

AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE BUENA PARK LIBRARY DISTRICT
7150 La Palma Avenue
December 5, 2017
5:30 p.m. Library Board Room

**(Distributed agenda information viewable/obtainable in Administration Office.
Agenda and Minutes at www.buenaparklibrary.org)**

		IC	PG	AS	DS	RV
CALL TO ORDER	_____					
PLEDGE OF ALLEGIANCE						
ROLL CALL						
	Present	_____	_____	_____	_____	_____
	Absent	_____	_____	_____	_____	_____
	Also	_____	_____	_____	_____	_____
I. ACTION ON MINUTES						
a) Regular Meeting of November 7, 2017	Motion	_____	_____	_____	_____	_____
	2nd	_____	_____	_____	_____	_____
	Ayes	_____	_____	_____	_____	_____
	Noes	_____	_____	_____	_____	_____
	Absent	_____	_____	_____	_____	_____
	Abstain	_____	_____	_____	_____	_____
II. ORAL COMMUNICATIONS						
a) From Public Concerning Non-agenda Items						
b) Board Members' Reports on Conferences Attended or Meetings Scheduled						
c) Volunteer Guild Report						
III. CORRESPONDENCE						
a) Patrons' Suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations						
b) Director's Report						
IV. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR						
a) Balance Sheet as of November 30, 2017						
b) Revenue – \$573,006 and Expenditures – \$994,733 Budget vs. Actual Report July 1, 2017 through November 30, 2017						
c) Check Register as of November 30, 2017						
d) Monthly Statistical Reports for November 2017						
V. NEW BUSINESS						
a) Election of Board Officers	Motion	_____	_____	_____	_____	_____
	2nd	_____	_____	_____	_____	_____
	Ayes	_____	_____	_____	_____	_____
	Noes	_____	_____	_____	_____	_____
	Absent	_____	_____	_____	_____	_____
	Abstain	_____	_____	_____	_____	_____

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b) Approval of 2018 Holidays	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
c) Consideration and Approval of revised Salary Scale for the Page position	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
d) Consideration and Approval of the Purchase of a scanner	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

VI. FUTURE AGENDA ITEMS

- a) Mid-Year Detailed Budget Review in January
- b) Mid-Year Plan of Service Review in January
- c) Review of Fees and Fines in February

VII. CONSENT CALENDAR

Motion	___	___	___	___	___
2nd	___	___	___	___	___
Ayes	___	___	___	___	___
Noes	___	___	___	___	___
Absent	___	___	___	___	___
Abstain	___	___	___	___	___

All matters listed under Consent Calendar will be acted upon by one motion affirming the action recommended on the Agenda. There will be no separate discussion on these items prior to voting unless members of the Board or the public request specific items to be removed from the Consent Calendar for separate action.

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IC PG AS DS RV

a) Personnel Action

1. Rehire of Kathleen Bermosk, as an interim employee/Retired Annuitant, to Step 9 on the Administrative Assistant Salary Scale, effective December 4, 2017.
2. Reclassification of Tomas Moran to P/T Library Clerk I, at Step 1 on the Salary Scale effective December 8, 2017.
3. Merit increase for Business Officer, Marina Tutty, to Step 5 on the Salary Scale effective December 22, 2017.
4. Merit increase for P/T Page, Pamela Pedro, to Step 2 on the Salary Scale effective December 22, 2017.
5. Merit increase for P/T Page, Sarahana Poudel, to Step 2 on the Salary Scale effective December 22, 2017.
6. Merit increase for P/T Page, Bethany Marier, to Step 2 on the Salary Scale effective December 22, 2017.

ADJOURNMENT _____

Motion	_____	_____	_____	_____	_____
2nd	_____	_____	_____	_____	_____
Ayes	_____	_____	_____	_____	_____
Noes	_____	_____	_____	_____	_____
Absent	_____	_____	_____	_____	_____
Abstain	_____	_____	_____	_____	_____