

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
April 1, 2014

CALL TO ORDER: President Ganer called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE: President Ganer led the flag salute.

ROLL CALL

Board Members Present: Mary Fuhrman, Patricia Ganer, Donna Miller, and Dennis Salts

Al Salehi arrived at 5:34 p.m.

Staff Present: Systems Services Librarian Tony Dillehunt, Facilities Maintenance Supervisor Ray Garcia, Circulation Services Supervisor Caroline Wilkins, Business Officer Marina Tutty, and Administrative Assistant Kathy Bermosk

Director Mary McCasland was absent .

I. ACTION ON MINUTES

a) Regular Meeting of March 4, 2014

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of March 4, 2014.  
SECOND by Trustee Fuhrman.

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Miller, Trustee Salts  
ABSENT: Trustee Salehi

Minutes approved as presented.

II. ORAL COMMUNICATION

a) From Public concerning non-agenda items

No comments or questions.

b) Board Members' Reports on Conferences Attended or Meetings Scheduled

Trustee Fuhrman attended a League of Women Voters luncheon where Board President Pat Ganer spoke on the topic of the dysfunctional Congress. She also attended the Buena Park City Council meeting and saw Library staff receive a National Library Week proclamation.

Trustee Salehi said he attended a meeting where former President Jimmy Carter was promoting his latest book, *A Call to Action*. Trustee Salehi had an opportunity to meet him and discuss Mr. Carter's endeavors as related to the Middle East peace process.

c) Volunteer Guild Report

Bookstore Manager Marilyn Lowery reported that revenue for the Bookstore and the Book Nook was a little over \$2,300 in March. Three sets of Harry Potter books on CD sold for \$60 at the Silent Auction. April's sale is buy two fiction paperbacks, get one free.

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III. CORRESPONDENCE

- a) Patrons' Suggestions from Individuals Requesting the Purchase of Materials or Proposing Changes to Library Operations

No comments or questions.

- b) Director's Report

President Ganer asked System Services Librarian Tony Dillihunt if he had any feedback on the Edge Initiative assessment. He stated that he was still working on it and had nothing to report yet.

He stated he is still waiting for AT&T's written assessment of their findings after the latest site survey. They have now completed three site surveys to find a way to bring fiber optics into the building. There is fiber available on La Palma; however, the conduit that brings in our current copper lines is in the back of the building and underneath the neighboring apartment complex. The apartment complex was built over this conduit so AT&T is unable to use it to bring the fiber to our building.

One option is to bring it from La Palma on the east side of the building since that is where the telecommunication server equipment is located in our building. This would save the cost of trenching through the parking lot to where the copper lines come in. If they come in from La Palma, there will be a cost to bring it in through the sidewalk and placing a small box about the size of an electrical box out front to where the fiber would come in to the building.

The alternatives would be to add more T1 lines or a bandwidth technology that uses a wireless signal to connect to AT&T's hub. For now, we are waiting for AT&T's assessment.

Trustee Fuhrman asked which side of the street the fiber was located. Tony said it was on the other side of the street and that they would have to go under La Palma.

Trustee Salehi said that there were other fiber providers and suggested getting a quote from one of them. Tony responded that AT&T owns the lines in the area and other companies like Time-Warner and TelePacific lease the lines from AT&T.

Regarding CENIC, Trustee Salehi asked how much we were expecting from the federal government and if there are any existing bills or congressional legislation that may help to promote funding for this bill. Tony said he had no details at this time. Trustee Salehi asked for a follow-up report next month.

President Ganer said she was pleased to see Facilities Maintenance Supervisor Ray Garcia and thanked him for seeing to the maintenance that the building needs.

President Ganer questioned the statement that Kathy Billings was working hard to increase the use of our databases and if there was some resistance to using them. Tony responded by saying that Kathy was getting the word out and actively promoting our databases as some of our patrons do not realize what information is available to them. Caroline Wilkins added that the District sends packages to the different schools as well. Staff is planning to collaborate with the schools during student registrations.

Trustee Salehi congratulated staff who are fulfilling the demand for passport applications. He asked the other Board members for their considerations regarding the long lines and asked for a discussion

MINUTES  
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BUENA PARK LIBRARY DISTRICT  
April 1, 2014

on how they could remedy the situation to meet the demand. Trustee Salts said he felt that the District was doing a great job and the Director had everything under control.

Circulation Department Supervisor Caroline Wilkins stated the high demand is a seasonal surge with May being the peak.

Trustee Salehi thanked the Guild for donating books to the Illumination Foundation's homeless shelter.

IV. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

a) Balance Sheet as of March 31, 2014

No comments or questions.

b) Revenue – \$1,740,773 and Expenditures - \$1,455,798 Budget vs. Actual Report July 1, 2013 through March 31, 2014

No comments or questions.

c) Check Register as of March 31, 2014

No comments or questions.

d) Monthly Statistical Reports for March 2014

No comments or questions.

V. NEW BUSINESS

a) Review of Capital Improvement Projects for FY 2014-2015

MOTION by Trustee Fuhrman to accept the review of the Capital Improvements for FY 2014-2015.  
SECOND by Trustee Salehi.

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Miller, Trustee Salehi, Trustee Salts

Motion approved unanimously.

VI. FUTURE AGENDA ITEMS

- a) Analysis of Draft Budget and Projected Income in May
- b) Consideration of the Transmittal of Election Information for the District in May
- c) Approval of the Candidate Statement for the November Election Ballot in May
- d) Approval of the Gann Limit Resolution in June
- e) Annual Review of the Investment Policy in June

President Ganer asked if there were any questions on the Future Agenda Items listed.

Trustee Fuhrman said she will not be at the meeting on May 6.

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
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BUENA PARK LIBRARY DISTRICT  
April 1, 2014

President Ganer asked if any other items should be added to the Future Agenda Items list.

Trustee Salehi asked if the CENIC issue should be in the Director's Report or on the Agenda. President Ganer stated that it would be placed on the Agenda only if a member of the Board is proposing an action or if there is something pending. Tony Dillehunt stated that he will ask the Director to provide an update.

VII. CONSENT CALENDAR

a) Personnel Matters

1. Merit Increase for P/T Library Clerk I, Sarah Anderson, to Step 9 on the Salary Scale, effective April 4, 2014.
2. Merit Increase for P/T Library Clerk I, Yesenia Sandoval, to Step 2 on the Salary Scale, effective April 4, 2014
3. Merit Increase for P/T Library Clerk I, Kelsey Quinn, to Step 2 on the Salary Scale, effective April 4, 2014

b) Unpaid Bills Detail March 2014

MOTION to approve the Consent Calendar by Trustee Salts. SECOND by Trustee Miller.

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Miller, Trustee Salehi, Trustee Salts

Motion approved unanimously.

ADJOURNMENT

MOTION by Trustee Fuhrman to adjourn the meeting. SECOND by Trustee Salehi.

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Miller, Trustee Salehi, Trustee Salts

Motion approved. The meeting stood adjourned at 5:58 p.m.

Submitted by,

Handwritten signature of Pat Ganer in cursive, with the word "For" written below it.

Mary Fuhrman  
Board Secretary