

**MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
February 2, 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, Facilities Maintenance Supervisor Ray Garcia, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, Library Page Fahmeeda Simjee, Library Clerk Joe Famolaro, Bookstore Manager Marilyn Lowery, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of January 5, 2015

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of January 5, 2015 as presented.

SECOND by Trustee Salehi.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts
Minutes approved.

II. ORAL COMMUNICATION

a) From the Public Concerning Non-agenda Items

None.

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

Trustee Salehi said he participated in a debate held by the League of Women Voters at Cypress College and stated the video of the debate is on the Cypress College website.

Trustee Ganer said she had a comment regarding the comments Trustee Salehi made at the debate he just referred to. She said, "At this forum one of the candidates brought up the Buena Park Library District in his comments. At approximately the fourteen minute mark Trustee Salehi, Buena Park Library District Trustee, said "When I first took office we were in a negative financial state and considering a possible bankruptcy". Approximately thirty-six minutes later he stated "when we were facing a potential bankruptcy". As any responsible public official knows, bankruptcy is a legal petition to the courts asking them to either absolve petition payment of its creditors or totally and substantially reduce the amount owed to creditors. At no point, did this Library district ever face, consider, or whatever other language you might use for this situation, of asking for the right to not pay debts to creditors. Those statements are not only grave misrepresentations but total fabrications. No discussion by this Board or by any members of this Board in public sessions or in subcommittee meetings ever remotely suggested the possibility of filing for bankruptcy or any need to do so. Given the fact these statements were recently made, and said with great confidence, it is possible that perhaps Trustee Salehi is aware of some information that neither I or others that I have spoken to is privy to. In that case, I will ask him to

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provide us now, any evidence that indicates anything about this supposed bankruptcy consideration. If he does not do so, I believe a retraction of such comments should be made now. In addition, I personally think Trustee Salehi owes Library staff and this Board an apology for falsely representing how they engaged in their fiduciary responsibilities and further, an apology to the citizens of Buena Park for causing potential and unwarranted concerns about the financial state of this District. I cannot insist on an apology but I believe I can, as a member of this Board, insist on a retraction of the false information."

Trustee Salehi responded to Trustee Ganer saying, "I think it's a matter of public record that at that time we were essentially in a very negative financial position. I was actually voted by this Board to be one of two on a committee to help balance the budget, the other being Donna Miller. We helped balance the budget to come up with finances and funds to put us into the black. We did not have the appropriate funds to be open on Monday; we actually had to cut many benefits. The term potential was used to describe the bankruptcy because anytime you continue going down a line -- that is something one may have to consider. As a trustee that is something I may have to look at down the line because many places have ended up in that position, not that that's the only option, but that may be an option that you have to look at, if the situation had not been resolved. With your help, and with the guidance of others sitting beside me, we as a group were able to solve that problem and I applaud our Board and staff for having that kind of commitment." Trustee Salehi also stated he did not owe a retraction to Trustee Ganer. Trustee Ganer replied he owed it to the Board, not her specifically. Trustee Salehi said he would "not apologize to this Board because he is a part of this Board and that the forum discussion was with the League of Women Voters at Cypress College so if there is some sort of legal rift you would like to present on their behalf please do so and we will deal with that in a legal setting. That is my comment and, the only comment; I will give on this issue. Now if you further continue to waste this Board's time with outside concerns you will be receiving no comment from me and I will be looking into whether you are abusing your time on this Board to attack someone for an outside purpose regarding an election that does not concern this Board."

Trustee Ganer said, "I am not talking about the election in any way shape or form. I watched the video of the forum. I'm talking about this Library District and how it is viewed by the community. Saying we were facing a negative financial situation, we ran into some difficulties, everyone did because of the lowering of revenues. But that is a far cry from bankruptcy and a statement to that effect paints the Library District in a very negative light. If you are offended by the fact I am making these comments and you are hinting you would like to take legal action for my wasting this Library's time, go right ahead. I think you owe this Board an apology. I think you are totally misrepresenting the financial position of this Library District. Trustee Salehi is clearly not going to respond to that. Let the record show that he's been asked to prove that any of this was ever done. He did not do so and he will not respond". President Fuhrman asked if any other Board members had comments. No additional comments were made.

President Fuhrman stated she had completed the required AB1234 Ethics training.

c) Volunteer Guild Report

The Bookstore Manager, Marilyn Lowery, reported the revenue taken in by the bookstore was \$2,577.57 in January and \$381.32 was from Amazon sales. Marilyn also told the Board about this month's current sales promotion.

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The Director mentioned the Volunteer Guild had donated \$10,000 for the Summer Reading Programs. She also said she was grateful to Marilyn for being flexible and allowing Passport Services to use the bookstore space when needed.

Trustee Salehi commented that there were reports of 49 million passports up for renewal and that it may get much busier soon. The Director stated Caroline is aware of this and has made preparations for the expected increase. Trustee Salts commended on the staff's flexibility to accommodate the passport services.

