

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
FEBRUARY 23, 2026

- CALL TO ORDER** President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 23, 2026, at 6:30 p.m.
- Members Present:** President Gayle Carline, Secretary Sherri Dahl, Trustee Stephanie Beverage, Trustee Nithin Jilla.
- Members Absent:** Trustee Scott Nelson.
- Staff Present:** Jeanette Contreras, Library Director; Carlo Maskarino, Business Manager; Lina Nguyen, Executive Assistant.
- Staff Absent:** Yesenia Baltierra, Assistant Library Director.
- Guests:** Robert Callanan, Clifton Larson Allen LLP; Shelley Sivak, Senior Associate Architect/Project Manager; Aristoteles Soto-Camacho, Library Page; Kerriane Miller, patron.
- ADOPTION OF AGENDA** It was motioned by Trustee Beverage to adopt the agenda as presented. It was seconded by Secretary Dahl (Item 3). All in favor:  
AYES: Carline, Dahl, Beverage, Jilla  
NOES: None  
ABSENT: Nelson
- ORAL COMMUNICATION** None (Item 4).
- BOARD PRESIDENT REPORT** President Carline reported she met with Library Director Contreras for their monthly meeting. She also completed her cyber security training.
- TRUSTEE & ORGANIZATIONAL REPORTS** Secretary Dahl reported she attended the District's Valentine's Day Plushie Pals workshop and wanted to note that the staff did a great job and everything was handled very efficiently and professionally. She also attended the Placentia Roundtable's Board of Directors meeting. She also watched The Librarians documentary and reported out on a few key highlights.
- Trustee Beverage reported she viewed a Niche Academy webinar on library trustees and advocacy. She also completed her cyber security training.
- Trustee Jilla reported he has been recovering from an injury but was able to attend a few Lunar New Year celebrations in the community. He also picked up art kits for family and friends to participate in the District's Tiny Art Show. He has been working with Director Contreras regarding preparation for CSDA Legislative Days. He also completed his cyber security training.
- Trustee Nelson was absent.
- LIBRARY DIRECTOR REPORT** Director Contreras reported that she attended the Placentia Library Friends Foundation (PLFF) Board Meeting, where the group is finalizing preparations for the

Authors Luncheon. She has been assisting with sponsor follow-ups, program design, the seating chart, and other behind-the-scenes tasks.

She also attended the Santiago Executive Council Meeting. A new chair was nominated, and the group discussed the future of the Performer Showcase, noting concerns about cost and the significant staff time required to produce it. The Children’s Committee has been tasked with identifying alternative methods for securing performer referrals. The consortium’s budget was also reviewed. With the loss of partial State Library funding, the budget is projected to face a \$17,000 deficit, and an increase in membership costs may be the only viable option to close the gap.

Director Contreras additionally attended the District’s Valentine’s Day Plushie Pals workshop and offered kudos to the staff who organized the event.

She met with Orange County Local Agency Formation Commission of Orange County (LAFCO) Executive Director Luis Tapia and Policy Analyst Aimee Diaz. They briefly discussed the District’s municipal service review, which is still in progress. She also received confirmation that an individual from the City of Placentia has expressed interest in the possibility of the City taking over the District.

Finally, she participated in several meetings of the California Library Association’s Conference Planning Committee. The committee has finalized the conference logo, released the call for proposals, and confirmed this year’s theme, "Library Evolution: Tech Driven, Values Led". The conference will be open to special libraries this year.

Secretary Dahl requested that, in future reports on PLFF Board Meetings, Director Contreras include the monthly revenue from the bookstore.

**CONSENT CALENDAR**

After a brief discussion regarding the reduction of print collections in favor of digital resources due to budget reallocation, as noted in Agenda Item 14, it was moved by Trustee Beverage and seconded by Secretary Dahl to approve Agenda Items 9–24 as presented. A roll call vote was taken:

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

**MINUTES FOR REGULAR DATE MEETING ON JANUARY 26, 2026.**

The minutes for the Regular Date Meeting on January 26, 2026, were received, reviewed and filed (Item 9).

