

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
OCTOBER 19, 2020

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 19th, 2020 at 6:32 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; Beatrice Quintanar, Library Clerk.

Guests: Senator Ling Ling Chang, 29th District; Madison Sprague, Author; David DeBerry, Director at Woodruff, Spradlin & Smart.

ADOPTION OF AGENDA

It was motioned by Secretary Shkoler and seconded by Trustee DeVecchio 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 Joint Use Committee Meeting, a Personnel Committee meeting for the Employee of the Year, participated in the District's Mask PSA Video, and worked with Trustee Martin and Director Contreras on a CLA 2021 Virtual Conference proposal this month.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler participated in the District's Mask PSA Video.

Trustee DeVecchio had nothing to report at this time.

Trustee Martin attended the Joint Use Committee Meeting, a Personnel Committee meeting for the Employee of the Year, participated in the District's Mask PSA Video, and worked with President Carline and Director Contreras on a CLA 2021 Virtual Conference proposal this month. Moreover, Trustee Martin continues to meet with her learner, attended a staff's baby shower, and attended a Federal Partner's Credit Union Director's Meeting.

Trustee Minter narrated the District' Mask PSA Video.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras reported out on her presentation at the League of California Cities Virtual Conference about how libraries are respond during crisis, is submitting the CLA proposal regarding the library's re-opening plans, and is working with staff to finalize the District's Mask PSA Video.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported the PLFF Membership Drive is moving forward, the need for a bookstore manager, pricers and sorters, and how they are planning to utilize National Giving Tuesday in November as a fundraising opportunity. PLFF President Dahl reported on the income from the Honor Box exceeding expectations as well.

CONSENT CALENDAR

It was motioned by Secretary Shkoler and seconded by Trustee Martin 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
SEPTEMBER 20, 2020
REGULAR DATE MEETING.**

Minutes of the Library Board of Trustees September 20th, 2020 Regular Date 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 September 2020 (Item 10)
Fund 707 Balance Report for September 2020 (Item 11)

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

**GENERAL CONSENT
REPORTS**

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

STAFF REPORTS

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

**PRESIDENT CARLINE WILL
PRESENT A CERTIFICATE OF
RECOGNITION TO MISS
MADISON SPRAGUE FOR
HER LITERARY
ACCOMPLISHMENT.**

President Carline provided background on local author Madison Sprague and her accomplishment of having her first book published at age six. The Library Board of Trustees presented Miss Sprague with a certificate of recognition and congratulated her on her literary achievement.

PRESENTATION BY SENATOR LING LING CHANG TO TRUSTEE JO-ANNE W. MARTIN FOR THE WOMEN OF DISTINCTION AWARD.

Every year, Senator Ling Ling Chang honors outstanding women whose service has made a positive impact in our communities. Women from communities around the 29th Senate District are recognized as a Woman of Distinction during the annual event. Among those selected as Woman of Distinction, one woman in particular is commemorated as Woman of the Year with a Senate Resolution. The honoree is typically recognized on the Senate floor in Sacramento but due to COVID-19, this year's event is held virtually. Senator Chang presented a certificate of achievement as Trustee Jo-Anne W. Martin has been selected as the Woman of Distinction in the 29th Senate District and was honored for her achievements.

PRESENTATION TO BEATRICE QUINTANAR, LIBRARY CLERK, FOR HER YEARS OF SERVICE WITH THE PLACENTIA LIBRARY DISTRICT.

President Carline reported out on stories collected from staff and their appreciation for Beatrice Quintanar, Library Clerk, during her career at the Placentia Library District as a Library Clerk. The Board of Trustees presented Ms. Quintanar a gift of recognition and shared their gratitude for her 22 years of service with the Placentia Library District as she retires.

PRESIDENT CARLINE WILL PROVIDE A REPORT ON THE JOINT-USE COMMITTEE MEETING.

President Carline reported out on the updates presented by the City at the October 1, 2020 Joint Use Committee Meeting. The City reported out on the emergency services having a response time of four and a half minutes in addition to a discussion regarding the number of development projects being completed within the next year. Meetings with Mr. Lambert and the Library Director have been reinstated to discuss library impact fees and there is an expected income of \$10 million total for the City of Placentia.

Moreover, the City reported its 2020-2021 Fiscal Year had a reduction of 19% in revenue; however, balanced their budget with over \$300,000 in their general fund. Moreover, in the 2019-2020 Fiscal Year, the City completed \$32 million of Measure U repairs. The parking lot was also discussed regarding the misuse of the trustee reserved spots by City staff and lack of communication for events that impact parking. The Library then presented updates on its hours, occupancy limit, programs, the Mask PSA Video, and rotating schedules. The next meeting is scheduled for November 5, 2020.

DISCUSS FOR PROCESS FOR DISTRICT-BASED ELECTIONS.

David DeBerry, Director at Woodruff, Spradlin & Smart, presented the legal process behind creating and establishing district-based elections. Mr. DeBerry answered trustee inquiries regarding hearing schedules, requirements, and timelines. The Board of Trustees discussed election cycles as well, which can be finalized at the fourth public hearing and adopt a resolution. After an in depth conversation, it was motioned by Secretary Shkoler to adopt the proposed timeline for public hearings and direct the Library Director to post and publish notices required by law. A roll call vote was taken:

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

SUBMIT BALLOT FOR THE ELECTION OF INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY (ISDOC) FOR THE PRESIDENT POSITION.

