

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
NOVEMBER 25, 2024

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 25, 2024 at 6:31 p.m.

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

Members Absent: None

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

Counsel Present: David DeBerry, Woodruff & Smart

Guests: Margaret Hatanaka, Supervising Librarian; Daisy Badge, Librarian; Sandra Vazquez, Library Clerk.

ADOPTION OF AGENDA

It was motioned by Trustee Beverage to adopt agenda as presented. It was seconded by Secretary Dahl (Item 3). All in favor:

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline reported she attended the District's Staff Appreciation Night, the City's Veterans Day Ceremony, and her monthly meeting with Director Contreras. She also spoke with Bob Callanan from CliftonLarsonAllen LLP over the phone and answered preparatory questions in regards to the FY 23/24 audit.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Dahl reported she attended the District's Staff Appreciation Night, the PLFF Board Meeting, the Round Table Women's Club's regular meeting and Board meeting, and the scholarship committee. She also reported the scholarship committee for 2025 started and she was elected as chairperson.

Trustee Arnold had nothing to report out on.

Trustee Beverage had nothing to report out on.

Trustee Nelson reported he attended the District's Staff Appreciation Night and the City's Veterans Day Ceremony. There was no ISDOC meeting last month.

**LIBRARY DIRECTOR
REPORT**

Director Contreras reported she attended the District's Staff Appreciation Night and the City Council Meeting on November 5th where the City and City Administrator officially separated. She advised the interim City Administrator is the current Deputy City Administrator. She also attended the SLS Executive Director's Council Meeting where the new City Librarian for Irvine was introduced. She then

attended another library consortium, SCLC over at LAPL. At the meeting, she learned there is a new bill that will affect the District, SB 1035, which will be effective in January 2025. All publicly funded agencies will need to use paper products that are made from recycled paper. Luckily, books are exempted for libraries. However, this bill will have to be taken into consideration for the budget since recycled paper products are more expensive. She also attended the PLFF Board Meeting. She reported Gaeten Wood has been doing an amazing job as their Board President. They are working with two new prospective members and are also planning for the Authors Luncheon.

FRIENDS FOUNDATION REPORT

Secretary Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. She reported Monica Alimonti, from the Placentia Buzz, was at the last meeting and said she wanted to help by promoting the PLFF more. They also viewed a presentation by Jeremy Yamaguchi, the District’s IT Consultant, in regards to their website. The main concern for them would be making the website ADA compliant. The PLFF will be forming a committee to see what the next best option is for their website. The bookstore has continued their streak of making over \$2,000 a month. They have finished their book sales for the year. The PLFF holiday party will be combined with their next Board meeting on December 9th.

CONSENT CALENDAR

After an acknowledgement by Secretary Dahl on the continued improvements seen for Passports, 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, Arnold, Beverage, Nelson
NOES: None
ABSENT: None

MINUTES FOR OCTOBER 28, 2024 REGULAR DATE MEETING.

The minutes for the October 28, 2024 Regular Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for October 2024 (Item 10)
Fund 707 Balance Report for October 2024 (Item 11)
Financial Reports through October 2024 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 October 2024 (Item 13)
Acquisitions Report for October 2024 (Item 14)
Entrepreneurial Activities Report for October 2024 (Item 15)
Library Impact Fee Report for October 2024 (Item 16)

GENERAL CONSENT REPORTS

Personnel Report for October 2024 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for October 2024 (Item 19)
Circulation Report for October 2024 (Item 20)

STAFF REPORTS

Children’s Services Report October 2024 (Item 21)
Adult Services Report for October 2024 (Item 22)

Placentia Library Website Technology Report for October 2024 (Item 23)
Customer Service Report (Items 24)

**EMPLOYEE OF THE YEAR
RECOGNITION AND SERVICE
PIN PRESENTATION TO
SANDRA VAZQUEZ,
LIBRARY CLERK.**

President Carline presented Sandra Vazquez with the 2024 Employee of the Year Award and her 20-year service pin. Ms. Vazquez thanked the Board for this honor.

President Carline then took this time to present Trustee Arnold with a gift to thank her for her service as a Trustee this year. Trustee Arnold thanked the Board for the opportunity to serve as a Trustee and wanted to acknowledge the respect she has for her fellow Trustee members for all of the work they do for the District.