III. CORRESPONDENCE

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

No comments or questions.

- b) Recognition of BPLD Employee Service Milestones

The Director introduced Joe Famolaro and Fahmeeda Simjee to the Board. The Director said Fahmeeda is a seasoned page and provides excellent customer service to our patrons. The Director said Joe has worked as a page and a clerk and was recently promoted to Library Assistant and is always willing to help out in any way.

- c) Director's Report

The Director stated we received a donation from the League of Women Voters in the amount of \$100 which was much appreciated.

The Director said she, Ray Garcia, Marcia Miyoshi and Caroline Wilkins attended the first of four of the Buena Park Emergency Preparedness classes.

The Director shared a "Thank You" card that was received from a grandmother who attends Story time. She named Mary Ivelia, Carolina Villegas, Lynn Pence, and Stella Galvan and said she "truly appreciates the effort, time and love they put into the Story times".

The Director mentioned the restroom modernization project was completed and would be open to the public the next day. The Director commended the construction company for being able to complete the project on schedule. Facilities Maintenance Supervisor, Ray Garcia, said the entire process went smoothly and said the City inspectors were easy to schedule inspections with.

Systems Services Supervisor, Doug Mason, stated AT&T would be here on the 25th instead of the 5th to install the circuit devices for the CENIC project.

President Fuhrman asked about the CSLA funding and what it would be used for. The Director stated she would be meeting with the Santiago Library System at the end of February to discuss suggestions that will be shared with the State Librarian.

President Fuhrman inquired if staff had heard back regarding the Silverado Days Grant money. The Director stated Mary Ivelia had applied for the grant to be used toward the Science Saturday Programs. The Director said they would find out on February 9 if the library will be receiving a grant.

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President Fuhrman mentioned she saw in the ISDOC report that there are Hazard Mitigation Grants and asked if there is anything the Library needs that would fall under this grant. Ray said the Library has already implemented many provisions for the possible disasters or issues that may arise, but we will look into it.

Trustee Salehi asked System Services Supervisor Doug Mason if the Library's new fiber optic internet will have the capacity to host Audio/Visual Video conferencing. Doug replied the Library will have that capability.

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

- a) Balance Sheet as of January 31, 2015

No comments.

- b) Revenue – \$1,807,791 and Expenditures – \$1,572,424 Budget vs. Actual Report July 1, 2015 through January 31, 2015

No comments.

- c) Quarterly Cash Flow Trend Analysis

The Director explained a few footnotes on the Analysis report.

- d) CERBT Quarterly Statement

No comments.

- e) Check Register as of January 31, 2015

The Director said the future Board packets would include any checks paid after the Board packet was printed, so the Trustees would be seeing checks from the end of the previous month up to the date the Board packets are printed (example: January 23, 2016 through February 25th, 2016).

- f) Monthly Statistical Reports for January 2015

The Director said e-books and e-magazines continue to be very popular.

V. NEW BUSINESS

- a) Annual Review of Fines and Fees

The staff had requested the Board consider charging a flat rate of \$1.00 per page for fax services and to rescind the fifty cent hold fee. Trustee Ganer said she felt the staff had provided reasonable explanations for the recommendations.

MOTION by Trustee Ganer to approve the two recommended changes to the Fines and Fees schedule.

SECOND by Trustee Salts.

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

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Motion approved.

VI. FUTURE AGENDA ITEMS

- a) National Library Week Proclamation in March
- b) Annual Review of the Record Retention Policy in March
- c) Annual Review of the Library Fund Balance and Reserve Policy in April
- d) Annual evaluation of staffing levels in April
- e) Review of Salary Comparisons in April
- f) Review of Capital Improvement Projects in April

Trustee Ganer said in the past the Board has typically conducted periodic evaluations of the Library Director, which hasn't been done in awhile. She said she would like to add to the March agenda a discussion of possible questions to be used on the evaluation of the Library Director, which could then be adopted in the month of April.

VII. CONSENT CALENDAR

- a) Personnel Action
 - 1. Merit Increase for Library Clerk II, Stella Galvan, to Step 8 on the Salary Scale effective February 5, 2016.
 - 2. Merit Increase for Facilities Maintenance Supervisor, Ray Garcia, to Step 8 on the Salary Scale effective March 4, 2016.
 - 3. Merit Increase for P/T Page, Ingrid Adams, to Step 2 on the Salary Scale effective February 5, 2016.
 - 4. Merit Increase for P/T Page, Tomas Moran, to Step 2 on the Salary Scale effective February 5, 2016.

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

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

Consent Calendar approved.

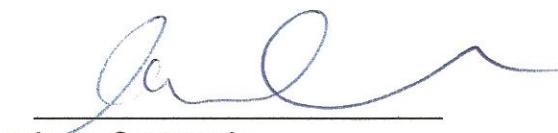
ADJOURNMENT

MOTION by Trustee Salehi 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