MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
DECEMBER 16, 2025

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 16, 2025, at 6:30 p.m.

Members Present: President Gayle Carline, Secretary Scott Nelson (arrived at 6:50 p.m.), Trustee Stephanie Beverage, Trustee Sherri Dahl, Trustee Nithin Jilla.

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

Guests: Mark Viloria; Michael Nguyen.

ADOPTION OF AGENDA

It was motioned by Trustee Beverage to adopt agenda as modified. It was seconded by Trustee Dahl (Item 3). All in favor:

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline reported that she attended the Joint Use Meeting and the City's Tree Lighting Ceremony at the Tamale Festival, where she met Michele Severson from the Placentia Chamber who expressed interest in promoting the District's new bookmobile.

TRUSTEE & ORGANIZATIONAL REPORTS

Secretary Nelson did not have anything to report out on.

Trustee Beverage reported she attended a webinar called "Faith for Libraries", which focused on resisting book banning and preventing censorship.

Trustee Dahl reported she attended the PLFF holiday party, the Joint Use Meeting, and the Placentia Round Table Women's Club general monthly meeting and Board of Directors meeting.

LIBRARY DIRECTOR REPORT

Director Contreras reported that she has continued to attend the CLA Conference Committee meetings. She and the business manager met with Johnson Controls, Inc. (JCI) to discuss the solar panels. She and President Carline met with Trustee Jilla for his trustee orientation. She also reported the District held a Staff Development Day where staff were trained on how to use AI and then decorated the library for the holidays. She reported serving on the California State Library's "Every Story Counts" committee. A survey will be conducted from January 25–31, 2026, to collect data. She also attended the PLFF holiday meeting and the SLS Special Meeting.

FRIENDS FOUNDATION REPORT

Trustee Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. She reported there is a Valentine's program that the District is offering on Saturday, February 14th, and PLFF members will be given priority registration. As mentioned in the previous meeting, the PLFF memberships are not up to date. To

review PLFF memberships, a membership committee was formed. The bookstore made $2900.19 for November.

CONSENT CALENDAR

It was moved by Trustee Beverage and seconded by Trustee Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

MINUTES FOR REGULAR DATE MEETING ON NOVEMBER 24, 2025.

The minutes for the Regular Date Meeting on November 24, 2025, were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER'S REPORTS

Check Registers for November 2025 (Item 10)
Fund 707 Balance Report for November 2025 (Item 11)
Financial Reports through November 2025 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 November 2025 (Item 13)
Acquisitions Report for November 2025 (Item 14)
Entrepreneurial Activities Report for November 2025 (Item 15)
Library Impact Fee Report for November 2025 (Item 16)

GENERAL CONSENT REPORTS

Personnel Report for November 2025 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for November 2025 (Item 19)
Circulation Report for November 2025 (Item 20)

STAFF REPORTS

Children's Services Report November 2025 (Item 21)
Adult Services Report for November 2025 (Item 22)
Placentia Library Website Technology Report for November 2025 (Item 23)
Customer Service Report (Items 24)

ADOPTION OF RESOLUTION 2025-07: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO CERTIFY THE APPOINTMENT OF NITHIN JILLA IN LIEU OF ELECTION FOR THE OFFICE OF TRUSTEE OF THE PLACENTIA LIBRARY DISTRICT FOR TERM ENDING DECEMBER 4, 2028; ADMINISTRATION OF THE OATH OF OFFICE.

Director Contreras reported the Orange County Clerk of the Board issued a certificate of appointment to Nithin Jilla at their November 18th meeting. Trustee Beverage made a motion adopt Resolution 2025-07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Certify the Appointment of Nithin Jilla In Lieu Of Election for the Office of Trustee of the Placentia Library District for Term Ending December 4, 2028. It was seconded by Trustee Dahl. A roll call vote was taken.

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

President Carline administered the Oath of Office for Nithin Jilla.

ELECTION OF OFFICERS.

Director Contreras reported a Board President and Board Secretary needed to be elected for 2026. Secretary Nelson nominated Gayle Carline as Board President and it was seconded by Trustee Beverage. A roll call vote was taken.

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

Secretary Nelson nominated Trustee Dahl as Board Secretary and it was seconded by Trustee Beverage. A roll call vote was taken.

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

APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES FOR 2026 BY THE BOARD PRESIDENT.

The Board discussed appointments to various organizations, with approval to discontinue the Friends Foundation representation since staff already attend those meetings and report back to the board.

The 2026 Library Board Representatives are as follows:

Representative to Special District Local Area Formation Commission (LAFCO)
Trustee Beverage and Trustee Jilla as alternate

Representative to the Independent Special District of Orange County (ISDOC)
Trustee Nelson and President Carline as alternate

Placentia Roundtable Women's Club
Secretary Dahl and no alternate

Personnel Committee
Secretary Dahl and Trustee Jilla

Joint Use Agreement Committee
Trustee Beverage and Trustee Nelson with Director Contreras and Assistant Director Baltierra
President Carline as alternate

ADOPTION OF RESOLUTION 2025-08: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES FOR CALENDAR YEAR 2025.

