

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
APRIL 27, 2026

- CALL TO ORDER** President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 27, 2026, at 6:35 p.m.
- Members Present:** President Gayle Carline, Secretary Sherri Dahl (arrived at 6:43 p.m.), Trustee Stephanie Beverage, Trustee Nithin Jilla, Trustee Scott Nelson.
- Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Carlo Maskarino, Business Manager; Lina Nguyen, Executive Assistant.
- Guests:** Sally Federman, Literacy Coordinator; Michelle Meades, Adults Supervising Librarian
- ADOPTION OF AGENDA** It was motioned by Trustee Beverage to adopt the agenda as presented. It was seconded by Trustee Nelson (Item 3). All in favor:
AYES: Carline, Beverage, Jilla, Nelson
NOES: None
ABSENT: Dahl
- ORAL COMMUNICATION** None (Item 4).
- BOARD PRESIDENT REPORT** President Carline reported that she attended the CSDA Legislative Days, participated in the Third Grade Visits, had her monthly luncheon with Library Director Contreras, and attended the memorial honoring former Trustee Al Shkoler.
- TRUSTEE & ORGANIZATIONAL REPORTS**
- Secretary Dahl reported that she attended the National Library Workers Day luncheon, the Round Table monthly meeting and its Board of Directors meeting, as well as multiple Round Table scholarship committee meetings.
- Trustee Beverage reported that she attended the memorial for former Trustee Al Shkoler, the National Library Workers Day luncheon, and the Joint Use Meeting.
- Trustee Jilla reported that he attended the CSDA Legislative Days, the memorial for former Trustee Al Shkoler, and the National Library Workers Day luncheon. He also shared that he is working on a new project in collaboration with Library Director Contreras and Assistant Library Director Baltierra.
- Trustee Nelson reported he attended the memorial for former Trustee Al Shkoler and the Joint Use Meeting.
- LIBRARY DIRECTOR REPORT** Director Contreras reported that she attended the memorial for former Trustee Al Shkoler, the Joint Use Meeting, and toured the Riverside Convention Center for the CLA Conference Planning Committee. She noted that the Library Directors Forum will receive state funding this year. She met with a Board Member from the Placentia Library Friends Foundation (PLFF) to review the Board Development Manual, which was later presented to the PLFF Board for review, and attended the PLFF Bookstore Volunteer Luncheon. She also held her monthly meeting with

President Carline.

Director Contreras then reported on the PLFF Board Meeting, where Kerriane Miller was approved as new board members. The March deposits were \$14,360. They reported balances of \$77,530 in checking and \$20,726 in savings. The bookstore generated \$1,866 in March, with year-to-date sales of approximately \$17,000. Sales from this year’s Authors Luncheon were \$2,000–3,000 below last year. They also approved the Bookstore Volunteer Luncheon.

Director Contreras shared insights from the PLFF Volunteer Luncheon, noting that parking remains one of the biggest challenges. She reported that staff have also experienced parking issues, with some receiving citations for improper parking or street-sweeping violations. To address this, she is working with the school district to establish a parking permit system for staff, volunteers, and visitors, which is expected to be implemented next month.

CONSENT CALENDAR

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 MARCH 23, 2026.

The minutes for the Regular Date Meeting on March 23, 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 March 2026 (Item 10)
Fund 707 Balance Report for March 2026 (Item 11)
Financial Reports through March 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 March 2026 (Item 13)
Acquisitions Report for March 2026 (Item 14)
Entrepreneurial Activities Report for March 2026 (Item 15)
Library Impact Fee Report for March 2026 (Item 16)

GENERAL CONSENT REPORTS

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

STAFF REPORTS

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

PRESENTATION BY THE LITERACY COORDINATOR

Director Contreras introduced Sally Federman, Literacy Coordinator, who provided an update on recent literacy initiatives. Ms. Federman reported on the Writer to

ON THE WRITER TO WRITER PROGRAM. Writer program, in which learners write letters to authors of books they have read, with submissions evaluated by a judging committee. Categories range from emerging to advanced writers, and this year the District contributed 10 of the 59 total entries. She also shared several picture books created collaboratively by tutors and learners. Looking ahead, she hopes to guide participants in developing short chapter books at a third- to fourth-grade reading level for next year’s program.

