

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
April 5, 2016

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

PLEDGE OF ALLEGIANCE: President Fuhrman led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Mary Fuhrman, Patricia Ganer, Al Salehi, Dennis Salts

Staff Present: Library Director Mary McCasland, System Services Supervisor Doug Mason, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, Facilities Maintenance Supervisor Ray Garcia and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of March 1, 2016

MOTION by Trustee Ganer to approve the Minutes of the Regular Meeting of March 1, 2016 as presented.

SECOND by Trustee Salts.

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

Minutes approved.

II. ORAL COMMUNICATION

a) From the Public Concerning Non-agenda Items

President Fuhrman introduced a guest from Board of Supervisor Michelle Steel's office, Jeremy Tran. Mr. Tran, a district representative, thanked the Board for welcoming him and said Supervisor Steel has an open door policy and to please feel free to call Supervisor Steel or himself directly with any comments or concerns. Trustee Salts invited Mr. Tran and Supervisor Steel to the Summer Reading Program kickoff events in June.

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

Trustee Salehi said he attended a library leadership program at Harvard. He said he learned a lot of information and would like to share the information with Director McCasland.

President Fuhrman said she attended the Buena Park City Council meeting where they presented the Library with the National Library Week Proclamation. She said Librarian Phyllis Nisle gave a great presentation.

c) Volunteer Guild Report

The Bookstore Manager, Marilyn Lowery, could not attend tonight's meeting. The Director reported that the revenue taken in by the Bookstore and the Book Nook totaled \$3,836. \$400 of that was from Amazon sales. President Fuhrman said that was fantastic and applauded the work of the bookstore volunteers.

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III. CORRESPONDENCE

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

Trustee Ganer said "The Guns of August" surprised her because it was a classic, older book. She asked if it was a book we had never had or one that had been weeded out. The Director said it was possible the book had been lost.

- b) Director's Report

The Director said staff has received positive feedback on the book choice for the Buena Park Reads Program.

Passport service has increased 19% compared to last year. She said the numbers are getting a little intimidating as there was a 2-hour wait this past weekend. She said we had received complaints about the noise level on the second floor. Staff is very helpful and they are working hard to not have to turn people away. The Director said we are at the point where staff will need to make some decisions about how to manage the increased demand. Trustee Castaneda said she would be willing to volunteer to help entertain the children during the wait time, if needed. Trustee Ganer said she was happy the Director is trying to find a balance because we do want to provide passport services, but that isn't the primary reason for our existence. Trustee Ganer emphasized we have to keep in mind the Library's primary mission.

The Director also pointed out a number of programs set to happen in the month of April.

Trustee Ganer asked for clarification regarding Unique Management services mentioned in the Director's report. The Director explained that Unique Management is a collection agency the library uses to collect lost materials and past due fines from patrons. The Director said if someone does not pay their fines and does not respond to our letters, after 60 days, we send their case to the collection agency. Unique Management tries to collect the money for four months, if the patron still does not respond, the past due amount is reported to credit bureaus. The Director said a new law was recently passed that prevents overdue library fines from being reported to the credit bureaus, she said because of this we are not certain how effective the agency will be in collecting overdue fines and fees.

Trustee Castaneda expressed excitement about the possibility of having a story time geared specifically toward children with autism. She said she would like to be notified if the library receives the grant Mary Ivelia applied for to fund this program. The Director said the library plans to add the program, even if the grant is not received, and would keep Trustee Castaneda informed.

Trustee Ganer asked the Director if there was any indication of what the recommendations for the allocation of the state public funding would be. The Director said that many of the library systems are hoping for flexibility in the categories they can spend this money on. In the past funding was provided for pick-up and delivery of books between libraries. She said libraries do so much more than circulate books, so the library systems are coming up with other ideas.

Trustee Ganer also thanked Ray Garcia for negotiating a lower price for the library on our janitorial contract.

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The Director said Doug Mason had attended the CENIC conference last month. Doug said this is the first year libraries are involved in the CENIC conference. He said the conference was extremely informative. President Fuhrman thanked Doug for representing the library.