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

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

Check Registers for January 2026 (Item 10)  
Fund 707 Balance Report for January 2026 (Item 11)  
Financial Reports through January 2026 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 January 2026 (Item 13)  
Acquisitions Report for January 2026 (Item 14)  
Entrepreneurial Activities Report for January 2026 (Item 15)

Library Impact Fee Report for January 2026 (Item 16)

**GENERAL CONSENT REPORTS**

Personnel Report for January 2026 (Item 17)  
Review of Shared Maintenance Costs with the City of Placentia (Item 18)  
Administration Report for January 2026 (Item 19)  
Circulation Report for January 2026 (Item 20)

**STAFF REPORTS**

Children’s Services Report January 2026 (Item 21)  
Adult Services Report for January 2026 (Item 22)  
Placentia Library Website Technology Report for January 2026 (Item 23)  
Customer Service Report (Items 24)

**PRESENTATION OF FISCAL YEAR 2024-2025 FINANCIAL AUDIT FROM CLIFTON LARSON ALLEN LLP (CLA).**

Director Contreras reported Robert Callanan from CliftonLarsonAllen LLP was present at tonight’s meeting to report on the Fiscal Year 2024-2025 financial audit. He reviewed the audit findings, noting changes in accounting policies and confirming there were no material weaknesses in internal controls, though a significant deficiency in the year-end closing process was identified. He also answered inquiries from the Board. The Board thanked Mr. Callanan for his presentation, and the Fiscal Year 2024-2025 Independent Financial Audit Report was received and filed.

Director Contreras took this time to introduce the District’s new Library Page, Aristoteles Soto-Camacho, to the Board.

**HVAC SCREEN UPDATE AND PRESENTATION FROM IDS GROUP.**

Director Contreras introduced Shelley Sivak from IDS Group to the Board and reported she has joined the meeting via Zoom to provide an update on the HVAC Screen Project. Ms. Sivak presented mockups of the acrylic panels designed to screen the rooftop units and outlined the structural engineering considerations, including the use of tube steel posts and concrete to withstand wind loads. She noted that the panels will match those used in the Outdoor Learning Experience. The Board discussed potential screening options, and Ms. Sivak explained that while full screening is feasible, it would require additional costs and roof modifications. The estimated project cost is \$195,000. She expects to submit the plans to the City within the next couple of weeks, with a target completion date of June 30, 2026. The HVAC Screen Project Update and presentation was received and filed.

**DISCUSS AND APPROVE PROPOSED AMENDMENTS TO ISDOC BYLAWS.**

Director Contreras reported that the Independent Special Districts of Orange County (ISDOC) has proposed amendments to its bylaws to clarify governance procedures, membership provisions, and overall operational structure. As the District is an active ISDOC member, the Board is being asked to review and formally consider approval of the amended bylaws. Staff recommends approval, noting the changes do not impact the District’s membership status or financial obligations. Trustee Beverage made a motion to approve the amendments to the ISDOC Bylaws as presented and authorize the Library Director to submit the ballot on behalf of the Placentia Library District. It was seconded by Secretary Dahl. A roll call vote was taken.

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

**TRAVEL AUTHORIZATION FOR LEGISLATIVE DAYS IN**

Director Contreras reported that the California Special Districts Association (CSDA) will hold its Legislative Days in Sacramento from April 7–8, 2026. President Carline

**SACRAMENTO,  
CALIFORNIA.**

and Trustee Jilla expressed interest in attending. Director Contreras also noted that Trustee Nelson, who typically participates and reports on legislative matters, will be unable to attend this year due to a scheduling conflict. Trustee Beverage made a motion to authorize travel and related expenses for Trustee Jilla, President Carline, and staff to attend the CSDA Legislative Days in Sacramento. It was seconded by Secretary Dahl. A roll call vote was taken.

