

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
February 22, 2023

CALL TO ORDER

President Martin called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 22, 2023 at 6:33 p.m.

Members Present: President Jo-Anne Martin, Secretary Gayle Carline, Trustee Stephanie Beverage, Trustee Scott Nelson.

Members Absent: Trustee Sherri Dahl.

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

Counsel Present: None.

Guests: Shellie McCurdy, Library Assistant; Laura DeLeon, Library Clerk.

ADOPTION OF AGENDA

It was motioned by Trustee Beverage and seconded by Trustee Nelson to adopt the agenda as presented (Item 3).

AYES: Martin, Carline, Beverage, Nelson

NOES: None

ABSENT: Dahl

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin reported she attended Venessa Faber's Goodbye Pie, the Miss Placentia/Yorba Linda pageant, the Blue Ribbon Committee, and the Joint Use Meeting. She also presented a pictorial of her time in the Air Force for Dr. Voiza Arnold's P.E.O. group, visited Trustee Dahl in the hospital, volunteered at Charity's Closet, supported Rotary and completed more IT training from KnowBe4. She attended the Financial Partners Credit Union All Partners Day where they had a motivational speaker who she would like to add to the agenda for next month's meeting.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline also completed more IT training from KnowBe4. She attended the ISDOC Quarterly Luncheon which is now virtual event only. She reported she was asked to be a motivational speaker at the National Federation of Women's Club convention in May.

Trustee Beverage also completed more IT training from KnowBe4. She checked the ISDOC website and tried to log into their executive committee meeting but was unable to. She checked the LAFCO website. The February meeting was cancelled. She will try to attend the meeting in March. She also visited Trustee Dahl in the hospital. She reported she is participating in the Osher Lifelong Learning Institute (OLLI) at Cal State Fullerton. One of the members of the OLLI writing group gave her a list of local authors for potential book signings. She will pass this on to the Placentia Library Friends Foundation (PLFF).

Trustee Nelson attended the Joint Use Meeting and signed checks.

Trustee Dahl has an excused absence due to medical reasons.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras reported she has been working with PLFF Vice President, Gae Wood, to coordinate all of the details for the Authors Luncheon on March 4th. Staff have been helping with the program, a few staff will be on site to help during the event and a few more are attending as guests. Their tickets have been comped thanks to donors like President Martin and Secretary Carline. She took this time to publicly thank the Placentia Police Department and the Placentia Fire Department for their silent auction basket donations. She reported she also visited Trustee Dahl in the hospital. She thanked Assistant Library Director, Yesenia Baltierra, for helping with Trustee Dahl's cats. She also thanked Trustee Beverage and Trustee Nelson for their assistance on updating the District's bank accounts. She has also been meeting with vendors regarding the floor in the Hangar, HVAC, the outdoor space, and the front entrance door. She attended the SLS Executive Council Meeting, the ISDOC GM Meeting and the P.E.O. meeting where President Martin gave a presentation on her time in the Air Force. She also did a presentation on the District at the P.E.O. meeting. She advised she has been working with the Assistant Library Director to prepare for the Staff Development Day on March 9th. She took this time to thank staff for their patience as the Administration team makes adjustment to recent staff changes.

**FRIENDS FOUNDATION
REPORT**

Director Contreras gave an update on behalf of the PLFF President Rueben Skipper. There are currently 12-13 full tables which have been sponsored for the Authors Luncheon. On behalf of Gae Wood, Jeanette thanked the staff and the Board for supporting the event.

CONSENT CALENDAR

The Board discussed questions in regards to Agenda Item 19 with staff. Director Contreras advised she has been talking to another finance consultant, Mark Davis, to help with the financial audit, bank reconciliations, and ledgers for the District. After a contract has been written up, it will be presented to the Board. It was then moved by Trustee Beverage and seconded by Trustee Nelson to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

**MINUTES FOR JANUARY 23,
2023 REGULAR DATE
MEETING.**

The minutes for the January 23, 2023 Regular Date Meeting were received, reviewed and filed (Item 9).

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

**CASH FLOW ANALYSIS
AND
TREASURER'S REPORTS**

Check Registers for January 2023 (Item 10)
Fund 707 Balance Report for January 2023 (Item 11)
Financial Reports through January 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)

**GENERAL CONSENT
REPORTS**

Balance Sheets for January 2023 (Item 13)
Acquisitions Report for January 2023 (Item 14)
Service Revenue Report for January 2023 (Item 15)
Library Impact Fee Report for January 2023 (Item 16)
Personnel Report for January 2023 (Item 17)
Circulation Report for January 2023 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia (Item 19)

STAFF REPORTS

Administration Report for January 2023 (Item 20)
Children’s Services Report January 2023 (Item 21)
Adult Services Report for January 2023 (Item 22)
Placentia Library Website Technology Report for January 2023 (Item 23)

AUTHORIZATION FOR AMENDMENTS TO POLICY 6050 – COMMUNITY MEETING ROOM POLICY.

Director Contreras is requesting the Board to authorize amendments made to the Community Meeting Room Policy. The Board advised they want to see language added to the policy regarding liability insurance and pass-through charges. The Board would like for legal counsel to review the policy before they vote to authorize the amendments. Secretary Carline made a motion to relook at the updates to Policy 6050 – Community Meeting Room Policy and have it reviewed by legal counsel and brought back next month for approval. It was seconded by Trustee Beverage. All in favor:

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

INTRODUCTION AND FIRST READING OF PROPOSED POLICY 6056 – PROGRAM DEVELOPMENT POLICY.

Director Contreras reported the Board had requested staff to present a program policy for the Board’s consideration. After a brief discussion between the Board and staff regarding the language used for certain sections of the new policy, Trustee Nelson made a motion to approve the first reading and suggested amendments for proposed policy 6056. It was seconded by Trustee Beverage. A roll call vote was taken:

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

AUTHORIZATION FOR AMENDMENTS TO POLICY 6065 – PUBLIC BEHAVIOR POLICY.

