

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
August 15, 2022

**CALL TO ORDER**

Secretary Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on August 15, 2022 at 6:30 p.m.

**Members Present:** Secretary Gayle Carline, Trustee Stephanie Beverage, Trustee Sherri Dahl, Trustee Scott Nelson.

**Members Absent (excused):** President Jo-Anne Martin.

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

**Counsel Present:** David DeBerry, Woodruff, Spradlin & Smart.

**Guests:** Venessa Faber, Children's Supervising Librarian; Laura DeLeon, Library Clerk; Theresa Kintz, Placentia resident; Jeremy Yamaguchi, IT Consultant; Katie Matas, Acquisitions Librarian; Jullie Bence, Library Assistant; 1-714-398-6028.

**ADOPTION OF AGENDA**

It was motioned by Trustee Nelson and seconded by Trustee Beverage to adopt the agenda as presented (Item 3).

AYES: Carline, Beverage, Nelson, Dahl

NOES: None

ABSENT: Martin

**ORAL COMMUNICATION**

Katie Matas, the Acquisitions Librarian at the Placentia Library District, thanked the Board of Trustees for approving the wellness stipend during the June Board of Trustees meeting. She used it towards a monthly subscription for six months and explained how beneficial massages are. (Item 4).

**BOARD PRESIDENT REPORT**

President Martin was absent.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Carline attended President Martin's Recognition by Assemblyman Chen's Office. She did not attend LAFCO for July or August meeting because they were not posted online. She was able to read their meeting minutes. They have completed two MSRs so far and they have an MSR dashboard which we can review to see the latest information they have for the District. A full report of the completed MSRs are available. We can review them to see what we can expect when we have to go through the process. She also attended the ISDOC quarterly meeting.

In June, Trustee Dahl attended President Martin's Recognition by Assemblyman Chen's Office, the PLFF Meeting, the Orange County Council of Governments meeting, the American Library Association Conference and the Placentia Round Table Women's Club. For July, the PLFF, the Orange County Council of Governments and the Placentia Round Table Women's Club were on break. She volunteered at Taste of Placentia and the Placentia Round Table Women's Club started their soup workshop in August.

Trustee Beverage attended the Taste of Placentia. She also played pickle ball at the Placentia Pickle Ball Court.

Trustee Nelson attended the Joint Use Meeting in June.

**LIBRARY DIRECTOR  
REPORT**

Director Contreras reported she has been continuing to meet with the CLA board regarding the upcoming conference as well as the financial status of the CLA. With elections coming up, she has made several office calls to the Orange County Registrar of Voters office to ensure the District's election terms and information to appear on the ballot are accurate. She has also been working with the Christian Science Monitor magazine on their article about the LOTs collection. She additionally attended the Joint Use Meeting.

**FRIENDS FOUNDATION  
REPORT**

Trustee Dahl gave an update on behalf of the Placentia Library Friends Foundation (PLFF) vice President Marian Kalman. They will be holding a luncheon for their volunteers on Friday, August 19<sup>th</sup>. The bookstore is doing well. They are still working on potential holiday fundraisers. The letters for the membership drive usually start to be sent out on July 1<sup>st</sup> but this year it will start on September 1<sup>st</sup>. Alta Vista has been booked for the 2023 Author's Luncheon on March 4<sup>th</sup>. They are still working on who will be the author. There are new members who have expressed interest in taking over the President position. They have to wait 3 months before they can be voted in as full members in order to run for President. The next quarterly book sale is on September 10<sup>th</sup> and 11<sup>th</sup> and then on December 10<sup>th</sup> and 11<sup>th</sup>. There is also a full-time bookstore manager now and she has a good team helping her out.

**CONSENT CALENDAR**

Trustee Dahl requested to correct the minutes regarding her Trustee report. It was moved by Trustee Nelson and seconded by Trustee Beverage to approve Agenda Items 9-23 as presented with the correction to the minutes. A roll call vote was taken:

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

**MINUTES FOR JUNE 22,  
2022 UNUSUAL DATE  
MEETING.**

The minutes for the June 22, 2022 Unusual Date Meeting were received, reviewed and filed (Item 9).

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

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

Check Registers for June and July 2022 (Item 10)  
Fund 707 Balance Report for June and July 2022 (Item 11)  
Financial Reports through June and July 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 June and July 2022 (Item 13)  
Acquisitions Report for June and July 2022 (Item 14)  
Service Revenue Report for June and July 2022 (Item 15)  
Library Impact Fee Report for June and July 2022 (Item 16)  
Personnel Report for June and July 2022 (Item 17)  
Circulation Report for June and July 2022 (Item 18)  
Review of Shared Maintenance Costs with the City of Placentia (Item 19)

**STAFF REPORTS**

Administration Report for June and July 2022 (Item 20)

Children’s Services Report June and July 2022 (Item 21)  
Adult Services Report for June and July 2022 (Item 22)  
Placentia Library Website Technology Report for June and July 2022 (Item 23)

**INTRODUCTION OF NEW EMPLOYEES.**

One of the District’s newest employees, Jullie Bence, On Call Library Assistant, introduced herself to the board and shared her background with the Trustees.