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

a) Balance Sheet as of March 31, 2016

No comments.

b) Revenue – \$2,081,445 and Expenditures – \$1,965,862 Budget vs. Actual Report July 1, 2015 through March 31, 2016

No comments.

c) Check Register – March 4 through March 31, 2016

No comments.

d) Monthly Statistical Reports for March 2016

The Director said the number of holds has doubled since removing the hold fee but has not had a major impact on the staff. The number of checkouts also increased.

V. NEW BUSINESS

a) Annual Review of BPLD Library Fund Balance and Reserve Policy

Trustee Ganer asked if the new changes met the required laws. The Director stated that reserve guidelines were addressed at a recent CSDA finance seminar she attended. The changes meet the required laws as well as GASB 54 requirements and recommendations by the GFOA (Government Finance Officers Association). She added that fund balance is ultimately a local decision.

MOTION by Trustee Salts to accept the recommended changes to the Fund Balance and Reserve Policy.

SECOND by Trustee Salehi.

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

Motion approved.

b) Review of Capital Improvement Projects

The Director explained a few of the future projects that are on the list. She said the largest and most expensive project will be the pavement reconstruction of the parking lot. The Director also explained a little about the creation of a quiet study area and remodel of the Children's restrooms.

MOTION by Trustee Salts to approve and accept the Capital Improvement Projects.

SECOND by Trustee Salehi.

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

Motion approved.

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- c) Consideration and approval for architectural design services by Grace Partnership, Inc. for remodeling the Children's restroom and creation of a designated quiet study area

The Director explained that the architect would help staff determine where the best location for the proposed study area would be. She also said they would help determine if it would be a possibility to create a family restroom in the Children's area.

Trustee Ganer asked if staff researched the architect. The Director said she had checked the Better Business Bureau's website.

MOTION by Trustee Ganer to approve the architectural design services quote.  
SECOND by Trustee Salts.

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

Motion approved.

- d) Consideration of the Declaration of Qualification to Vote in the Orange County Special District Selection Committee Election

President Fuhrman explained that in the past, the Board president has been designated to vote on behalf of the Board and the Pro-Tem is designated as an alternate. Trustee Ganer said the motion that she is moving is to authorize the President to vote on behalf of the Board, if she wants to, not that she must vote. Trustee Salts concurred. President Fuhrman said that she would confer with the entire Board prior to her casting a vote.

MOTION by Trustee Ganer to designate the President Mary Fuhrman as designated voter and President Pro Tem Dennis Salts as the alternate to vote in the Orange County Special District Selection Committee Election  
SECOND by Trustee Salts.

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

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Analysis of Draft Budget and Projected Income in May
- b) Public Employee Performance Evaluation (Closed Session) in May
- c) Gann Limit Resolution in June
- d) Annual Investment Policy Review in June

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VII. CONSENT CALENDAR

a) Personnel Action

1. Merit Increase for System Services Supervisor, Douglas Mason, to Step 7 on the Salary Scale, effective April 1, 2016.
2. Merit increase for Administrative Assistant, Patty Salas, to Step 2 on the Salary Scale effective April 15, 2016.
3. Merit Increase for P/T Library Clerk I, Yesenia Sandoval, to Step 4 on the Salary Scale effective April 15, 2016.

MOTION by Trustee Salehi to approve Consent calendar.  
SECOND by Trustee Ganer.

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

Motion approved.

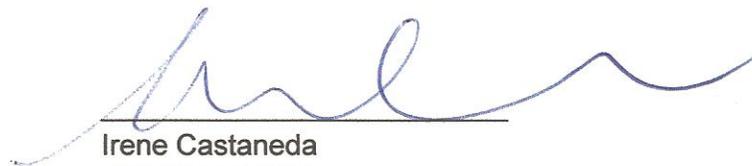
ADJOURNMENT

MOTION by Trustee Salts to adjourn the meeting. SECOND by Trustee Ganer.

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

Motion approved. The meeting stood adjourned at 6:10 p.m.

Submitted by,



Irene Castaneda  
Board Secretary