

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
SEPTEMBER 25, 2023

CALL TO ORDER President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 25, 2023 at 6:39 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; Lina Nguyen, Executive Assistant.

Counsel Present: Barbara Raileanu, Woodruff & Smart.

Guests: Tim Balen, Librarian; Laura DeLeon, Library Clerk; Damean Sanz, Library Assistant; Jeremy Yamaguchi, IT Consultant; Minnie McCormick, student; Voiza Arnold, patron and Trustee candidate; Tyler Augusy, patron.

ADOPTION OF AGENDA It was motioned by Trustee Nelson and seconded by Trustee Beverage to adopt the agenda as presented (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 Taste of Placentia and a meeting with Gae Wood regarding next year's Authors Luncheon. She will also be attending the upcoming State of the City.

TRUSTEE & ORGANIZATIONAL REPORTS Secretary Dahl reported she attended the Placentia Library Friends Foundation Board meeting. She will also be attending the upcoming State of the City. The dial in number for the Orange County Council of Governments meeting was not working so she was unable to attend.

Trustee Beverage reported she attended the California Special District Association Conference. She will also be attending the upcoming State of the City.

Trustee Nelson reported he attended the Taste of Placentia. He advised he will be attending the upcoming Independent Special Districts of Orange County Luncheon.

LIBRARY DIRECTOR REPORT Library Director Contreras reported she attended the California Special District Association Conference, conducted interviews for the graphic designer position, and met with the Business Manager to go over the proposals received for the outdoor space. She took this time to thank the City for sending over their Public Works staff to help review the outdoor space proposals. She advised the graphic designer she selected resides in Indonesia. She attended the school district's State of the School with Assistant Library Director Baltierra. They then met with the new Superintendent, Dr. Cherniss, and filled him in on the upcoming bookmobile services. She advised the Board she submitted her resignation from the Boys and Girls Club. She had served for two years. Assistant Library Director Baltierra is

working with the Boys and Girls Club to figure out the logistics of them using our community meeting room.

She then took this time to introduce the new Bookmobile Library Assistant, Damean Sanz, to the Board. Damean thanked for Board for their time and spoke briefly on his interests and what led him to taking the position at the District.

FRIENDS FOUNDATION REPORT

Director Contreras reported the PLFF are looking to do a donut fundraiser with Krispy Kreme in October. Secretary Dahl reported their membership campaign has been very slow. They are thinking of taking Director Contreras up on her offer to do an email blast from the District. The bookstore continues to do very well.

CONSENT CALENDAR

The Board requested to discuss Agenda Items 14 and 21. 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 Nelson 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 JULY 31, 2023 UNUSUAL DATE MEETING.

The minutes for the July 31, 2023 Unusual 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 July & August 2023 (Item 10)
Fund 707 Balance Report for July & August 2023 (Item 11)
Financial Reports through July & August 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 July & August 2023 (Item 13)
Acquisitions Report for July & August 2023 (Item 14)
Entrepreneurial Activities Report for July & August 2023 (Item 15)
Library Impact Fee Report for July & August 2023 (Item 16)

GENERAL CONSENT REPORTS

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

STAFF REPORTS

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

APPROVAL OF BENEFITS FOR THE LIBRARY DIRECTOR.

President Carline reported the Board had met in a Closed Session to hear from the personnel committee regarding Director Contreras. While there are no complaints regarding her performance, the Board will withhold her final performance packet until the next Board meeting only because they are working out the logistics of it. The full package will be presented at the October meeting.

BOARD VACANCY UPDATES

Director Contreras reported staff had gone through the process of soliciting interest to fill the Board vacancy but received no applications by the time of the public notice closing date on September 1, 2023. Director Contreras reached out to Dr. Voiza Arnold, a long time supporter of the District, about the vacancy and she showed interest in joining the Board and sent in her application on September 19, 2023. Dr. Voiza Arnold took this time to introduce herself to the Board. The Board all agreed she would be a great addition to the Board. Trustee Beverage made a motion to approve to recommend Dr. Voiza Arnold to the Board of Supervisors to fill the vacancy left by President Carline after she took over former President Jo-Anne Martin’s term. It was seconded by Trustee Nelson. A roll call vote was taken:

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

AUTHORIZE AMENDMENTS TO PLACENTIA LIBRARY DISTRICT POLICY 2327 – LIBRARY PAGE.

