

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
JULY 31, 2023

- CALL TO ORDER** President Martin called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 31, 2023 at 6:31 p.m.
- Members Present:** President Jo-Anne Martin, Secretary Gayle Carline, Trustee Stephanie Beverage, Trustee Sherri Dahl, Trustee Scott Nelson.
- 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; Mayli Apontti, Librarian; Sally Federman, Library Assistant; Rueben Skipper, Placentia Library Friends Foundation President.
- ADOPTION OF AGENDA** It was motioned by Trustee Beverage and seconded by Trustee Dahl to adopt the agenda as presented (Item 3).
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| AYES: | Martin, Carline, Beverage, Dahl, Nelson |
| NOES: | None |
| ABSENT: | None |
- ORAL COMMUNICATION** None (Item 4).
- BOARD PRESIDENT REPORT** President Martin took this time to thank Director Contreras and Assistant Library Director Baltierra, as well as everyone else on the team who helped put together her farewell reception. She reported she met with Theresa Kintz to talk about the Freedom to Read Committee and she also attended the Joint Use Meeting.
- TRUSTEE & ORGANIZATIONAL REPORTS**
- Secretary Carline reported she attended President Martin’s Reception and the American Library Association Conference.
- Trustee Dahl reported she attended the PLFF Board meeting as well as the PLFF meeting regarding potential fundraising ideas, President Martin’s Reception and the Orange County Council of Governments meeting.
- Trustee Beverage reported she attended President Martin’s Reception, a webinar on the Illinois book bans and the American Library Association Conference.
- Trustee Nelson reported he attended President Martin’s Reception, the Joint Use Meeting, the American Library Association Conference, the ISDOC Executive Meeting, an ISDOC Ad Hoc meeting, and the meeting with the PLFF regarding potential fundraising ideas.
- LIBRARY DIRECTOR REPORT** Library Director Contreras reported she attended the same ISDOC meetings as Trustee Nelson as well as the PLFF Board Meeting. She advised she had a meeting set up with the new Placentia-Yorba Linda School District Superintendent, Dr. Cherniss. However, he was sick the day of the meeting and she is working on getting the meeting rescheduled. She met with the Principal of Valadez Middle

School Academy regarding the upcoming bookmobile services and working with the PTA in that area. She took this time to thank staff for their work on President Martin's reception.

FRIENDS FOUNDATION REPORT

President Skipper reported he attended a meeting with the Library Board of Trustees regarding potential fundraising ideas. They have been pushing out memberships. They went through their previous and present membership list and are sending out 200 membership letters based off of those lists. They gave out information on the PLFF to families during the Summer Reading Program. His goal is to get the membership numbers to go up to 300-500 within the next six to nine months. He also advised they will be putting in more vending machines in the Bodhi area to raise more funds.

CONSENT CALENDAR

The Board requested to discuss Agenda Items 13, 16, 17, and 18. After a brief discussion where staff answered questions from the Board regarding those agenda items, it was moved by Trustee Beverage and seconded by Trustee Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

MINUTES FOR JUNE 30, 2023 UNUSUAL DATE MEETING.

The minutes for the June 30, 2023 Unusual Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER'S REPORTS

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

GENERAL CONSENT REPORTS

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

STAFF REPORTS

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

CONFERENCE REPORTS FROM TRUSTEES AND STAFF.

Director Contreras thanked the Board for authorizing attendance of several staff members for both the California Library Association Conference and the American Library Association Conference. All notes from each Trustee and staff member are included in the Board Book.

Children’s Supervising Librarian, Margaret Hatanaka, and Library Assistant Sally Federman reported out on their experience, what they learned and the main highlights from the California Library Association Conference.

Librarian Mayli Apontti, Assistant Library Director Baltierra, and Trustees Carline, Beverage, and Nelson reported out on their experience and their main takeaways from the American Library Association Conference.

WEBSITE UPDATE FROM IT CONSULTANT.

Director Contreras reported IT Consultant, Jeremy Yamaguchi, is here to update the Board on the progress of the new website. Staff wanted to show the Board the new website before it went live. Mr. Yamaguchi advised there have been a few “hiccups” on the customization of the home page. Staff are restricted to using templates that are provided by the vendor. Even with these restrictions, Mr. Yamaguchi believes Streamline is still a good vendor for the price point. The Board expressed the new website looks very plain and there is no “wow” factor. Director Contreras advised an RFP was put out for a graphic designer who can potentially make the website look better in the future. The Board advised functionality is the main thing here and as long as it is user-friendly, they have no issues moving forward with the new website. However, they would like to see a bigger logo, more color, and a link that leads to the PLFF website.

