

MINUTES  
PLACENTIA LIBRARY DISTRICT  
MEETING WITH THE PLACENTIA LIBRARY DISTRICT AND THE CITY OF PLACENTIA  
FEBRUARY 27, 2025

**CALL TO ORDER**

**Members Present:** President Gayle Carline, Councilmember Ward Smith.

**Members Absent:** Trustee Stephanie Beverage, Mayor Kevin Kirwin.

**Staff Present:** Library Director Jeanette Contreras, Assistant Library Director Yesenia Baltierra, Executive Assistant Lina Nguyen, Interim City Administrator Tom Hatch, Director of Development Services Joe Lambert, Public Works Supervisor Joey Ruiz, Senior Civil Engineer Gabriel Guerrero-Gabany, Community Services Management Analyst Maddie Villapando.

**Staff Absent:** Director of Public Works Chris Tanio.

**BACKGROUND**

By its terms, the Joint Use Agreement, or "JPA," expired on May 21<sup>st</sup>, 2012. The District and City have now entered into a new agreement governing the use of the Common Area which was executed by notary on October 29<sup>th</sup>, 2019. The District and the City have continued to meet on a monthly basis to discuss ongoing and upcoming projects pertaining to the Common Area and shared costs.

**JOINT USE AGREEMENT –  
BROWN ACT  
REQUIREMENT**

In an email correspondence with Director Contreras, Interim City Administrator Hatch advised the Joint Use Committee Meeting should comply with the Brown Act. Director Contreras reported during the meeting that she reviewed the Joint Use Agreement and can confirm he is correct. She explained the Joint Use Committee Meetings had been complying with the Brown Act but as the meetings continued, neither agency kept up with agenda postings. Minutes from past meetings are available if needed. Moving forward, the Joint Use Committee Meetings will comply with the Brown Act and all that it entails. The District will continue to draft the meeting minutes unless the City would like to take on that task. The District's Executive Assistant will reach out via email for agenda items ahead of the meeting. Interim City Administrator Hatch advised the future agendas will need to be updated with brief descriptions for each item to ensure the public will understand what is being discussed. Development Services Director Lambert stated the minutes from the meeting before should be added to the agenda for approval. Interim City Administrator Hatch at this time advised he had corrections that needed to be made to the minutes from the previous meeting. He also mentioned that agenda building should be added to future agendas as well. Director Contreras thanked Interim City Administrator Hatch for the corrections and noted the items mentioned will be added to future agendas.

**INVOICE – PASS THROUGH  
FEES**

Director Contreras report Interim City Administrator Hatch had reached out to her regarding a potential error with the invoices that are sent to the District in regards to paying a portion of the fees for the upkeep of the Civic Center. She wanted to clarify to Interim City Administrator Hatch that the invoice for the landscaping fees, which can total up to \$19,000 at times, includes city-wide landscaping, not just the Civic Center. The amount the District pays for is only 42% of the work done specifically at the Civic Center. Interim City Administrator Hatch reported there is a generator system that the City upkeeps that also helps to power parts of the District's building when there is a power outage. He had brought up the invoice issue because the cost for the upkeep of the generator has not been included in the invoices to the District but will be included moving forward. Director Contreras

reported there was an outage recently and she did not see that there was any power in the District's building. Public Works Supervisor Ruiz advised half of the power was on in the District's building during that outage and he saw for himself when he went over with Councilmember Jeremy Yamaguchi. He reported half of the District's breaker is attached to the City's back up generator. Director Contreras asked if Supervisor Ruiz can provide her with more information on what zones are powered by the generator. Supervisor Ruiz advised he cannot do an extensive study on what the generator powers at the time. Interim City Administrator Hatch reported the generator backs up the most important systems for the District. Director Contreras wants to ensure the District is paying their portion and hopes to get more information on the cost sometime in March as she is currently working on the budget. Interim City Administrator Hatch and Supervisor Ruiz advised the City looks at the quarterly cost and maintenance cost opposed to usage.

