director Contreras introduced Dennis Yu, Executive Vice President at Public Agency Retirement Services (PARs). Executive Vice President Yu presented on the Placentia Library District's Defined Contribution Plan and the CARES Act. This plan will allow staff to access their retirement while still employed at the District in addition to being able to withdraw up to \$100,000 and not be subject to penalty. If withdrawn, the employee would have the ability to pay back the distribution for up to three years post-withdrawal. The Board asked Executive Vice President Yu additional questions and noted that if approved, PARs will provide District employees FAQs and clarified that PARs will not be giving financial advice to personnel. It was then motioned by Trustee DeVecchio to authorize the Library Director to amend the Placentia Library District's Defined Contribution Plan to reflect the CARES Act. It was seconded by Trustee Martin. A roll call vote was taken:

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

CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) 2021-2023 BOARD ELECTIONS, SOUTHERN NETWORK, SEAT C.

Library Director Contreras presented California Special District Association (CSDA) 2021-2023 Board Elections, Southern Network, Seat C candidates. At this time, candidate Greg Mills from Serrano Water District presented his qualifications, background, and plans should he be elected to Seat C. After Mr. Mills exited, the Board of Trustees discussed all four candidates. After much deliberation, it was motioned by Trustee Martin and seconded by Trustee Minter to authorize the Library Director to submit the electronic vote for the California Special District Association 2021-2023 Board of Directors in Southern California, Seat C in accordance to the Library Board of Trustees' votes for candidate Greg Mills. A roll call vote was taken:

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

PRESIDENT CARLINE'S REPORT ON THE JOINT-USE COMMITTEE MEETING.

President Carline provided the report from the June 4th, 2020 Joint-Use Committee Meeting. The meeting was regarding protests and the Library's role, steps and actions, and how the police department has been receiving information about upcoming protests. Protests have been peaceful thus far and are mainly on the corner of Chapman Avenue and Kraemer Avenue rather than the plaza itself. Moreover, the City and District will both be postponing pending Capital Improvement Projects. Additionally, the City stated their independent consultant expects a 3.6% increase in property tax despite Covid-19. At the request of the Board, Joint-Use Committee Minutes will be included in the consent calendar at future meetings.

REVIEW OF ACTION ITEMS

The next Regular Date Board Meeting will be on July 20th, 2020 at 6:30 p.m. It was requested by the Board to contact the City of Placentia to request if the City Council Chambers can be utilized for the next meeting.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of June 15th, 2020 was adjourned at 7:28 p.m.



Gayle Carline, President
Library Board of Trustees



Al Shkoler, Secretary
Library Board of Trustees