

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
January 23, 2023

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 23, 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 (Excused)

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

Counsel Present: None.

Guests: Venessa Faber, Supervising Librarian; Shellie McCurdy, Library Assistant; Margaret Hatanaka, Supervising Librarian; Laura DeLeon, Library Clerk; Jeremy Yamaguchi, IT Consultant; Luke H., resident.

ADOPTION OF AGENDA

On behalf of the Board and herself, President Martin took this time to express the sorrow felt over the news regarding the Monterey Park shooting which took place during a Lunar New Year celebration.

It was motioned by Trustee Beverage and seconded by Secretary Carline 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 the Kirk Cameron reading and thanked the staff for their assistance in making the reading successful for the public. She also attended a Blue-Ribbon Committee meeting, a few Rotary events and worked as a day manager at Charity's Closet. She helped facilitate a meeting between the Financial Partners Credit Union and Lot 318, who is looking to get a loan to purchase a building. She also visited Trustee Sherri Dahl, who is currently in the hospital.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline also attended the Kirk Cameron reading. She also visited Trustee Dahl. Next month, she will report out on the ISDOC quarterly meeting which she will be attending this Thursday, January 26th.

Trustee Beverage also attended the Kirk Cameron reading. She has heard back from neighbors in her district about how pleased they were with how the event turned out.

Trustee Nelson also attended the Kirk Cameron reading and commended staff on their professionalism during the event. It had turned into something bigger than was expected and staff were able to step up to ensure things went smoothly.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras took this time to remind everyone about the Author’s Luncheon on March 4th, 2023. She reported there are already 5 or 6 tables which are committed. She will be co-sponsoring a table with President Martin and Secretary Carline will be sponsoring her own table. Trustee Nelson will also sponsor a table. She also wanted to remind the Board about the upcoming Miss Placentia/Yorba Linda scholarship program on February 4th at 6:00PM which included sponsorships from President Martin, Secretary Carline, Library Director Contreras, and former Trustee Shkoler. President Martin noted the essays sent in were very impressive.

Director Contreras reported she has met with an architect for the outdoor space to get an idea of how the space will look. She welcomed Business Manager Maldonado back from his paternity leave. She mentioned she received and responded to a couple messages from patrons regarding her Director’s Message for December. She also attended City Councilmember Craig Green’s retirement reception and served on a panel for recruitment of a library director.

**FRIENDS FOUNDATION
REPORT**

Director Contreras gave an update on behalf of the Placentia Library Friends Foundation (PLFF) President Rueben Skipper. The PLFF are working on making some changes to their website. Director Contreras advised she spoke to President Skipper and Vice President Gaeten Wood about the process the District has been going through with their website RFP. The PLFF may piggy-back on the District’s website bid. This is still being discussed. They have some upcoming fundraisers including their yard sale as well as potentially renting out a theater.

CONSENT CALENDAR

It was moved by Trustee Nelson and seconded by Trustee Beverage 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 DECEMBER
19, 2022 REGULAR DATE
MEETING.**

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

STAFF REPORTS

Administration Report for December 2022 (Item 20)

Children’s Services Report December 2022 (Item 21)
Adult Services Report for December 2022 (Item 22)
Placentia Library Website Technology Report for December 2022 (Item 23)

AUTHORIZATION FOR AMENDMENTS TO POLICY 2030 – HOLIDAYS.

Director Contreras reported the Board had authorized the designation of Martin Luther King Jr. Day as a District holiday during the December Board meeting. Staff is recommending the Board to authorize the amendment of Policy 2030.2 to include Martin Luther King Jr. Day as a paid holiday. Trustee Beverage made a motion to authorize an amendment to Policy 2030 – Holidays as presented, inclusive of input from the Library Board of Trustees. It was seconded by Secretary Carline.

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

AUTHORIZATION FOR AMENDMENTS TO POLICY 5010 – BOARD MEETINGS.

