

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
SEPTEMBER 17, 2026

CALL TO ORDER	President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 17, 2026, at 6:31 p.m. Members Present: President Gayle Carline, Secretary Sherri Dahl, Trustee Stephanie Beverage, Trustee Nithin Jilla (arrived at 6:37 p.m.), Trustee Scott Nelson. Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Carlo Maskarino, Business Manager; Jeremy Yamaguchi, Technology Manager; Lina Nguyen, Executive Assistant.						
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: <table><tr><td>AYES:</td><td>Carline, Dahl, Beverage, Nelson</td></tr><tr><td>NOES:</td><td>None</td></tr><tr><td>ABSENT:</td><td>Jilla</td></tr></table>	AYES:	Carline, Dahl, Beverage, Nelson	NOES:	None	ABSENT:	Jilla
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NOES:	None						
ABSENT:	Jilla						
ORAL COMMUNICATION	None (Item 4).						
BOARD PRESIDENT REPORT	President Carline reported she met with Library Director Contreras for their monthly meeting.						
TRUSTEE & ORGANIZATIONAL REPORTS	Secretary Dahl reported that she attended the Placentia Round Table Women’s Club Board of Directors meeting as well as the general meeting. Trustee Beverage reported she attended personal meetings. Trustee Jilla had nothing to report. Trustee Nelson reported that he attended the California Special Districts Association Annual Conference with Business Manager Carlo Maskarino, where both participated in various workshops.						
LIBRARY DIRECTOR REPORT	Director Contreras reported that in her July meetings she met with several staff members, including the new Technology Manager, Jeremy Yamaguchi, to discuss promotions and a potential lateral move. She also attended a downtown merchant meeting and participated in a meeting with Paychex to review modules that could assist with onboarding, offboarding, and benefits. Following the Paychex meeting, staff determined that the District’s current provider, the Special District Risk Management Authority (SDRMA), remains the better option. She also noted that she was addressing personal matters during August. She then provided an update on the PLFF Board Meeting on behalf of President Gaeten Wood. Assistant Library Director Baltierra attended the meeting in her place. Year-to-date bookstore revenue totals \$4,899.03. Assistant Library Director Baltierra also presented the 25/26 Funds Presentation. The PLFF will host a donor reception on November 6, 2026, in the Outdoor Learning Experience. They have contracted with Stephen Gaines to develop their new website, and they will not						

participate in the City's Annual Heritage Festival this year.

CONSENT CALENDAR

Before the motion, Director Contreras reported there are new graphics for the Customer Service Report that was added by Technology Manager Yamaguchi and Assistant Library Director Baltierra to add helpful visuals. 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, Nelson
NOES: None
ABSENT: None

**MINUTES FOR REGULAR
DATE MEETING ON JULY 27,
2026.**

The minutes for the Regular Date Meeting on July 27, 2026, were received, reviewed and filed (Item 9).

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

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

Check Registers for July and August 2026 (Item 10)
Fund 707 Balance Report for July and August 2026 (Item 11)
Financial Reports through July and August 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 July and August 2026 (Item 13)
Acquisitions Report for July and August 2026 (Item 14)
Entrepreneurial Activities Report for July and August 2026 (Item 15)
Library Impact Fee Report for July and August 2026 (Item 16)

**GENERAL CONSENT
REPORTS**

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

STAFF REPORTS

Children's Services Report July and August 2026 (Item 21)
Adult Services Report for July and August 2026 (Item 22)
Placentia Library Website Technology Report for July and August 2026 (Item 23)
Customer Service Report (Items 24)

**ADOPT RESOLUTION 2026-
04: A RESOLUTION OF THE
LIBRARY BOARD OF
TRUSTEES OF THE
PLACENTIA LIBRARY
DISTRICT OF ORANGE
COUNTY APPROVING THE
MEMORANDUM OF
UNDERSTANDING ENTERED
INTO BY AND BETWEEN THE
SPECIAL DISTRICT RISK
MANAGEMENT AUTHORITY**

Director Contreras reported that SDRMA submitted a letter indicating they have updated the language in their Memorandum of Understanding (MOU). The amended MOU requires execution and Board approval via a resolution. She reported the changes would not affect contribution or premium amounts. Trustee Beverage made a motion to adopt Resolution No. 2026-04, approving the amended Health Benefits Memorandum of Understanding between the Special District Risk Management Authority and the District and authorize the appropriate District representatives to execute the amended MOU and take all necessary administrative actions to implement the agreement. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**AND THE PARTICIPATING
PUBLIC ENTITY.**