Director Contreras reported staff is making recommendations to amend policy 2327 – Library Page to reflect the District’s commitment to inclusion and hiring of people with disabilities and give more people the opportunity to qualify for the position. The Board noted the additions are good, timely, and standard amongst other libraries. After a brief discussion, Secretary Dahl made a motion to authorize amendments to Placentia Library District Policy 2327 – Library Page, as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Trustee Beverage. A roll call vote was taken:

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

AUTHORIZE AMENDMENTS TO PLACENTIA LIBRARY DISTRICT POLICY 2150 – COMPENSATION.

Director Contreras reported amendments to Policy 2150 – Compensation is being recommended in order to recognize outstanding service from staff who have taken on additional responsibilities that are beyond their existing duties. This policy would be retroactive to the last fiscal year. After a brief discussion, Trustee Nelson made a motion to approve amendments to Policy 2150 – Compensation, 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, Beverage, Nelson
NOES: None
ABSENT: None

DISCUSS PROPOSALS RECEIVED FOR THE OUTDOOR SPACE AND LOADING DOCK PROJECTS AND SELECT A FIRM TO PROVIDE DESIGN SERVICES.

Director Contreras reported the District received two proposals for the design services for the outdoor space. After meeting with the City staff, a potential misunderstanding on the timeline was found. After reviewing the RFP, City staff pointed out it looks like the timeline includes the construction. Business Manager Maskarino reached out to both bidders and made sure to clarify the timeline was strictly for the design services. Updated proposal packets can be found in the Board book. Staff recommends awarding the contract to IDS Group. The Board agreed they are the better choice as they have experience with other libraries. The Board requested if a change in the budget of the project is over \$20,000, that it be brought to the Board for review. After a brief discussion, Secretary Dahl made a motion to approve the award of the design services contract to IDS Group in the amount of \$120,539 and delegate authority to the Library Director or her designee to make any necessary minor modifications to the contract, provided they do not

alter the scope or budget beyond \$20,000, at which time it goes back to the Board for approval. It was seconded by Trustee Beverage. A roll call vote was taken:

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

DISCUSS AND REVIEW THE REQUEST FOR PROPOSAL FOR AUDIT SERVICES FOR THE 2022-2025 FISCAL YEARS.

Director Contreras reported the District is required to undergo regular financial audits and it is time to update the audit service for fiscal year 2022-2025. The District is currently behind on its financial audits due staffing changes. The audit for the 2021-2022 fiscal year is still in progress but will be ready to be presented at the October Board meeting. By moving forward with the RFP process, the District will be able to move forward to start completing the audit for the 2022-2023 fiscal year. Due to the District budget working off of a two-year cycle, staff is requesting authorization for the firm to continue working through fiscal year 2025. Trustee Nelson made a motion to approve the RFP as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Trustee Beverage. A roll call vote was taken:

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

AUTHORIZE THE BUSINESS MANAGER TO ATTEND THE 2024 ANNUAL CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS CONFERENCE IN ANAHEIM, CALIFORNIA, JANUARY 30-FEBRUARY 2, 2024.

Director Contreras reported this agenda item is a request to authorize Business Manager Maskarino to attend the 2024 Annual California Society of Municipality Finance Officers Conference in Anaheim. There are sessions that will help him to understand District operations and accounting principles and laws. Trustee Beverage made a motion to authorize the Business Manager to attend the 2024 Annual California Society of Municipal Finance Officers Conference in Anaheim, California, January 30-February 2, 2024. It was seconded by Trustee Nelson. A roll call vote was taken:

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

AUTHORIZE THE LIBRARY DIRECTOR AND THE ASSISTANT LIBRARY DIRECTOR TO ATTEND THE FUTURE OF LIBRARIES 2023 CONFERENCE IN SAN FRANCISCO, OCTOBER 3, 2023.

Director Contreras reported this agenda item is a request to authorize Assistant Library Director Baltierra and herself to attend the Future of Libraries Conference in San Francisco. Director Contreras believes the topics of the conference are pertinent to the work the District is doing. Trustee Nelson made a motion to authorize the Library Director and Assistant Library Director to Attend the Future of Libraries Conference in San Francisco, October 3, 2023. It was seconded by Trustee Beverage. A roll call vote was taken:

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

AUTHORIZE THE EXECUTIVE ASSISTANT TO ATTEND THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD SECRETARY/CLERK CONFERENCE IN MONTEREY, CALIFORNIA, NOVEMBER 6-8, 2023.