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

**DISCUSS AND REVIEW THE  
SOLAR OPERATIONS AND  
MAINTENANCE  
PROPOSALS.**

Director Contreras reminded the Board that Johnson Controls presented the Solar Measurement and Verification Report for the District’s solar panels at the January Board Meeting. The District’s five-year maintenance contract with Johnson Controls has concluded, requiring a new agreement if their services are to continue. In response to the Board’s request for additional options, staff is now presenting maintenance proposals from Johnson Controls Inc., Promise Energy, and Solar Technologies. After a discussion, Trustee Beverage made a motion to award the O&M Service to Promise Energy. It was seconded by Secretary Dahl. A roll call vote was taken.

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

**ADOPTION OF POLICY 6051  
– OUTDOOR LEARNING  
EXPERIENCE (OLE) SPACE  
RENTAL.**

Director Contreras reported that the Board had previously voted to amend Policy 6035 – Fee Schedule to include rental rates for the new Outdoor Learning Experience (OLE). Staff is now requesting the Board to review and adopt Policy 6051 – OLE Space Rental, which outlines procedures and requirements for renting the space. Following discussion, the Board agreed that renters must provide proof of liability insurance, with exceptions allowed for staff and PLFF members at the Library Director’s discretion. The Board also considered requiring a percentage of revenue from for-profit events to be donated to the PLFF but chose to seek legal counsel before implementing this. Additionally, the Board agreed to prohibit events that charge admission fees and require vendor insurance information when requested. It was further decided that a minimum of two staff members must be present for after-hours events, with staffing adjusted based on event size or nature. The Board also approved increasing the staff fee from \$40 to \$50 per hour for consistency with other policies. Director Contreras will consult legal counsel regarding the requested additions. Trustee Beverage made a motion to approve Policy 6051 as a first reading as presented, inclusive of input received from the Library Board of Trustees with subsequent changes made with the District’s legal counsel and brought back next month for a second reading and adoption and also the approval of changes to Policy 6035. It was seconded by Secretary Dahl. A roll call vote was taken.

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

**JOINT USE COMMITTEE  
MEETING UPDATES FROM  
PRESIDENT CARLINE.**

President Carline reported the Joint Use Committee did not meet in January. The attached minutes are from the meeting in December. She highlighted issues with landscaping contracts and a plumbing leak affecting the District’s hedges along All

America Way, with plans for further discussions between the City Administrator and Director Contreras.

**ROUNDTABLE WOMEN'S CLUB UPDATES FROM SECRETARY DAHL.**

Secretary Dahl reported that the Placentia Round Table Women's Club has selected its officers and directors for the 2026–2027 fiscal year, with Jo Ann Sowards continuing as president. She noted the club's recent \$1,000 donation to the PLFF, and that PLFF President Gaeten Wood attended their February meeting to thank them and promote the Authors Luncheon. The club's upcoming events include the Past Presidents Celebration, bingo, and a Bunco Bash. They have also set a date for Festival of the Trees: November 21<sup>st</sup>.

**LAFCO UPDATES FROM TRUSTEE BEVERAGE.**

Trustee Beverage reported LAFCO have set their hearing for the proposed budget for the year and appointed new people. They have been focusing on personnel and keeping the Municipal Service Review schedule up to date.

**ISDOC/LEGISLATIVE UPDATES FROM TRUSTEE NELSON.**

Trustee Nelson's legislative updates were deferred to the March meeting as he is absent.

**AGENDA DEVELOPMENT**

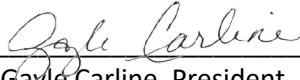
The board noted the need to discuss ALA attendance in Chicago at the next meeting.

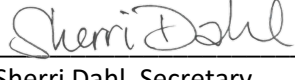
If there are any additional items the Trustees would like to see on the agenda for next month, they can email President Carline or Director Contreras.

The next Board Meeting will be on March 23, 2026, at 6:30 p.m.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of February 23, 2026 was adjourned at 8:22 p.m.

  
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Gayle Carline, President  
Library Board of Trustees

  
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Sherri Dahl, Secretary  
Library Board of Trustees