

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
May 26, 2022

CALL TO ORDER

President Martin called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 26, 2022 at 9:31 a.m.

Members Present: President Jo-Anne Martin, Secretary Gayle Carline, Trustee Sherri Dahl.

Members Absent: None.

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

Guests: Stephanie Beverage, Placentia resident; Robert Callanan, CliftonLarsonAllen LLP; Mary Lou Juster, Placentia resident; Venessa Faber, Supervising Librarian; Wendy Amireh, Supervising Librarian; PLD IT; Tim Worden, Emerging Technologies Assistant; Laura DeLeon, Library Clerk

ADOPTION OF AGENDA

It was motioned by Secretary Carline and seconded by Trustee Dahl to adopt the agenda as presented (Item 3).

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin attended the OC Board of Supervisors meeting, Trustee Al Shkoler's retirement reception, the PLFF author reception, the Boys and Girls Club golf tournament, the HIS OC fundraiser gala, a meeting with Senator Josh Newman, the Blue Ribbon Committee meeting, a prep meeting with the DEI trainer for Staff Development Day, and the Joint Use Meeting.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline attended Trustee Shkoler's retirement reception, the ISDOC quarterly luncheon, the HIS OC fundraiser gala, and a prep meeting with the DEI trainer for Staff Development Day.

Trustee Dahl attended a meeting with Congresswoman Young Kim, Trustee Shkoler's retirement reception, the PLFF author reception, the OC Council of Governments meeting, a prep meeting with the DEI trainer for Staff Development Day, the Placentia Women's Round Table, the Library's Literacy Recognition Event, the HIS OC fundraiser gala, the First Responder's Recognition Breakfast, and a meeting with Senator Josh Newman.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended the First Responder's Recognition Breakfast, Trustee Shkoler's retirement reception, meeting with Congresswoman Young Kim, meeting with Assemblyman Philip Chen, the Library's Literacy Recognition Event, the OC Board of Supervisors meeting, the Santiago Library System Directors meeting, a bookclub meeting with other library directors, the Joint Use Meeting and a meeting with Senator Josh Newman. Director Contreras was also a panelist

for San Jose State University School of Library Science’s Asian Pacific Islander Symposium.

President Martin requested an update on the Staff Development Day that was held on May 6, 2022. Director Contreras reported staff really appreciated having the DEI trainer leading the DEI conversations and providing introduction to the multiple layers of DEI. The training itself focused on the human experience, inclusion, and how to understand cultural and emotional intelligence. The DEI trainer was very engaging and provided many activities for staff to work one-on-one and in groups.

FRIENDS FOUNDATION REPORT

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth was unable to attend this meeting. Trustee Dahl gave a brief update on her behalf. PLFF President Chantarasompoth will be stepping down in June. Former Placentia Library Trustee, Gae Wood, will be coming back to PLFF and is interested in becoming the new PLFF President. There are several people interested in joining the PLFF Board. The author for the next Author’s Luncheon may be Bruce Cameron.

Director Contreras also mentioned the PLFF AAPI Festival that will take place on May 28, 2022 from 10:00AM to 2:00PM at the Placentia Civic Center.

CONSENT CALENDAR

President Martin asked for an update regarding the Passport Services closure that was addressed by Director Contreras. The Board had no other comments. It was moved by Secretary Carline and seconded by Trustee Dahl to approve Agenda Items 9-23 as presented. A roll call vote was taken:

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

MINUTES FOR APRIL 18, 2022 REGULAR DATE MEETING.

The minutes for the April 18, 2022 Regular Date Meeting and May 9, 2022 Library Board of Trustees Special Date Meeting were received, reviewed and filed as amended (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for April 2022 (Item 10)
Fund 707 Balance Report for April 2022 (Item 11)
Financial Reports through April 2022 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 April 2022 (Item 13)
Acquisitions Report for April 2022 (Item 14)
Service Revenue Report for April 2022 (Item 15)
Library Impact Fee Report for April 2022 (Item 16)
Personnel Report for April 2022 (Item 17)
Circulation Report for April 2022 (Item 18)
Review of Shared Maintenance Costs with the City of Placentia (Item 19)

STAFF REPORTS

Administration Report for April 2022 (Item 20)
Children’s Services Report April 2022 (Item 21)
Adult Services Report for April 2022 (Item 22)

Placentia Library Website Technology Report for April 2022 (Item 23)

ADMINISTRATION OF THE OATH OF OFFICE FOR NEWLY APPOINTED LIBRARY BOARD OF TRUSTEE, MR. SCOTT NELSON.

Mr. Scott Nelson was sworn in as a Trustee of the Placentia Library Board of Trustees by President Martin.

PRESENTATION OF FISCAL YEAR 2020-2021 FINANCIAL AUDIT FROM CLIFTON, LARSON, ALLEN LLP.