**MEETING CONSENSUS  
DATE**

Director Contreras requested the committee to lock down a meeting date and time so that these meetings can be more consistent. Interim City Administrator Hatch asked the committee how often they believe they need to meet. Councilmember Ward suggested meeting quarterly would make the most sense but bimonthly is the best option. He advised they could call special meetings as needed. After the first few meetings, the committee can change the frequency of the meetings. Director Contreras said the committee should meet quarterly with special meetings as needed. Councilmember Smith and President Carline advised this works for them. It was decided the third Thursday of the month works best for everyone and the meeting should go from 3:00pm-4:00pm. Councilmember Smith stated the next three meetings would be on April 17th, July 17th, and October 16th. The meeting location will be changed to the City's Front Community Meeting Room so that the public can attend if they wish. There will be no Zoom.

**INTER-AGENCY DISASTER  
PREPAREDNESS PLAN**

Director Contreras reported at the last Library Board of Trustees Meeting, they spoke about the Los Angeles fires and the effects on the Alta Dena Library. Their property tax took a hit, and their library is mostly funded by that. She wanted to know if such a thing were to happen in Placentia, how can the City and the District help each other. After some clarification on what the District was looking for from the City, it was decided this would fall under the purview of the City's Community Services Department. Community Services Management Analyst Villapando advised she can coordinate a meeting between the District and Patrick Powers, the Emergency and Health Services Manager, to see how the District can be included in the City's emergency plan.

**RESPONSIBILITY OF  
SPRINKLER MAINTENANCE  
ALONG ALL AMERICAN  
WAY**

Interim City Administrator Hatch reported the District had brought up a sprinkler issue at the last Joint Use Meeting. He advised the City has looked into the issue and found that the District is responsible for the irrigation in that area along All America Way and can manage it with any vendor they would like. Supervisor Ruiz reported the line is cut and capped at the tree. After a brief discussion, it was revealed there was miscommunication in the past that led the District to believe they could not do anything to the landscape when really it was just the trees that the District could not change. Supervisor Ruiz explained that trees throughout the City are protected and maintained by the City and there are strict guidelines for tree removals.

**CITY OF PLACENTIA UPDATE**

Councilmember Smith took this time to report that the City is accepting applications for their Citizens' Academy now. Classes in English will be done in Spring and classes in Spanish will be done in the Fall.

Interim City Administrator Hatch reported there was a CIP Meeting with City Council to see what the community wants.

Interim City Administrator Hatch also reported Analyst Villapando and Supervisor Ruiz have been attending the monthly meetings with District staff to ensure good communication between the two agencies. He also reported the City had purchased a table for the Authors Luncheon but have only been able to fill two seats and are working to fill the rest of the table. Director Contreras thanked the City for their contribution and advised seating arrangements can be difficult. At this time, the two City guests have been seated at Assemblyman Phillip Chen's table. Any other City guests should go to the check-in table the day of the luncheon to find their seats.

**PLACENTIA LIBRARY DISTRICT UPDATE**

Assistant Library Director Baltierra reported the Authors Luncheon is this Saturday, March 1st. The District's newsletter has been completed and copies will be dropped off to the City shortly as they did not mail out any copies this year. Staff are currently working on the Summer Reading Celebration, which is on June 14th. Director Contreras thanked the City in advance for their help with coordinating parking for this event.

Director Contreras reported the Outdoor Library's grand opening is tentatively scheduled for Saturday, April 19th. She is waiting to hear back from Assemblyman Chen's team before finalizing the event. An invitation will be sent to the City. She thanked the City for their assistance on the planning side of things. They passed the soil test and the patio cover is ready to be installed. The loading dock is mostly completed. They are just waiting for the installation of railings at the end. The Outdoor Library entrance has also been installed in the Teen area of the library.

Interim City Administrator Hatch asked if the District still had a vacancy on their Board for District 1. Director Contreras confirmed there was still a vacancy for that district.

**NEXT MEETING**

The next meeting has been scheduled for Thursday, April 17, 2025. Please email Executive Assistant Nguyen with any items you would like to add to the agenda.