**PUBLIC HEARING: UPDATED LIBRARY IMPACT FEES & CONSIDERATION OF RESOLUTION 2022-05: APPROVING THE PLACENTIA LIBRARY DISTRICT LIBRARY IMPACT FEE NEXUS STUDY UPDATE AND REQUESTING THE PLACENTIA CITY COUNCIL IMPLEMENT THE UPDATED LIBRARY IMPACT FEE PROGRAM ON BEHALF OF THE DISTRICT.**

Director Contreras requested to review agenda item 27 before agenda item 26. With no refusals, Director Contreras introduced Blair Aas from SCI Consulting Group. Mr. Aas gave a report on the Library Impact Fee Nexus Study Update and answered questions from Director Contreras and the Board. Secretary Carline opened the Public Hearing. As no residents requested to make any comments, the hearing was closed. After discussion, Trustee Dahl made a motion to consider Resolution No. 2022-05 Approving the Placentia Library District Library Impact Fee Nexus Study Update and Requesting the Placentia City Council Implement the Updated Library Impact Fee Program on Behalf of the District. It was seconded by Trustee Beverage. A roll call vote was taken:

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

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

Director Contreras introduced this item to the Board and Counsel DeBerry explained the process to the Board. Tonight’s meeting is the first of two public hearings where the public can provide information which they want to be considered in the drawings of the map. Secretary Carline opened the Public Hearing. As no residents requested to make any comments, the hearing was closed. The Board had a brief discussion. The next Public Hearing will be during the next Board of Trustees Meeting on September 19<sup>th</sup>. No action was taken at this time.

**APPROVE AMENDMENTS TO POLICY 2265 – INFORMATION TECHNOLOGY EQUIPMENT USE.**

Director Contreras reported Policy 2265 – Information Technology Equipment Use was developed in 2013 and had not been updated since. The District’s IT Consultant brought up issues with the policy to Director Contreras and suggested changes. Director Contreras requested the Board to authorize changes as presented. After a discussion, Trustee Dahl made a motion to approve amendments to Policy 2265 – Information Technology Equipment Use, as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**CONFERENCE AUTHORIZATION: INTERNET LIBRARIAN, OCTOBER 18-20, IN MONTEREY, CALIFORNIA.**

Director Contreras introduced this item to the Board and explained with the ongoing technological advances and the bookmobile the District will soon obtain, it would be beneficial for the District’s IT Consultant and the Children’s Supervising Librarian to attend the Internet Librarian Conference in Monterey, California. The District will cover all costs for the Supervising Librarian and IT Consultant. Trustee Beverage made a motion to authorize the Supervising Librarian and IT Consultant to attend the Internet Librarian 2022 Conference, October 18-20, 2022 in Monterey, California. It was seconded by Trustee Nelson. A roll call vote was taken:

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

**CONFERENCE  
AUTHORIZATION:  
ASSOCIATION OF  
BOOKMOBILE AND  
OUTREACH SERVICES,  
OCTOBER 4-6, 2022 IN  
SCOTTSDALE, ARIZONA.**

Director Contreras reported the California State Grant which was awarded to the District included the partial cost of a membership to the Association of Bookmobile & Outreach Services (ABOS) as well as the attendance for up to three staff members. Director Contreras is requesting to send the Children’s Supervising Librarian, the new Bookmobile Librarian and the Bookmobile Library Assistant to the ABOS conference. Trustee Nelson made a motion to authorize up to three staff to attend the ABOS Conference, October 4-6, 2022 in Scottsdale, Arizona. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**DISCUSS AND APPROVE THE  
REQUEST FOR BIDS FOR AN  
ELECTRIC BOOKMOBILE.**

Assistant Library Director Baltierra introduced the request for bids for the electric bookmobile. She explained the District was awarded a total of \$250,000 through the Stronger Together: Out of School Time Grant and of the total grant awarded, \$233,333 is designated for the purchase of a fully equipped electric bookmobile. After a discussion on the specificity of the request for bid, Trustee Beverage made a motion to approve the request for bids as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Trustee Dahl. A roll call vote was taken:

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

**DISCUSS AND APPROVE THE  
BOOKMOBILE  
MEMORANDUM OF  
UNDERSTANDING  
BETWEEN THE PLACENTIA  
LIBRARY DISTRICT AND THE  
CITY OF PLACENTIA.**