Director Contreras reported the Board had authorized to move Board meeting days from the third Monday of each month to the fourth Monday of each month during the December Board meeting. Staff is recommending the Board to authorize the amendment of Policy 5010.1 to reflect the change in the Board meeting date. Trustee Beverage made a motion to authorize an amendment to Policy 5010 – Board Meetings as presented, inclusive of input from the Library Board of Trustees. It was seconded by Trustee Carline.

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

DISCUSSION OF WEBSITE PROPOSALS RECEIVED.

IT Consultant, Jeremy Yamaguchi, reported there are several mobile app developers who need to build the mobile app based off of a website database. If the District were to move forward with either of the current vendors and then had another vendor create a mobile app afterwards, the app developer would need to build another website to create a mobile app off of it and we would end up with two websites. Mr. Yamaguchi is requesting more direction from the Board. The current RFP is for websites only. If the Board wants to prioritize both a new website and a mobile app, the District will need to close out the current RFP and start the process over again with a new RFP. Mr. Yamaguchi is also requesting for a committee to be put together to help narrow down the options and to work off of a wish list. The Board agreed to create the committee, which will consist of Trustee Beverage, Mr. Yamaguchi, and other staff members. After a discussion among the Board, Secretary Carline made a motion to direct staff to reject all bids and prepare a new RFP to include mobile application and web development proposals. It was seconded by Trustee Beverage.

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

AUTHORIZATION FOR THE FORMATION OF A “FREEDOM TO READ” COMMITTEE.

Director Contreras is requesting the Board to authorize the formation of the Freedom to Read Committee. The purpose of the committee will be to review the list of banned books in Texas and provide feedback and responses for titles the District currently carries, and present policy recommendations, if warranted. The committee will consist of about 5 to 7 members with 1 Board member and members from the community. Secretary Carline made a motion to authorize the formation of a “Freedom to Read” Committee with the Assistant Library Director

as the chair and Trustee Nelson as the primary rep with Trustee Beverage as the alternate. It was seconded by Trustee Nelson.

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

AUTHORIZATION FOR ATTENDANCE TO THE ANNUAL TEXAS LIBRARY CONFERENCE ON APRIL 18-23, 2023.

Director Contreras reported she is asking authorization to attend the annual Texas Library Conference in order to see how they are dealing with censorship and see what their outdoor spaces look like. Estimated cost is \$3,000 due to increased air fare and lodging. Trustee Nelson made a motion to authorize the Library Director to attend the Texas Library Association Conference in Austin, Texas, April 18-23. It was seconded by Trustee Beverage.

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

DECEMBER 2, 2022 STAFF DEVELOPMENT DAY REPORT FROM LIBRARY DIRECTOR.

Director Contreras reported out on the December 2, 2022 Staff Development Day. President Martin requested Director Contreras to review the 2023-2025 fiscal year wish list items to see if any of them can be moved forward to next year's budget. Director Contreras advised she had reviewed and approved small ticket items to be moved forward to this fiscal year. President Martin recommends looking at the wish list items again around the end of the fiscal year to see if they can be addressed sooner.

LEGISLATIVE UPDATES FROM SECRETARY CARLINE.

Secretary Carline reported there are not many bills on the docket yet. One item which stuck out to her was the end date of AB 361 regarding teleconferencing rules. Local agencies cannot use AB 361's provisions after February 28, 2023, which is the day the state-of-emergency related to Covid-19 in the state of California will be terminated. Secretary Carline noted we will need to keep watch of this bill with the District's legal counsel and ensure the District stays in compliance.

AGENDA DEVELOPMENT

President Martin reported she will not be available for the next scheduled Board meeting on February 27, 2023. After a brief discussion regarding the availability of all Board members, the next Board meeting has been moved to February 22, 2023 at 6:30 p.m. The All Staff Meeting will then be moved to February 23, 2023.

President Martin would like to add the Blue-Ribbon Committee to the agenda. Secretary Carline would like to review the Community Meeting Room rental policy. Trustee Beverage would like to discuss a programming policy.

The next Board Meeting will be on February 22, 2023 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of January 23, 2023 was adjourned at 07:13 p.m.



Jo-Anne Martin, President
Library Board of Trustees



Gayle Carline, Secretary
Library Board of Trustees