

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
DECEMBER 18, 2023

CALL TO ORDER President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 18, 2023 at 6:33 p.m.

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

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Carlo Maskarino, Business Manager.

Staff Absent: Lina Nguyen, Executive Assistant.

Counsel Present: None.

Guests:

ADOPTION OF AGENDA It was motioned by Trustee Beverage to adopt agenda as presented with the exception of items 25, 26, and 27, which will be deferred to the January Board Meeting. It was seconded by Secretary Dahl (Item 3).

AYES: Carline, Dahl, Beverage, Nelson

NOES: None

ABSENT: None

ORAL COMMUNICATION None (Item 4).

BOARD PRESIDENT REPORT President Carline reported she attended the Placentia Tamale Festival.

TRUSTEE & ORGANIZATIONAL REPORTS Secretary Dahl reported she attended the Placentia Library Friends Foundation (PLFF) Board Meeting and the Tree Lighting Ceremony.

Trustee Beverage reported she attended the Placentia Tamale Festival and the Literacy Potluck. She also took a Niche Academy class on Chat GPT.

Trustee Nelson reported he attended the Independent Special Districts of Orange County (ISDOC) Meeting.

LIBRARY DIRECTOR REPORT Director Contreras reported the District completed the Staff Development Day training with 25 staff members and gave a brief summary on the training done that day. She also had a meeting with Assemblyman Phillip Chen and submitted a new ask for \$642,000 for various programs and library improvements. She also attended the ISDOC Meeting and PLFF Board Meeting.

FRIENDS FOUNDATION REPORT Secretary Dahl reported out on the Placentia Library Friends Foundation on behalf of President Reuben Skipper. Memberships are low and they are working on ideas for how to raise their numbers. They have an upcoming fundraiser with Mama Roscoe's Pizzeria on December 19, 2023 from 6:00 p.m. to 8:00 p.m. The bookstore is still doing well. They are having issues with the silent auction that they are working on. Jeanette has been working with the PLFF Board on the Taylor

Swift Fundraiser. The PLFF Board are also working on an updated sponsorship program for the Author’s Luncheon.

CONSENT CALENDAR

It was moved by Trustee Beverage and seconded by Secretary Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

MINUTES FOR NOVEMBER 2, 2023 SPECIAL DATE MEETING AND NOVEMBER 27, 2023 REGULAR DATE MEETING.

The minutes for the November 2, 2023 Special Date Meeting and November 27, 2023 Regular Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for November 2023 (Item 10)
Fund 707 Balance Report for November 2023 (Item 11)
Financial Reports through November 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)
Balance Sheets for November 2023 (Item 13)
Acquisitions Report for November 2023 (Item 14)
Entrepreneurial Activities Report for November 2023 (Item 15)
Library Impact Fee Report for November 2023 (Item 16)

GENERAL CONSENT REPORTS

Personnel Report for November 2023 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for November 2023 (Item 19)
Circulation Report for November 2023 (Item 20)

STAFF REPORTS

Children’s Services Report November 2023 (Item 21)
Adult Services Report for November 2023 (Item 22)
Placentia Library Website Technology Report for November 2023 (Item 23)
Customer Service Report (Items 24)

ADOPTION OF RESOLUTION 2023-07: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO CERTIFY THE APPOINTMENT OF DR. VOIZA ARNOLD FOR THE OFFICE OF TRUSTEE OF THE PLACENTIA LIBRARY DISTRICT; ADMINISTRATION OF THE OATH OF OFFICE.

This item was deferred to the January Board Meeting.

ELECTION OF OFFICERS.

This item was deferred to the January Board Meeting.

APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES FOR 2024 BY THE BOARD PRESIDENT.

This item was deferred to the January Board Meeting.

REPORT FROM EXECUTIVE ASSISTANT, LINA NGUYEN, ON HER ATTENDANCE AT THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD SECRETARY CONFERENCE.

This item was deferred to the January Board Meeting.

ADOPTION OF RESOLUTION 2023-08: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE BOARD OF TRUSTEE REGULAR MEETINGS DATES FOR CALENDAR YEAR 2024.

Director Contreras advised the Board needs to establish the Board Meeting dates for calendar year 2024. Trustee Beverage made a motion to read Resolution 2023-08 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2024 and adopt Resolution 2023-08. It was seconded by Secretary Dahl. A roll call vote was taken:

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

DISCUSS AND AUTHORIZE A TAYLOR SWIFT (LIBRARY VERSION) PROGRAM IN 2024.

Director Contreras reported in order to help raise awareness for the PLFF's Taylor Swift fundraiser, the District would have a Taylor Swift program series. After a brief discussion, Trustee Beverage made a motion to authorize the Placentia Library District to offer Taylor Swift (Library Version) Programs and Events. It was seconded by Secretary Dahl. A roll call vote was taken:

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

AUTHORIZE AN AMENDMENT TO PLACENTIA LIBRARY DISTRICT POLICY 2012 – DRESS CODE FOR LIBRARY DISTRICT EMPLOYEES AND VOLUNTEERS.

Director Contreras reported on the recommended amendments to the dress code policy. After a brief discussion, Trustee Beverage made a motion to approve amendments to Placentia Library District Policy 2012 – Dress Code for Library District Employees and Volunteers as presented, effective December 19, 2023 and approve funding for District logo clothing. It was seconded by Secretary Dahl. A roll call vote was taken:

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

JOINT-USE COMMITTEE UPDATES FROM PRESIDENT CARLINE.

President Carline had no updates to present.

OCCOG UPDATES FROM SECRETARY DAHL.

Director Contreras reported the Board decided that the District would no longer send representation to the Orange County Council of Governments (OCCOG) meetings during the November Board Meeting.

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LAFCO UPDATES FROM TRUSTEE BEVERAGE.

Trustee Beverage reported most of the Local Agency Formation Commissions (LAFCO) meetings have not been related to libraries.

ISDOC UPDATES FROM TRUSTEE NELSON.

Trustee Nelson reported there are no legislative reports at the time. However, he mentioned that the Executive Director for OCCOG spoke at the last ISDOC meeting and he believes there may be benefit to continue representation at the OCCOG meetings. After a brief discussion, it was decided that Trustee Nelson would report out on OCCOG updates given through ISDOC meetings.

AGENDA DEVELOPMENT

The next agenda will include agenda items 25, 26, 27, and 28.

The next Board Meeting will be on January 22, 2024 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of December 18, 2023 was adjourned at 7:10 p.m.



Gayle Carline, President
Library Board of Trustees



Sherri Dahl, Secretary
Library Board of Trustees