

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 21, 2020

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 21st, 2020 at 6:34 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.

Guests: Mark Monin, El Toro Water District.

ADOPTION OF AGENDA

It was motioned by Secretary Shkoler and seconded by Trustee Martin to adopt the agenda (Item 3).

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

ORAL COMMUNICATION

Mark Monin from El Toro Water District introduced himself and provided the Board with his background and qualifications as candidate for the upcoming ISDOC elections (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the Joint Use Committee Meeting and Personnel Committee meeting this month.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler had nothing to report at this time.

Trustee DeVecchio had nothing to report at this time.

Trustee Martin attended the Joint Use Committee Meeting and Personnel Committee meeting this month in addition to two Literacy seminars regarding voting and meetings with her learner. Moreover, Trustee Martin participated in the California Special District Association's video for the District's Outstanding Public Outreach & Advocacy During COVID 19 Award.

Trustee Minter had nothing to report at this time.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras reported out on her involvement serving on the Conference Committee and Marketing Committee for the California Library Association's May 2021 Conference. Additionally, Director Contreras gave an update on networking meetings with other California Library Director's and their responses to the pandemic.

**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, working with the District to have volunteers on the schedule, and that there will be a fundraising meeting on September 29, 2020 to look into alternative ideas in lieu of the Author's Luncheon.

CONSENT CALENDAR

It was motioned by Trustee Minter and seconded by Trustee DeVecchio 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
AUGUST 17, 2020 REGULAR
DATE MEETING.**

Minutes of the Library Board of Trustees August 17th, 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 August 2020 (Item 10)
Fund 707 Balance Report for August 2020 (Item 11)

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

**GENERAL CONSENT
REPORTS**

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

STAFF REPORTS

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

**PRESIDENT CARLINE WILL
REPORT OUT ON ACTIONS
TAKEN BY THE LIBRARY**

President Carline reported that the Personnel Committee presented the Director's Annual Review for discussion with the Board of Trustees. The Board approved a 3% increase to the Director's Public Agency Retirement Services contributions in

**BOARD OF TRUSTEES
DURING THE CLOSED
SESSION.**

addition to one week added vacation time to use between September 21, 2020 and September 21, 2021.

**REVIEW AND DISCUSS THE
PROPOSED DISTRICT-BASED
ELECTION SYSTEM
TIMELINE.**

At the August 17, 2020 Regular Date Meeting, the Board of Trustees authorized Resolution 20-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County stating the intent of the District to transition from an At-Large Election System to a District-Based Election System prior to the 2022 General Election pursuant to California Elections Code Section § 10010. After working with the District's legal counsel, the Library Director presented the projected timeline for the District-Based Election System. After a discussion, the Board agreed to extend the timeline through the end of this fiscal year with the removal of two map meetings and to have the system finalized by July 2021. It was motioned by Trustee Martin and seconded by Trustee DeVecchio to approve the timeline as proposed. All in favor:

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

**APPROVE THE RETAINER
AGREEMENT FOR LEGAL
SERVICES WITH
WOODRUFF, SPRADLIN &
SMART.**

Library Director Contreras presented the retainer letter and agreement for legal services with Woodruff, Spradlin & Smart. Director Contreras provided examples of legal services utilized since beginning work with the firm in 2013. After review, it was motioned by Trustee Minter to approve the proposed Retainer Agreement with Woodruff, Spradlin & Smart for legal services, authorize President Carline and Secretary Shkoler to execute the Retainer agreements and future authorized amendments to the Agreements and the Library Director to take necessary steps to associate Haynes and Boone as co-counsel on legal matters; and authorize the Library Director to appropriate additional funding amount as necessary to pay legal costs above the adopted Fiscal Year 2020-2021 Budget not to exceed \$10,000 without Board approval. The motion was seconded by Trustee Martin. A roll call vote was taken:

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

**AUTHORIZE THE LIBRARY
DIRECTOR TO ATTEND THE
LEAGUE OF CITIES VIRTUAL
CONFERENCE.**

Library Director Contreras presented the request to attend the League of California Cities Virtual Conference where she has been invited to present on libraries' responses during the pandemic. It was motioned by Secretary Shkoler to authorize the Library Director and Assistant Library Director to attend the League of Cities Virtual Conference on October 7-9, 2020. The motion was seconded by Trustee DeVecchio. A roll call vote was taken:

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

**DISCUSS COVID-19 TESTING
PROCEDURE FOR STAFF
AND VOLUNTEERS.**

Library Director Contreras reported out on the steps taken when a staff tested positive for COVID 19 and presented staff questions regarding testing requirements, frequency, volunteers, and if the scenario happens again. Director Contreras presented per state guidelines, testing is not a requirement for staff to return to work. The Board discussed this and their consensus to continue to require testing and a fourteen day quarantine period for staff exposed to a positive employee. Additionally, SDRMA confirmed that testing is not necessary for volunteers; however, should a volunteer contract COVID 19 while at the library, the District will cover the testing costs for said volunteer. A volunteer waiver form was presented at this time that was based on an example form given by SDRMA.

Moreover, in order to allow the least disruption to the public as possible, a Team A and Team B schedule was presented where if a staff from a certain team tests positive, there will be a deep cleaning within 24 hours and the other Team will continue the work so the library does not close.

After much discussion, it was motioned by Trustee Martin to authorize requiring testing for staff if a staff tests positive in addition to a fourteen day quarantine period, to implement a Team A and Team B schedule with a 24 hour deep cleaning after exposure, and approve the Volunteer Waiver of COVID-19 Liability Form. All in favor:

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

**REVIEW AND ADOPT POLICY
3027 – UNCLAIMED
CHECKS/UNCASHED FUNDS
POLICY.**

The District’s annual audit was presented to the Library Board of Trustees at the January 22, 2020 meeting. The audit included a recommendation by the auditors for the District to establish a policy for unclaimed checks. Library staff recommends adoption of a new policy and procedure for the procedure for unclaimed checks/uncashed funds – Policy 3027.

The Library Director presented the main objective of Policy 3027 is to enhance the prospect of returning unclaimed property held by the District to its rightful owner. The District will transfer unclaimed property only after reasonable diligent efforts to contact the owner have been unsuccessful or where, after having been notified, the owner fails to claim the property within the time allowed by state law.

The policy was reviewed and it was recommended to remove a fragmented sentence. It was then motioned by Trustee Martin and seconded by Trustee Minter to adopt Policy 3027 – Unclaimed Checks/Uncashed Funds Policy as amended. A roll call vote was taken:

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

JOINT-USE COMMITTEE REPORT.

President Carline reported out on the updates presented by the City at the September 3, 2020 Joint Use Committee Meeting. The City confirmed the cancellation of this year's Heritage Parade, upcoming projects, and the success of the Placita Santa Fe outdoor dining. Moreover, the State of the City will take place virtually on October 1, 2020. The Library presented its reopening plans to the City. The Library is currently pending an email from Director Estevez regarding the City's five year Capital Improvement Projects to review and consider for the next budget cycle. No action was taken at this time.

PHASE 2 REPORT & UPDATES.

Library Director Contreras reported out on the first day of Phase 2 with the highest patron count reaching nineteen and many positive comments from patrons about the building re-opening. Staff took multiple days to prepare for the Monday, September 21, 2020 re-opening of the building and there is now a break area in the storage room to better coordinate lunches and spaces for staff. Moreover, Library Director Contreras and President Dahl discussed volunteers being coordinated with Fernando Maldonado, Business Manager, since Sundays have been unsuccessful for scheduling. An iPad has also been mounted for volunteer check-in outside of the PLFF Bookstore Office. The Board noted they are content with continuing the current modified schedule as well. No action was taken at this time.

STAFF APPRECIATION AND RECOGNITION REPORT.

Assistant Library Director Baltierra provided a progress report regarding this year's Staff Appreciation Dinner, which will be a Zoom Trivia Night. Having a virtual Staff Appreciation Dinner will allow all attendees to feel comfortable without restrictions and allows staff to feel safe if circumstances change. It will be held on Saturday, November 7th in the evening. All staff members will be given meal delivery gift cards for dinner and all attendees will be able to pick up a gift bag prior to the event. No action was taken at this time.

REVIEW OF ACTION ITEMS

The next Regular Date Board Meeting will be on October 19th, 2020 at 6:30 p.m. It was requested by the Board to include the ISDOC ballot on the agenda.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of September 21st, 2020 was adjourned at 7:53 p.m.



Gayle Carline, President
Library Board of Trustees



Al Shkoler, Secretary
Library Board of Trustees