

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
April 24, 2023

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 24, 2023 at 6:32 p.m.

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

Members Absent: Trustee Sherri Dahl (Excused).

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

Counsel Present: None.

Guests: Sherri Dahl, Trustee; Theresa Kintz, patron; Laura DeLeon, Library Clerk; Janet Tapia, Bookmobile Librarian; Malcom Jones, Library Assistant; Jeremy Yamaguchi, IT Consultant.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin reported she attended Easter Eggcitement, the Joint Use Meeting, and the Financial Partners Credit Union Board Meeting. She also participated in Love Placentia and Rotary's Chili Cook-off. She visited Trustee Dahl and volunteered at Charity's Closet throughout the month.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline reported she read to the third graders during the Third Grade Visits at the District.

Trustee Nelson reported he read to the third graders during the Third Grade Visits at the District. He also attended the Joint Use Meeting and the ISDOC Board Meeting.

Trustee Beverage reported she attended the OLLI general meeting at CSUF and a webinar regarding utilization of your Candid (Gold Star) profile. She also signed up to participate in the US Book Show virtually as well as the United Against Book Bans Group which is sponsored by ALA. She has been tracking the LAFCO website. They are having regular meetings now but it conflicts with a regular appointment she has. They do not have current recordings of their meeting. However, she has been reviewing the agenda and the last few meetings have been involving internal administrative business.

Trustee Dahl had an excused absence due to medical reasons.

Minutes of Placentia Library District Board of Trustees – Regular Date Meeting of April 24, 2023

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras thanked the Board for authorizing her attendance at the Texas Library Association Conference. She reported she attended Easter Eggcitement, the ISDOC Board Meeting, the Public Libraries Forum where she presented on the Kirk Cameron visit, the PLFF Board Meeting, and the Merchant’s Meeting. She then reported out on her time at the Texas Library Association Conference.

Director Contreras than took this time to introduce Janet Tapia, the new Bookmobile Librarian, and Malcolm Jones, the new Library Assistant, to the Board.

**FRIENDS FOUNDATION
REPORT**

There were no updates provided by Placentia Library Friends Foundation (PLFF) President Rueben Skipper.

CONSENT CALENDAR

The Board requested to discuss Agenda Items 14 and 17 with staff. Assistant Library Director Baltierra advised staff are on track to spend the money budgeted before the end of the fiscal year. The Board requested an update on the Business Manager position. Director Contreras advised the job posting had closed this night and the interviews would be taking place the following week. She is looking to hire someone for the position by the end of May. Until then, the District’s CPA is working on the audit.

It was 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
NOES: None
ABSENT: Dahl

**MINUTES FOR MARCH 27,
2023 REGULAR DATE
MEETING.**

The minutes for the March 27, 2023 Regular Date Meeting were received, reviewed and filed (Item 9).

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

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

Check Registers for March 2023 (Item 10)
Fund 707 Balance Report for March 2023 (Item 11)
Financial Reports through March 2023 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 March 2023 (Item 13)
Acquisitions Report for March 2023 (Item 14)
Service Revenue Report for March 2023 (Item 15)
Library Impact Fee Report for March 2023 (Item 16)
Personnel Report for March 2023 (Item 17)
Circulation Report for March 2023 (Item 18)
Review of Shared Maintenance Costs with the City of Placentia (Item 19)

STAFF REPORTS

Administration Report for March 2023 (Item 20)
Children’s Services Report March 2023 (Item 21)
Adult Services Report for March 2023 (Item 22)
Placentia Library Website Technology Report for March 2023 (Item 23)

DISCUSS AND REVIEW AB 1637 (IRWIN) AND ITS IMPACTS.

Director Contreras reported out on the fiscal impact of AB 1637, as requested by the Board during the previous meeting. The Board expressed they understood the need for it. No action was taken at this time.

ADOPT RESOLUTION NO. 2023-02: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT TO ENTER INTO THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (CUPCCA) AND ADOPT ORDINANCE NO. 2023-01: AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT TO PROVIDE INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT FOR PUBLIC PROJECTS.