Library Director Contreras presented the Independent Special Districts of Orange County (ISDOC) candidates' statements and ballot for the upcoming election of officers. The Board discussed the candidates' qualifications in length. It was then motioned by Trustee Minter to select Mark Monin, El Toro Water District, and authorize Board President Carline to sign the ballot on behalf of the District. This motion was seconded by Trustee Martin. A roll call vote was taken:

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

DISCUSS PSA MASK AND RELATED EFFORTS TO PROMOTE SAFETY MEASUREMENTS DURING THE COVID-19 PANDEMIC.

Library Director Contreras presented the discussion of developing a face mask public awareness effort in response to the Library having its first positive case which resulted in negative outcomes for all staff who were in the building during the infectious period. Safety measurements implemented, including face masks, hand sanitizing, and social distancing, most likely contributed to such a fortunate outcome with all staff testing negative for the virus. Library Director Contreras presented the request to develop a face mask public awareness effort which may include public service announcements, activity sheets, bookmarks, video clips, and other social media content. It was motioned by Trustee Martin to authorize staff to develop a face mask public awareness effort not to exceed \$1,500. The motion was seconded by Secretary Shkoler. A roll call vote was taken:

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

DISCUSS THE SCHEDULE A/B ROTATION INCLUSIVE OF STAFF INPUT.

Library Director Contreras presented the request to authorize a weekly A/B Team rotation schedule to allow the least disruption to the public as possible. Library Director Contreras also requested that the library maintain the 30 patron capacity, a weekly rotation, 10 a.m. to 5 p.m. operating hours, and allow closure of the library on Sundays and Mondays. The Team A/B Schedule would be reassessed at the January 2021 Board Meeting. It was motioned by Secretary Shkoler to authorize a weekly A/B Team rotation schedule to be effective November 6th, 2020 with assessment to be provided to the Library Board of Trustees at the January 2021 Meeting. The motion was seconded by Trustee DeVecchio. All in favor:

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

AUTHORIZATION FOR DISTRICT COUNSEL TO CO-PRESENT WITH TRUSTEES AND THE LIBRARY DIRECTOR AT THE CALIFORNIA LIBRARY ASSOCIATION VIRTUAL CONFERENCE IN MAY 2021,

Library Director Contreras presented the request for District Counsel to co-present with Trustees and the Library Director at the 2021 California Library Association's Virtual Conference. President Carline, Trustee Martin, and Library Director Contreras have submitted a program proposal for the California Library Association virtual conference on May 11-14, 2021. The program will discuss the cooperative decision-making on policies, plans, budget impacts and long range implications related to the COVID-19 pandemic. District Counsel, Mr. David DeBerry, has been involved throughout the decision-making process and conversations leading to the

PENDING APPROVAL OF PROGRAM PROPOSAL.

implementations and adoptions of such policies. Library Director Contreras reiterated Mr. DeBerry’s role as co-presenter will add value to the presentation, handling inquiries related to the legal aspects of such conversations and discussions should the proposal receive acceptance. It was motioned by Trustee Minter to authorize District Counsel to co-present at the CLA Virtual Conference, along with President Carline, Trustee Martin, and Library Director Contreras. This motion was seconded by Trustee DeVecchio. A roll call vote was taken:

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

AUTHORIZATION TO FILL THE FULL-TIME LIBRARY CLERK POSITION DUE TO A RETIREMENT.

Library Director Contreras reported out on a library staff submitting their letter of resignation due to retirement, effective November 5, 2020. At the May Board meeting, an amendment to the 2020-2021 was approved with inclusion of a hiring freeze. Library Director Contreras explained how the Library is currently in Phase 2 with access to in-person services and implementation of a Team A/B weekly rotation schedule, it is imperative that the District maintain the current staffing level. Library Director Contreras presented the request of authorization to fill the full-time Library Clerk I position that will be vacated by November 6th due to retirement. It was motioned by Secretary Shkoler to authorize the District to fill the full-time library clerk position due to a retirement. The motion was seconded by Trustee Minter. A roll call vote was taken:

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

AUTHORIZATION TO CLOSE THE LIBRARY ON OCTOBER 30 AND NOVEMBER 2, 2020 FOR STAFF DEVELOPMENT DAYS.

Library Director Contreras presented the amended request to authorize the Library to close on November 2nd and November 3rd for Staff Development Days. These days would be focused on staff developing a two year strategic plan and the 2021-2023 Fiscal Year budgets prior to rotating schedules beginning. The Board, should they approve, are invited to attend the Strategic Planning session on November 2nd. It was motioned by Trustee Martin to authorize closures on November 2nd and November 3rd, with the exception of furloughed staff, for Staff Development Days. The motion was seconded by Secretary Shkoler. A roll call vote was taken:

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

REVIEW OF ACTION ITEMS

The next Regular Date Board Meeting will be on November 16th, 2020 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of October 19th, 2020 was adjourned at 7:41 p.m.



Gayle Carline, President
Library Board of Trustees



Al Shkoler, Secretary
Library Board of Trustees