PRESENTATION ON THE IMPACT OF BAKER & TAYLOR DISSOLUTION ON LIBRARY DISTRICT OPERATIONS. Director Contreras reported on the impact of Baker & Taylor’s bankruptcy on the District’s library operations. She explained that the closure required redirecting a library clerk to support technical services processing, which has created ordering backlogs and increased staff workload. She noted that budget amendments will be brought to the Board in May or June to address staffing impacts, particularly as the transition to Amazon stabilizes. She also discussed challenges with cataloging services, as current vendors such as Ingram and Brodart do not provide the same level of support previously offered by Baker & Taylor. The District will continue exploring alternative cataloging solutions, including options to be reviewed at the upcoming ALA Conference.

AUTHORIZE AMENDMENTS TO POLICY 6065 – RULES OF CONDUCT, AS PRESENTED. Director Contreras reported that there have been past incidents in which patrons brought portable generators into the library to charge them using the library power outlets. She noted additional instances where patrons attempted to use kitchen appliances inside the library. To address staff concerns about electrical hazards and fire risks, the Board agreed to expand the policy language to provide clearer guidance for staff. A minor typo was also identified in section 6065.20 and will be corrected. Trustee Beverage made a motion to authorize amendments to Policy 6065 – Rules of Conduct, 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, Jilla, Nelson
NOES: None
ABSENT: None

TRAVEL AUTHORIZATION: ANNUAL CALIFORNIA SPECIAL DISTRICT ASSOCIATION CONFERENCE, AUGUST 24-27, 2026 IN PALM DESERT. Director Contreras reported the Annual CSDA Conference will be held in Palm Desert this year on August 24-27. After a brief discussion, Trustee Nelson and Director Contreras are the only two planning to attend. Trustee Beverage made a motion to authorize Trustee Nelson from the Library Board of Trustees and the Library Director to attend the 2026 CSDA Annual Conference. It was seconded by Secretary Dahl. A roll call vote was taken.

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

JOINT USE COMMITTEE UPDATES FROM TRUSTEE NELSON. Trustee Nelson reported on the Joint Use Meeting, noting that the City is exploring the removal of shrubbery along All America Way to increase parking availability, as parking continues to be a challenge for the Civic Center. He also shared that plans are underway to open a time capsule for the City’s Centennial in December, with the possibility of displaying its contents in the District’s history room. In addition, there will be a joint District and City blood drive held in the District’s meeting room, with staff from both agencies coordinating signage and logistics as the date approaches. Trustee Beverage added that they inquired about statements made to LAFCO regarding the City potentially absorbing the District. City Administrator

Lampman clarified that the City did not express interest in absorbing the library during its meetings with LAFCO.

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY (ISDOC) & LEGISLATIVE UPDATES FROM TRUSTEE NELSON.

Trustee Nelson reported there is not much going on with ISDOC but did mention a federal bill that gives broader recognition to special districts has recently passed. He also noted a potential issue with high-speed rail funding that may affect local districts. He advised this is something we need to continue watching and write a letter against when necessary.

President Carline and Trustee Jilla reported on their visit to Sacramento for CSDA Legislative Days, where they met with legislators and represented the District's interests. They shared that they provided letters, on behalf of CSDA, opposing the proposed high-speed rail funding. They also noted that two bills concerning artificial intelligence were introduced, but a significant concern is that neither bill clearly defines "AI." The Board discussed the need to oppose these measures, particularly given the potential for the AI bills to restrict or ban essential workplace tools such as Microsoft Office.

PLACENTIA ROUNDTABLE WOMEN'S CLUB (PRTWC) UPDATES FROM SECRETARY DAHL.

Secretary Dahl reported that the Placentia Roundtable Women's Club awarded \$50,000 in scholarships to 50 students, including two who received emergency assistance for basic needs. The club also donated to the Placentia Police Department's canine unit and the El Dorado Color Guard, and is preparing for its first mahjong tournament on May 27th. Membership stands at 118 for the 2026–2027 year, with recent nominations in three Best of Placentia Chamber of Commerce award categories. She noted a couple upcoming events and reported financial concerns with the Festival of Trees event, which lost \$4,000 last year and may be discontinued depending on this year's results.

LOCAL AGENCY FORMATION COMMISSION (LAFCO) UPDATES FROM TRUSTEE BEVERAGE.

Trustee Beverage reported that there were no updates regarding the District's MSR. She also noted that a protest hearing was held at the previous meeting concerning the activation of latent power for the Three Arch Bay Community Services District.


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.

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

ADJOURNMENT

The Board of Trustees Regular Date Meeting of April 27, 2026 was adjourned at 8:03 p.m.


Gayle Carline, President
Library Board of Trustees