On behalf of Counsel David DeBerry, Kathya Firlik recommended the adoption of Resolution 2023-02 and adopt Ordinance 2023-01 for the first reading. Entering into the California Uniform Public Construction Cost Accounting Act will raise the threshold for projects before a formal RFP process needed. Both the resolution and an ordinance are required to be subject to these procedures. The Ordinance will need to be brought back for a second reading. After a brief discussion amongst the Trustees, Trustee Nelson motioned to adopt Resolution 2023-02 as amended. It was seconded by Trustee Beverage. A roll call vote was taken:

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

Trustee Beverage made a motion to adopt Ordinance 2023-01 as a first reading: An Ordinance of the Board of Trustees of the Placentia Library District to Provide Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act for Public Projects and to also authorize staff to make policy adjustments to be in accordance with this ordinance. It was seconded by Secretary Carline. A roll call vote was taken:

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

DISCUSS AND REVIEW WEBSITE AND MOBILE APPLICATION QUOTES.

IT Consultant, Jeremy Yamaguchi, advised the Board had previously suggested the staff should find vendors who could create and manage both a new website and a mobile application for the District. Mr. Yamaguchi reported the District did not get many responses after combining the two and one proposal staff received was very costly. He is now suggesting the District move forward with doing them separately. Mr. Yamaguchi is recommending Streamline for the website and Solus for the mobile application. After a brief discussion amongst the Trustees, Trustee Beverage made a motion to award the contract to Streamline to provide website development and hosting services for three years at the costs of \$8,900 which includes the \$800 one-time setup fee. It was seconded by Trustee Nelson. A roll call vote was taken:

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

Trustee Nelson made a motion to award the contract to Solus to provide mobile application development for 1 year at the cost of \$5,110. It was seconded by Secretary Carline. A roll call vote was taken:

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

BOOKMOBILE UPDATES FROM ASSISTANT LIBRARY DIRECTOR AND BOOKMOBILE LIBRARIAN.

Assistant Library Director Baltierra and Bookmobile Librarian Janet Tapia gave a presentation on bookmobile updates. Assistant Library Director Baltierra explained the steps the District has taken in order to get the Bookmobile and what steps are left before the Bookmobile will be ready for a ribbon-cutting ceremony. Ms. Tapia

presented on the work she has been doing within the community through her outreach at LOT 318, various PLYUSD schools, and various events. She explained she has also been networking with other libraries in order to get their insight on what is needed for the Bookmobile. The Board thanked them for their updates and expressed they are excited to see the progress so far. Director Contreras suggested National Bookmobile Day for the ribbon cutting ceremony next year. No action was taken at this time

**DISCUSS AND CONSIDER
CHANGING THE MAY
BOARD MEETING DATE.**

Director Contreras is requesting the Board to consider changing the May Board Meeting in order for staff to have more time for board reports and budget preparation. After a discussion amongst the Trustees, the May Board Meeting was moved to Tuesday, May 30th.

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

President Martin reported Councilmember Rhonda Shader has joined the Joint Use Meetings and this past meeting was her first time attending. She expressed it was nice to have Councilmember Shader there to provide her insight on various subjects. The main topics discussed were AB 1637 and AB 257.

**LEGISLATIVE UPDATES
FROM SECRETARY CARLINE.**

Secretary Carline reported a topic of interest was AB 1637, which had already been discussed earlier in this meeting. Another concern she saw were some changes being suggested to the Brown Act via AB 1379. These particular changes would allow for agencies to only have to meet at least twice a year in-person. She would like to push back on this bill. The rest of the Trustee agreed there is concern with this change. Director Contreras advised she will try to meet up with the author of AB 1379.

**ISDOC UPDATES FROM
TRUSTEE NELSON.**

Secretary Nelson reported one concerning takeaway from the ISDOC Board Meeting. There is a resolution which would limit small municipalities from raising money through bond measures. Several special districts have taken interest in this resolution. This will be a topic he plans to bring up when he is in Sacramento for the CSDA Legislative Days.

AGENDA DEVELOPMENT

Director Contreras reminded the Board the Budget Work Session will start at 5:30 p.m. ahead of the next Board Meeting in May.

The next Board Meeting will be on May 30, 2023 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of April 24, 2023 was adjourned at 8:06 p.m.

Jo-Anne Martin, President
Library Board of Trustees

Gayle Carline, Secretary
Library Board of Trustees