Director Contreras introduced this item to the Board and explained the City agreed to help with some of the maintenance of the bookmobile as well as installing bookmobile street signs. Trustee Nelson made a motion to approve the MOU between the Placentia Library District and the City of Placentia, inclusive of input received from the Library Board of Trustees. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**DISCUSS AND APPROVE THE  
REQUEST FOR PROPOSALS  
FOR A NEW WEBSITE.**

IT Consultant, Jeremy Yamaguchi, reported there were a number of issues with the District’s current website: security, access, outdated software, no mobile optimization and not ADA compliant. After a discussion, Trustee Beverage made a motion to approve the Request for Proposals for a new website, as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Trustee Nelson. A roll call vote was taken:

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

**CALL FOR CANDIDATES FOR  
ISDOC EXECUTIVE  
COMMITTEE POSITIONS:  
PRESIDENT, FIRST VICE**

Director Contreras reported ISDOC is calling for nominations for their executive board and asked if any of the District’s board members would be interested in running for any of the open positions. Due to other commitments, none of the board members are available at this time. No action was taken.

**PRESIDENT, SECOND VICE  
PRESIDENT, THIRD VICE  
PRESIDENT, SECRETARY  
AND TREASURER.**

**DISCUSS PERSONNEL  
PRIORITIES FOR 2022-2023  
FISCAL YEAR.**

During the June 2022 Board Meeting, President Martin requested an update on personnel priorities in order to ensure the District is on track to sustain the approved amendments to the 2022-203 Fiscal Year Budget. Director Contreras reported she met with supervisors to identify their needs and derived at the hiring timeline provided in the board packet. One change in the timeline is Stage III – October 2022. The classification of the Emerging Technology Assistant will change to Librarian I in September 2022 instead of October 2022. The Board expressed they were glad to hear the update. No action was taken.

**AUTHORIZE CORRECTIONS  
TO REVENUE BUDGET FOR  
2022-2023 FISCAL YEAR.**

Director Contreras reported the revenue projection was miscalculated on the 2022-2023 Fiscal Year Budget amendments and presented an amended revenue forecast. Trustee Nelson made a motion to approve the corrected Revenue Projection for 2022-2023 as presented. It was seconded by Trustee Dahl. A roll call vote was taken:

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

**DISCUSS FUEL COSTS AND  
PROGRAM OPTIONS.**

At the last meeting, the Board requested options for a more equitable gas stipend that was introduced at the June Board Meeting. Director Contreras presented several different options to the Board: gas card, gas stipend, and a flexible schedule (where staff can work a flexible work schedule that will cut back on the need to drive to and from work). After a discussion on how gas prices may not be the biggest issue for all staff, the Board decided a one-time “inflationary” stipend would be more beneficial and equitable. Trustee Dahl made a motion to revise the Fuel Costs and Program Options to an inflationary stipend of the amount of \$675 to start in January 2023. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**CAFÉ SPACE UPDATES  
FROM LIBRARY DIRECTOR.**

Director Contreras presented different options for the Board to consider for the use of the Café space. After a discussion about the different options as well as some new options provided by the Board, Trustee Nelson made a motion to table the discussion until Director Contreras can come back with more viable options after discussing with staff. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**AMERICAN LIBRARY  
ASSOCIATION COFERENCE  
REPORTS FROM TRUSTEE  
DAHL AND ASSISTANT  
LIBRARY DIRECTOR.**

Trustee Dahl and Assistant Library Director Baltierra reported on their experiences and takeaways from the American Library Association’s annual conference.

Trustee Dahl reported one of the overriding themes at the conference was banning and censorship. She reported book banning has become politically

charged. There are now state representatives who are coming out with lists and demanding the books be banned. She also attended a workshop sponsored by United for Libraries about how Trustees can help support the health and wellbeing of library staff.

Assistant Library Director Baltierra thanked the Board for sending her to the ALA conference. It was a great opportunity for her to network with librarians from other libraries and to hear the challenges they face and how we're not alone in the challenges we face. She was able to talk about the opportunities we've been given to better serve our community. She highlighted a few workshops she attended about Bookmobile outreach, how Amazon is affecting libraries, and using Tik Tok as a collection development tool.

**LEGISLATIVE UPDATES  
FROM SECRETARY CARLINE.**

Director Contreras reported the two bills which are of particular interests to the District are AB 1944 and AB 2449. However, AB 1944 is considered dead for this year. Secretary Carline introduced bill AB 2449 and Counsel DeBerry gave updates. Counsel DeBerry reported AB 2449 allows for more flexible teleconferencing requirements for public agencies. The Board reiterated their desire to continue having all members physically present at the Board meetings. No action was taken.

**AGENDA DEVELOPMENT**

Director Contreras added the Gann Limit for the District at the next meeting since the budget amendments were approved.

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

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of August 15, 2022 was adjourned at 09:19 p.m.



Gayle Carline, Secretary  
Library Board of Trustees