BOARD VACANCY DUE TO PRESIDENT MARTIN’S RESIGNATION.

At the last Board Meeting, the Board directed staff to start the process of filling a vacant seat on the Board due to President Martin’s resignation. Staff recommends the Board to appoint Secretary Carline to President Martin’s seat, which is up for re-election in November 2026. Staff will need to solicit interest for filling Secretary Carline’s vacant seat, which ends in 2024. Counsel DeBerry advised staff can make the recommendation to the Board of Supervisors to have Secretary Carline fill President Martin’s seat and the recommendation for a new Trustee to fill Secretary Carline’s seat at the same time. After a discussion, Trustee Beverage made a motion to appoint Secretary Carline to President Martin’s seat with an expired term of 2026. It was seconded by Trustee Dahl. A roll call vote was taken:

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

DISCUSS AND REVIEW REPROGRAPHIC SERVICE BIDS.

Assistant Library Director Baltierra reported she reached out to several vendors to get quotes for the printing of the library newsletters. Most vendors have done work for the library in the past. Staff recommends continuing to work with Advantage Color Graphics, which is the vendor the library has been working with since 2018. After a brief discussion, Trustee Beverage made a motion to award reprographic service to Advantage Color Graphics. It was seconded by Secretary Carline. A roll call vote was taken:

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

CLOSURE REQUEST FOR STAFF DEVELOPMENT DAY ON NOVEMBER 30, 2023.

Director Contreras requested the Board to authorize closing the library for Staff Development Day on Thursday, November 30th. She reported staff would be using this time to put up holiday decorations, work on the strategic plan, and train on a topic that has not been decided yet. She also advised this would be the same day as the City’s Christmas tree lighting event. An event which the library usually closes

early for in order to free up parking space for attendees for the event. Trustee Nelson made a motion to authorize a closure on November 30, 2023 for a Staff Development Day. It was seconded by Trustee Beverage. A roll call vote was taken:

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

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

President Martin reported the Joint-Use Committee had not met in a few months and there was a lot to discuss. The main topics of the July Joint Use Meeting was the Freedom to Read Committee and the new Emergency Operations Center that's being built.

**ISDOC UPDATES FROM
TRUSTEE NELSON.**

Trustee Nelson reported there are not many updates to give regarding the previous ISDOC meetings he attended. He gave brief update on the letter of support from the Board and other Districts in regards to Initiative #21-0042A1, also known as Initiative #1935, the "Taxpayer Protection and Government Accountability Act". Director Contreras took this time to thank Mr. Yamaguchi on his assistance with the ISDOC website.

ELECTION OF OFFICERS.

Director Contreras advised the Board will need to elect new officers due to President Martin's resignation and Secretary Carline filling her Board President position. President Martin nominated Secretary Carline for Board President. It was seconded by Trustee Nelson. A roll call vote was taken:

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

President Martin nominated Trustee Nelson for Board Secretary. It was seconded by Trustee Beverage. However, Trustee Dahl expressed her interest in becoming Board Secretary. Trustee Nelson in turn nominated Trustee Dahl for Board Secretary. It was seconded by Secretary Carline. Trustee Nelson withdrew his name for the Board Secretary position. A roll call vote was taken for the nomination of Trustee Dahl as Board Secretary:

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

AUGUST BOARD MEETING.

Director Contreras advised there are no urgent business items to present to the Board that cannot be postponed until September and is requesting the Board to cancel the August Board Meeting. Also, both she and Trustee Beverage will be at the CSDA Conference during the day of the August Board Meeting. After a brief discussion, the Board approved of going dark in August and meeting again on September 25th.

No agenda items requested at this time.

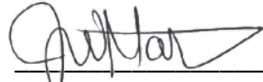
AGENDA DEVELOPMENT

The next Board Meeting will be on September 25, 2023 at 6:30 p.m.


ADJOURNMENT

The Board of Trustees Unusual Date Meeting of July 31, 2023 was adjourned at 7:42 p.m.

Minutes of Placentia Library District Board of Trustees – Unusual Date Meeting of July 31, 2023



Jo-Anne Martin, President
Library Board of Trustees



Gayle Carline, Secretary
Library Board of Trustees