**CALIFORNIA LIBRARY
ASSOCIATION ANNUAL
CONFERENCE REPORTS
FROM STAFF.**

Director Contreras reported Margaret Hatanaka and Daisy Badge are here to report out on their experience at the California Library Association Conference. Ms. Badge and Ms. Hatanaka reported out on their experience and main takeaways from the conference and thanked the Board for approving their attendance at the conference.

**FILLING VACANCY IN THE
OFFICE OF THE BOARD OF
TRUSTEES DUE TO
RESIGNATION.**

Counsel DeBerry advised there are two recommendations for this agenda item: accept Trustee Arnold’s resignation and then appoint President Carline to finish Trustee Arnold’s term, as President Carline’s term ends in December. The recommendation to appoint President Carline for Trustee Arnold’s seat would then need to be forwarded to the Board of Supervisor’s office. Trustee Beverage made a motion to accept the resignation of Trustee Arnold, effective November 26, 2024. It was seconded by Secretary Dahl. All in favor:

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

Trustee Nelson made a motion to direct the Library Director to forward the Board’s recommendation to Supervisor Chafee requesting the Board of Supervisors appoint Trustee Carline to the at-large seat with a term ending December 2026. It was seconded by Trustee Beverage. All in favor:

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

**DISCUSS AND AUTHORIZE
AMENDMENTS TO POLICY
6040 – BEVERAGE AND
FOOD.**

Director Contreras reported Policy 6040 – Beverage and Food has some recommended amendments in preparation for the upcoming Outdoor Learning Experience (OLE) space to allow patrons to enjoy small snacks in that area. After a brief discussion, Trustee Beverage made a motion to authorize amendments to Policy 6040 – Food and Beverage as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Secretary Dahl. A roll call vote was taken.

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

**DISCUSS AND REVIEW
WINTER HOLIDAY CLOSURE
RECOMMENDATION.**

Director Contreras reported after reviewing attendance numbers during the holidays, staff is recommending the Board to allow for a nine-day closure during the holidays. This closure time will allow for staff to complete off-desk tasks.

Additionally, staff could also take time off during this closure to spend with their families. After a brief discussion, Trustee Beverage made a motion to authorize the District to close December 24 – January 1 for the winter holidays. It was seconded by Trustee Dahl. A roll call vote was taken.

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

LAFCO UPDATES FROM TRUSTEE BEVERAGE.

Trustee Beverage reported there are no LAFCO updates and that they are handling regular business and are still working on personnel issues. As for the MSR's, the Water District is taking precedence.

ISDOC AND LEGISLATIVE UPDATES FROM TRUSTEE NELSON.

Trustee Nelson reported there was not much going on in terms of legislative updates. He encouraged everyone to read the Major Advocacy Accomplishments handout that is in the Board Book, if time allows for it. On a local level, Trustee Nelson wanted to say the City's decision to part ways with City Administrator Damien Arrula is a backwards step for the City. After serving with him for three years, Trustee Nelson believes Mr. Arrula was forward thinking and did a lot for the city. He is sure the interim City Manager will take care of things while they find a good replacement but he still sees this as a major loss for the City.

ROUNDTABLE WOMEN'S CLUB UPDATES FROM SECRETARY DAHL.

Secretary Dahl reported the Festival of Trees was held last weekend and final expenses have not been calculate but it is believed they made about \$20,000 in profit. This year was the earliest sell out of soup in club history. They plan to make even more soup packages next year. The Tommie Kalman scholarship is at \$12,000 now. It will be handled by the scholarship committee but separately from the other scholarships. The club is now working on getting estimates and permits for bathroom renovations. They are also working on their end of the year party planning.

JOINT-USE MEETING UPDATES FROM PRESIDENT CARLINE.

President Carline reported there was no Joint Use Meeting.

AGENDA DEVELOPMENT

President Carline checked with the Trustees to see if the next Board Meeting date on December 23rd still worked for them. Director Contreras advised it can be rescheduled to December 16th to avoid having a Board Meeting so close to the holidays. The Trustees agreed to reschedule it.

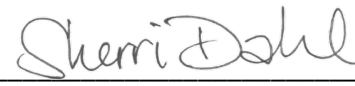
The next Board Meeting will be on December 16, 2024 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of November 25, 2024 was adjourned at 7:34 p.m.



Gayle Carline, President
Library Board of Trustees



Sherri Dahl, Secretary
Library Board of Trustees