

AGENDA
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE BUENA PARK LIBRARY DISTRICT

7150 La Palma Avenue

March 4, 2014

5:30 p.m. Library Board Room

**(Distributed agenda information viewable/obtainable in Administration Office.

Agenda and Minutes at www.buenaparklibrary.org**

		MF	PG	DM	AS	DS
CALL TO ORDER	_____					
PLEDGE OF ALLEGIANCE						
ROLL CALL						
	Present	_____	_____	_____	_____	_____
	Absent	_____	_____	_____	_____	_____
	Also	_____	_____	_____	_____	_____
I. ACTION ON MINUTES						
a) Regular Meeting of February 4, 2014	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 February 28, 2014						
b) Revenue - \$1,595,640 and Expenditures – \$1,306,682 Budget vs. Actual Report July 1, 2013 through February 28, 2014						
c) Check Register as of February 28, 2014						
d) Monthly Statistical Reports for February 2014						

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V.	NEW BUSINESS					
a)	Approve the 2014 National Library Week Proclamation	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
b)	Approve Purchasing a Copier in the Amount of \$5,508.00	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
c)	Approval of the Record Retention Policy	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
d)	Approval of Resolution #2014-1 Establishing a Records Retention Schedule	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
e)	Consideration of Auditing Services	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___

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VI. FUTURE AGENDA ITEMS

- a) Review of Capital Improvement Projects for 2014-2015 in April
- b) Analysis of Draft Budget and Projected Income in May
- c) Consideration of the Transmittal of Election Information for District in May
- d) Approval of the Candidate Statement for the November Election Ballot in May

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.

- a) Personnel Action
 - 1. New Hire, P/T Library Page, Michele Pisa-Jones, at Step 1 on the Salary Scale, effective February 4, 2014.
 - 2. New Hire, P/T Library Page, Mavely Fajardo, at Step 1 on the Salary Scale, effective February 13, 2014.
 - 3. New Hire, P/T Library Page, Khadijah Jackson, at Step 1 on the Salary Scale, effective February 13, 2014.
 - 4. New Hire, P/T Library Page, Trevor Lepich, at Step 1 on the Salary Scale, effective February 13, 2014.
 - 5. New Hire, P/T Library Page, Dianne Ochoa, at Step 1 on the Salary Scale, effective February 13, 2014.
- b) Unpaid Bills Detail February 2014

ADJOURNMENT _____

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