Director Contreras advised the Board needs to establish the Board Meeting dates for calendar year 2026. After confirming the dates work for the trustees, President Carline read Resolution 2025-08 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2026. Trustee Beverage made a motion to Adopt Resolution 2025-08. It was seconded by Trustee Jilla. A roll call vote was taken.

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

ADOPTION OF RESOLUTION 2025-09: A RESOLUTION OF

Director Contreras reported Policy 2288: Electric Vehicle (EV) Charging Stations Policy was first introduced at the November Meeting. After the first reading, the

THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY APPROVING AND ADOPTING POLICY 2285: ELECTRIC VEHICLE (EV) CHARGING STATIONS POLICY.

policy was reviewed by legal counsel, who saw no issues with the policy. Trustee Beverage made a motion to adopt Resolution 2025-09: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Approving and Adopting Policy 2285: Electric Vehicle (EV) Charging Stations Policy and direct the Library Director to implement the policy with updates to the Policy Manual accordingly. It was seconded by Trustee Dahl. A roll call vote was taken.

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

ADOPTION OF RESOLUTION 2025-10: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY APPROVING AND ADOPTING POLICY 6100: AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY.

Director Contreras reported Policy 6100: Automated External Defibrillator (AED) Policy was also introduced at the November Meeting. After the first reading, the policy was reviewed by legal counsel, who saw no issues with the policy. The Board reaffirmed the importance of maintaining an AED to support the safety of both staff and the public. Trustee Beverage made a motion to adopt Resolution 2025-10: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Approving and Adopting Policy 6100: Automated External Defibrillator (AED) Policy. It was seconded by Trustee Dahl. A roll call vote was taken.

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

APPROVAL OF SOLAR PHOTOVOLTAIC (PV) SYSTEM MEASUREMENT AND VERIFICATION (M&V) AND MAINTENANCE AGREEMENT.

Director Contreras reported that the District will need to extend its contract with Johnson Controls, Inc. (JCI) to ensure the solar panels are maintained in accordance with industry standards. After a brief discussion regarding the availability of competitive pricing from other vendors, Trustee Beverage made a motion to extend JCI's current contract through March while staff researches competitive quotes from other vendors for partial or full service coverage, with a report back to the Board anticipated in January or February. 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 THE 2025-2027 SALARY SCHEDULE FOR THE LIBRARY PAGE CLASSIFICATION TO COMPLY WITH THE 2026 CALIFORNIA MINIMUM WAGE.

Director Contreras reported the state of California has increased the state minimum wage. To ensure compliance with the new minimum wage, the District will need to adjust the salary schedule for the Library Page. The Board noted that while this keeps the page classification competitive with the library clerk position, a comprehensive compensation study should be conducted to address any further alignment between classifications. Director Contreras reported Buena Park is looking to do a compensation study and that she can present the findings to the Board after it has been completed. Trustee Beverage made a motion to authorize an amendment to the 2025-2027 Salary Schedule for the Library Page Classification to comply with the 2026 California Minimum Wage, as presented, inclusive of input from the Library Board of Trustees. It was seconded by Trustee Dahl. A roll call vote was taken.

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

JOINT-USE COMMITTEE UPDATES FROM PRESIDENT CARLINE.

President Carline provided a report on the December 1, 2025, Joint Use Committee Meeting, inclusive of updates from the City regarding landscaping responsibilities for the Civic Center and potential issues with the bookmobile maintenance agreement. Director Contreras reported she will meet with the City Administrator to clarify the bookmobile maintenance agreement previously approved and to address concerns related to the dead hedgerow along All America Way.

LAFCO UPDATES FROM TRUSTEE BEVERAGE.

Trustee Beverage reported LAFCO had cancelled their meeting in December. She reported for the November meeting, they reviewed results of their satisfaction survey for the new MSR process. There have been no updates for the District's region.

Director Contreras reported she has not had any contact from the consultant since her last meeting with them. Trustee Beverage noted the District should receive a draft before the report is presented.

ISDOC UPDATES FROM SECRETARY NELSON.

Trustee Nelson reported there is not a lot going on in terms of legislative updates. He did investigate AB1185 and reported out on the concerns with the bill but the bill itself is still in committee and not an immediate issue.

PLACENTIA ROUNDTABLE WOMEN'S CLUB UPDATES FROM TRUSTEE DAHL.

Secretary Dahl reported on the Women's Club successful activities, including $21,000 in soup sales, distribution of Thanksgiving dinner bags, and scholarship programs, while also supporting various community initiatives.

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 January 26, 2025, at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of December 16, 2025, was adjourned at 8:04 p.m.

Gayle Carline, President
Library Board of Trustees

Sherri Dahl, Secretary
Library Board of Trustees