Director Contreras reported this agenda item is a request to authorize Executive Assistant Nguyen to attend the California Special District Association Board Secretary/Clerk Conference in Monterey. Director Contreras believes this will be beneficial to Executive Assistant Nguyen as this is her first public agency employment. Secretary Dahl made a motion to authorize the Executive Assistant to attend the California Special District Association (CSDA) Board Secretary/Clerk Conference in Monterey, California, November 6-8, 2023. It was seconded by Trustee Beverage. A roll call vote was taken:

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

AUTHORIZE FUND REQUEST FOR THE 2023 STAFF APPRECIATION AND RECOGNITION.

Director Contreras reported she is requesting the Board to approve \$4,000 from the general fund to be used towards the Staff Appreciation Night Murder Mystery Dinner Show. Trustee Beverage made a motion to approve the request for \$4,000 to be used for the annual Staff Appreciation and Recognition event. It was seconded by Secretary Dahl. A roll call vote was taken:

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

INTRODUCTION AND FIRST READING OF POLICY 2022 – EMPLOYEE OF THE YEAR BENEFITS.

Director Contreras reported this is the introduction of a new policy to recognize and allow for the Employee of the Year winner to receive two paid days off in lieu of a financial award of \$500. The Board advised if this is what staff would like, they have no issues with approving the policy. Director Contreras advised she will be taking this item to the Staff Meeting to get a consensus of what staff would prefer. As this is just the first reading, if staff end up not wanting the two paid days off and instead want to continue with the financial award, the policy will be considered “dead” and will not be brought back to the Board for a second reading. Trustee Beverage made a motion to approve Policy 2022 – Employee of the Year Benefits as a First Reading. It was seconded by Trustee Nelson. A roll call vote was taken:

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

ADOPT RESOLUTION 2023-06: A RESOLUTION TO OPPOSE INITIATIVE 21-0042A1, LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES.

Director Contreras reported this is a resolution to oppose Initiative 21-0042A1, also known as Initiative 1935, which limits the ability for state and local governments to raise revenue for government services. Trustee Nelson had requested this item be added to the agenda. This is an item that has been discussed during previous Board meetings. Secretary Dahl made a motion to adopt Resolution 2023-06: A Resolution to Oppose Initiative 21-0042A1, Limiting the Ability of Voters and State and Local Governments to Raise Revenues for Government Services. It was seconded by Trustee Beverage. A roll call vote was taken:

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

DISCUSS LETTER OF SUPPORT FOR ASSEMBLY CONSTITUTIONAL AMENDMENT 13 AND AUTHORIZE PRESIDENT CARLINE TO SIGN ON BEHALF OF THE PLACENTIA LIBRARY DISTRICT.

Director Contreras reported this is for a letter of support for ACA 13, which if passed into law, would require Initiative 21-0042A1 to pass by the same two-thirds threshold it looks to impose on voters. Trustee Nelson had also requested this item be added to the agenda. Staff is requesting authorization for President Carline to sign the letter of support. Trustee Nelson made a motion to authorize President Carline to sign the letter of support for ACA 13, on behalf of the Placentia Library District. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**ORANGE COUNTY COUNCIL
OF GOVERNMENTS
UPDATES FROM SECRETARY
DAHL.**

Director Contreras reported the next few agenda items are reports from respective Board Trustees on meetings they have attended the past month.

Secretary Dahl advised she had accidentally left her notes for the meeting at home. She reported, in general, the topics discussed during the past 3-6 OCCOG meetings do not pertain to the District. She will provide a better update on the next Board meeting.

After a discussion regarding the value certain organizations are providing to the District, the Board is requesting staff to take a look at organizations the District has memberships with and evaluate whether they are worth the price of the membership. Director Contreras advised this report will be provided at the next Board meeting.

**ISDOC UPDATES FROM
TRUSTEE NELSON.**

Trustee Nelson reported the issues that apply to the District were previously discussed during previous agenda items.

**LAFCO UPDATES FROM
TRUSTEE BEVERAGE.**

Trustee Beverage reported the LAFCO website has been updated. The meeting agendas and recordings are finally available. Most of the summer has been spent going over the finished MSRs. The west and southwest regions are finished and they are moving to the next cycle. The District is not in the new cycle.


AGENDA DEVELOPMENT

The next agenda will include a follow up on Director Contreras' benefits package, a report on the organizations the District is involved in, and a review of the Board representation in those organizations.

The next Board Meeting will be on October 23, 2023 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of September 25, 2023 was adjourned at 7:43 p.m.



Gayle Carline, President
Library Board of Trustees



Sherri Dahl, Secretary
Library Board of Trustees