Director Contreras reported the Board had previously approved to amend the Public Behavior Policy on January 24th, 2022. After the last LMT meeting on January 24th, 2023, staff have recommended new changes to the policy to address recent issues. After a brief discussion between the Board and staff, Trustee Nelson made a motion to authorize amendments to Policy 6065 – Public Behavior Policy as presented, inclusive of input received from the Board of Trustees. It was seconded by Secretary Carline. A roll call vote was taken:

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

CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD OF DIRECTORS CALL FOR NOMINATIONS, SEAT C.

Director Contreras reported the California Special Districts Association (CSDA) has a vacancy on its Board of Directors and is requesting nominations for Seat C. At this time, no Board members are interested in submitting their name for Seat C. No action was taken at this time.

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY NOTIFICATION OF NOMINATIONS FOR THE 2023 BOARD OF DIRECTORS ELECTION.

Director Contreras reported there are three Directors seats open on the Special District Risk Management Authority (SDRMA) Board of Directors and they are seeking nominations. At this time, no Board members are interested in submitting their name for any of the seats. No action was taken at this time.

ADOPTION OF RESOLUTION 2023-01: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT ENDORSING THE CANDIDACY OF TRUSTEE SCOTT NELSON TO THE POSITION OF 3RD VICE PRESIDENT OF THE EXECUTIVE COMMITTEE OF THE INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY.

Director Contreras reported the Independent Special Districts of Orange County (ISDOC) are seeking nominations for the two-year term positions of 3rd Vice President and Secretary on their Executive Committee. Trustee Nelson has expressed interest in serving as the 3rd Vice President. Director Contreras is asking the Board to adopt Resolution 2023-01 to endorse Trustee Nelson. Trustee Nelson will be able to attend some ISDOC meetings via zoom but some meetings will have mandatory in-person attendance. After a brief discussion, Trustee Beverage made a motion to adopt Resolution 2023-01: A Resolution of the Board of Trustees of the Placentia Library District Endorsing the Candidacy of Trustee Scott Nelson to the Position of 3rd Vice President of the Executive Committee of the Independent Special Districts of Orange County. It was seconded by Secretary Carline. A roll call vote was taken:

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

AUTHORIZATION FOR ATTENDANCE TO THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION LEGISLATIVE DAYS IN SACRAMENTO, CALIFORNIA ON MAY 16-17, 2023.

Director Contreras advised Trustee Nelson will be required to attend the CSDA Legislative Days if he is elected as the 3rd Vice President of the ISDOC Executive Committee. She encourages all other Trustees to attend as well if they are available on those dates. After a brief discussion, Trustee Beverage made a motion to authorize Trustees Martin and Nelson, the Assistant Library Director and the Library Director to attend the CSDA Legislative Days in Sacramento on May 16-17, 2023. It was seconded by Secretary Carline. A roll call vote was taken:

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

AUTHORIZATION FOR ATTENDANCE TO THE AMERICAN LIBRARY ASSOCIATION CONFERENCE IN CHICAGO, ILLINOIS ON JUNE 22-27, 2023.

Director Contreras reported this year's American Library Association (ALA) Conference will be in Chicago this year from June 22-27. She is requesting attendance approval early in order to book rooms in the headquarter hotel for the conference. After a brief discussion, Trustee Nelson made a motion to approve attendance by Trustees Martin, Carline, Beverage, Nelson, Dahl and one staff member to attend the ALA Conference in Chicago, Illinois on June 22-27, 2023. It was seconded by Trustee Beverage. A roll call vote was taken:

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

JOINT-USE COMMITTEE UPDATES FROM PRESIDENT MARTIN.

President Martin reported the main topic for the Joint Use Meeting was parking. The City advised they have been looking at an automated parking structure. Other updates from the City included the Blue Ribbon Committee, breaking ground on the public safety building, continuation of their repaving work, making improvements to old City Hall, and a reimagining of the Chapman corridor.

BLUE RIBBON COMMITTEE UPDATES FROM PRESIDENT MARTIN.

President Martin presented updates from the Blue Ribbon Committee. About 7-8 people came in from the public for the last meeting to ascertain what the community is looking for from the community center. There is also an online, bilingual, survey to garner more information from the community. Some things people are looking for is having a continuous pathway, a clear view of the lake, multi/intergenerational activities, a contemporary design with water conservation and accessibility for seniors. At this time, the City still does not have any funding

for the construction. The City is paying for the initial concept design. When this is done, the City will market it to look for state and federal grants.

**LEGISLATIVE UPDATES
FROM SECRETARY CARLINE.**

Secretary Carline reported out on current legislations. Special districts want to put policies in place to enact AB 2449 – modifications to the Brown Act. There is nothing of note which should concern the District except for the upcoming Fiscal Year 2024 earmark season.

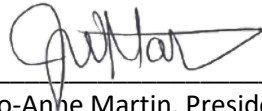
AGENDA DEVELOPMENT

President Martin will be emailing the motivational clip instead of adding it as an agenda item for the next meeting. Director Contreras would like to add the discussion of the Boys & Girls Club use of the meeting room and the District's partnership with them. She will also be presenting a resolution to change the dollar amount for projects which can move forward without Board approval.

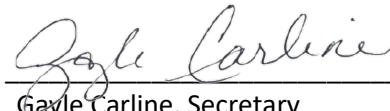
The next Board Meeting will be on March 27, 2023 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of February 22, 2023 was adjourned at 07:45 p.m.



Jo-Anne Martin, President
Library Board of Trustees



Gayle Carline, Secretary
Library Board of Trustees