Robert Callanan from CliftonLarsonAllen LLP reported out on the Fiscal Year 2020-2021 Financial audit. Mr. Callanan made some suggestions for future audits and answered inquiries from the Board. President Martin and Trustee Nelson made comments and suggestions to Business Manager Maldonado to look into different ERP systems that may be more beneficial to the Library. President Martin also mentioned to change and improve the year-end closing procedures in order to stop repeat findings.

FILL THE LIBRARY BOARD OF TRUSTEES SEAT VACATED BY TRUSTEE SHIOURA.

Director Contreras gave a brief explanation in regards to the seat vacated by Trustee Shioura and President Martin explained the procedures for selecting a candidate to fill the Trustee vacancy. The candidates to be considered for Trustee Shioura's seat are: Stephanie Beverage, Natalie Higgins, and Mary Lou Juster. Ms. Beverage and Ms. Higgins interviewed for Trustee Shkoler's vacant seat during the May 9, 2022 meeting and will not have to be interviewed again. The only candidate being interviewed during this meeting will be Ms. Juster. Trustee Nelson will abstain from voting as he was not present during the interviews on May 9, 2022.

Ms. Juster introduced herself and answered questions from the Board. Each Board member, except for Trustee Nelson, assigned points to each candidate after the interview and Executive Assistant Nguyen tabulated the ballots. The voting record for each candidate is as follows:

1. Stephanie Beverage 9 points
2. Natalie Higgins 5 points
3. Mary Lou Juster 4 points

Trustee Dahl motioned to nominate Ms. Stephanie Beverage to vacant Trustee Shioura's remaining term, ending December 2024. It was seconded by Secretary Carline. A roll call vote was taken:

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

CONFERENCE AUTHORIZATION: NEWLY APPOINTED LIBRARY BOARD OF TRUSTEE, SCOTT NELSON, TO ATTEND THE AMERICAN LIBRARY ASSOCIATION (ALA) CONFERENCE, ON JUNE 23-

Director Contreras explained the American Library Association (ALA) Conference is on the agenda in order for the Board to be provided an opportunity to send Trustee Nelson to the conference. The Board had previously voted to send Trustee Dahl and Assistant Library Director Baltierra to the conference. After comments from the Board, Secretary Carline made a motion to authorize Trustee Nelson to attend the ALA Conference, on June 23-28, 2022 in Washington, D.C. It was seconded by Trustee Dahl.

28, 2022 IN WASHINGTON, D.C.

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

CONFERENCE AUTHORIZATION: TRUSTEES AND LIBRARY DIRECTOR TO ATTEND THE ANNUAL CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) CONFERENCE IN PALM DESERT, CALIFORNIA, AUGUST 22-25, 2022.

Director Contreras requested the Board to authorize all available Trustees and the Library Director to attend the California Special District Association (CSDA) Annual Conference. After a brief discussion, Trustee Dahl made a motion to authorize four Trustees and the Library Director, as well as staff if grants are made available, to attend the CSDA Annual Conference in Palm Desert, California, August 22-25, 2022. It was seconded by Trustee Nelson.

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

ADOPT RESOLUTION 2022-03: AMENDING THE BUDGET FOR THE 2022-2023 FISCAL YEAR, BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023.

Director Contreras reported this agenda item will have to be pushed to the June Board Meeting as staff awaits decisions regarding grant submissions from congressional and assembly offices.

DISCUSS DATE FOR JUNE BOARD MEETING.

Director Contreras reported she will be at the General Manager Summit on the date of the June Board meeting and is requesting the Board to consider a new date. After a discussion among the Trustees, Trustee Nelson made a motion to hold the June Board meeting on June 22, 2022 at 6:30 p.m. It was seconded by Trustee Dahl.

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

DISCUSS AND APPROVE THE CALIFORNIA STATE LIBRARY BROADBAND GRANT-RELATED EXPENDITURES.

Assistant Library Director Baltierra reported the California State Library Broadband Grant was awarded to the Library. However, the funds received from the grant will need to be spent by June 30, 2022 and the project that will be funded by the grant will also need to be completed by June 30, 2022. After a discussion, a Special BOT meeting was set for June 7, 2022 at 6:30 p.m. to review and award the RFP for the IT Room. It was motioned by Secretary Carline to approve the RFP as presented, inclusive of input received from the Library Board of Trustees, as well as authorize the staff to purchase two network power switches for a total of \$16,208.40 and to hold a special meeting on June 7th to approve bidders for the RFP and to select the final bidder. It was seconded by Trustee Nelson.

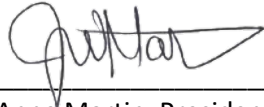
AYES:	Martin, Carline, Dahl, Nelson
NOES:	None
ABSENT:	None

AGENDA DEVELOPMENT

The next Board Meeting will be on June 22, 2022 at 6:30 p.m. The budget, a legislative update, and an update of the Library’s new passport system were requested to be on the agenda for the June Meeting.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of May 26, 2022 was adjourned at 10:45 a.m.



Jo-Anne Martin, President
Library Board of Trustees



Gayle Carline, Secretary
Library Board of Trustees