**AUTHORIZE AMENDMENTS
TO POLICY 2306 – JOB
DESCRIPTION TECHNOLOGY
MANAGER, AS PRESENTED
INCLUSIVE OF FEEDBACK
RECEIVED FROM THE
LIBRARY BOARD OF
TRUSTEES.**

Director Contreras reported that amendments were made to the Technology Manager job description to clarify work duties and incorporate AI-related cybersecurity responsibilities. After questions from the Board were answered by staff, Trustee Beverage made a motion authorize amendments to Policy 2306 – Job Description, Technology Manager, as presented inclusive of feedback received from the Library Board of Trustees. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**AUTHORIZE AN
AMENDMENT TO POLICY
2010 – HOURS OF WORK
AND OVERTIME, AS
PRESENTED INCLUSIVE OF
FEEDBACK RECEIVED FROM
THE LIBRARY BOARD OF
TRUSTEES.**

Director Contreras reported that staff is recommending an amendment to Policy 2010 – Hours of Work and Overtime to clarify the District’s defined workweek. Trustee Beverage made a motion to authorize an amendment to Policy 2010 – Hours of Work and Overtime, as presented inclusive of feedback received from the Library Board of Trustees. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**REVIEW AND APPROVE THE
REQUEST FOR PROPOSAL
FOR GENERAL
CONTRACTORS FOR
CONSTRUCTION OF HVAC
SCREENS.**

Business Manager Maskarino reported that the attached Request for Proposal (RFP) pertains to the HVAC screening project. The HVAC screens will mimic the building's brick exterior to maintain visual consistency and address the City’s requirements. Proposals collected will be presented to the Board at the October meeting. Trustee Beverage made a motion to approve the Request for Proposals for HVAC Screening Construction at the District and authorize staff to issue the RFP in accordance with the District’s procurement policies and applicable law. A roll call vote was taken:

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

**AUTHORIZE A CLOSURE ON
NOVEMBER 20, 2026 FOR A
STAFF DEVELOPMENT DAY
FOR BUDGET DISCUSSIONS
WITH STAFF.**

Director Contreras reported that she is requesting to close the library on November 20, 2026, for Staff Development Day. The agenda for the day will include discussions on the upcoming fiscal year budget and winter decorating of the library. Trustee Beverage made a motion to authorize a closure on November 20, 2026 for a Staff Development Day. A roll call vote was taken:

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

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

Secretary Dahl reported that the Placentia Round Table Women’s Club began the new year with 119 members and is considering establishing an auxiliary group. The club has prepared 3,112 soup bags for sale and plans to offer them at the Yorba Linda Craft Fair and the Nutcracker Craft Fair. They sponsored four sophomores to attend the Hugh O’Brian Youth Leadership (HOBY) conference. She also noted that this may be the final year for the Festival of Trees.

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

Trustee Nelson recommended reviewing the Take Action Brief and highlighted several key bills: AB 1383, which increases pension liability; AB 1821, which changes the time frame for Public Records Requests; and SB 1117, which prohibits agencies from imposing impact fees on additional dwelling units of 750 square feet or less.

**LAFCO UPDATES FROM
TRUSTEE BEVERAGE.**

Trustee Beverage reported that the Local Agency Formation Commission (LAFCO) distributed a survey to the northern districts regarding the Municipal Service Reviews (MSRs), noting there were minimal changes identified for the northern area. The final MSR for the District was approved and no modifications were required.

AGENDA DEVELOPMENT

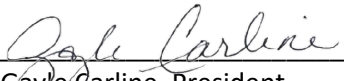
If there are any items the Trustees would like to see on the agenda for next month, they can email President Carline or Director Contreras.

Trustee Jilla informed the Board he will not be at the next meeting.

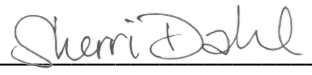
The next Board Meeting will be on October 26, 2026, at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of September 17, 2026 was adjourned at 7:23 p.m.



Gayle Carline, President
Library Board of Trustees



Sherri Dahl, Secretary
Library Board of Trustees