

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
May 6, 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: Patricia Ganer, Donna Miller, and Dennis Salts

Trustee Fuhrman was absent.

Trustee Salehi arrived at 5:40 p.m.

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Librarian Phyllis Nisle, Circulation Department Supervisor Caroline Wilkins and Administrative Assistant Kathy Bermosk

I. ACTION ON MINUTES

- a) Regular Meeting of April 1, 2014

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of April 1, 2014.
SECOND by Trustee Miller.

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

Minutes approved as presented.

II. ORAL COMMUNICATION

- a) From the Public concerning non-agenda items

Candidates James Fislser, incumbent, and Richard Freschi came before the Board to introduce themselves and ask for support in the upcoming election for the Alternate Special District Member seat for Orange County LAFCO.

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

Trustee Salts said that the Police Appreciation luncheon was coming up on May 15. Tomorrow the Rotary Club will honor teachers and classified personnel for the school district.

- c) Volunteer Guild Report

In the absence of Bookstore Manager Marilyn Lowery, the Director reported that revenue for the Bookstore and the Book Nook was \$2,184 in April.

III. CORRESPONDENCE

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

No comments or questions.

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b) Director's Report

The Director mentioned that the April Buena Park Reads program was a success. Librarian Phyllis Nisle reported that the book, *Weekends with Daisy*, was checked out 111 times from February 4 to April 30. The author, Sharron Luttrell, participated in a phone interview with one of the book clubs as part of the activities.

BARK, an all-volunteer program that encourages children to increase their reading skills and self-confidence by reading aloud to certified therapy dogs, brought more than one dog every Monday for four weeks during this special program. BARK will continue to come to the Library on the second Monday of each month. One mother said that her son's reading improved greatly by reading to a dog each week in April. Other programs included Pathways to Hope, responsible pet ownership and Pet Prescriptions therapy dogs.

The Director added that as an Eagle Scout project, Erick Pablo and his volunteers painted the stucco wall and the letters on the sign in front of the Library and planted over 200 flowers in the planter.

On Wednesday afternoons during the summer and holiday breaks, Leslie Milch from the Buena Park School District reads to kids at Bellis Park. Staff has decided to organize a "pop-up" library during this time. Since many of these children do not have transportation to attend our Summer Reading program, we will take the Summer Reading program to them by having signup sheets and providing boxes of books. Many of these books have been discarded from the collection but are still in good condition. Library clerks and pages will work the "pop-up" library. Trustee Salts said this was a great outreach program for our community.

The Director noted in her written report that we will be receiving \$5,000 from LSTA funds to purchase books that support common core. She has just been notified that we will receive an additional \$2,000 from LSTA funds to purchase adult fiction titles.

The Director said that staff has decided to have a consultant evaluate the efficiency of our broadband network. One of the electricians stated that some things are not connected properly which would slow down our network. In addition, we are waiting for Governor Brown's approval of CENIC in June to better understand how we might benefit from it.

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

a) Balance Sheet as of April 30, 2014

President Ganer stated that, as a general overview of the financial reports, Trustee Miller had asked the Director several questions. The questions and the Director's responses were handed out.

b) Revenue – \$2,350,608 and Expenditures - \$1,649,181 Budget vs. Actual Report July 1, 2013 through April 30, 2014

The Director stated that we received our next installment of property taxes and it was higher than the previous year.

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c) Quarterly Cash Flow Trend Analysis

A revised copy was handed out to replace the copy in the Board packet.

d) CERBT Quarterly Statement

The Business Officer briefly explained the CERBT statement and answered Trustee Miller's questions.

e) Check Register as of April 30, 2014

No comments or questions.

f) Monthly Statistical Reports for April 2014

No comments or questions.

V. NEW BUSINESS

a) Annual Review of the Fund Balance and Reserve Policy

The Director stated she is not recommending changes to this policy at this time. President Ganer stated that since there were no changes suggested by the Director or the Board, no further action was necessary.

b) Analysis of the Draft Budget and Projected Income

President Ganer asked if any Trustee had questions for the Director about the draft budget. Trustee Miller reviewed the questions she had asked the Director prior to the meeting and the responses given. President Ganer thanked the Director for her quick and thorough answers. The Director said she appreciated having the chance to review the questions with the Business Officer prior to answering Trustee Miller.

President Ganer reminded the Board that the budget will come back to them for a vote in July. The Board and the Director still have an opportunity to address any budget concerns before then.

c) Approval to Purchase Five Advanced Workstations in Education (AWE) Computers to Replace Three Old Ones in the Children's Room

MOTION by Trustee Salts to approve the purchase of five computers for the Children's Room.
SECOND by Trustee Miller.

The Director stated that this was part of building the computer counter in the Children's Room.

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

ABSENT: Trustee Fuhrman

Motion approved.

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d) Consideration of the Transmittal of Election Information for the District

MOTION by Trustee Salts to approve the Transmittal of Election Information for the District.
SECOND by Trustee Miller.

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

Motion approved.

e) Consideration of the Candidate Statement for the November Election Ballot

MOTION by Trustee Miller to limit a Candidate's Statement of Qualifications to 200 words and the District would not pay for the Statement. SECOND by Trustee Salts.

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

Motion approved.

f) Selection of a Committee to Choose an Auditing Firm for a Three-Year Contract from Bids Received

The Director stated that an RFP has been sent out and bids are due back by Tuesday, May 27. She felt that a committee to select the auditing firm should include board members. Trustee Miller said that based on the size of our Board, only two members could be on this committee.

MOTION by Trustee Miller to nominate President Pat Ganer and herself to sit on the committee to choose an auditing firm. SECOND by Trustee Salts.

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

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Approval of the Gann Limit Resolution in June
- b) Annual Review of the Investment Policy in June
- c) Review of the Past Year's Service Accomplishments in July
- d) Review of the Service Objectives for Fiscal Year 2014-2015 in July

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

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

Trustee Salehi asked if the estate of his violin professor could donate academic books to the Library's collection. He asked that this topic be placed on a future Agenda.

President Ganer suggested that the books might be better used if donated to the music department of a university in the area. She asked Trustee Salehi if the family may want to look at that prior to making a donation to our Library. Trustee Salehi stated that there are multiple copies that could be donated to several different libraries.

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Trustee Miller said that the family should clarify how they want books to be used. She also stated that this does not have to be an Agenda item, but the family could be recognized and thanked after the donation is made.

The Director added that from a practical standpoint, we would want to look at what books are being donated and how many there are. If the books are added to the collection, that would involve an investment of staff time cataloguing them, covering them with jackets, and stamping them to prepare them for circulation, which would change them.

Trustee Miller said Trustee Salehi should get more information on exactly what the family wants and because of all the complications, this probably should be placed on the Agenda so the Board could make a conscious decision.

Trustee Salehi agreed to get the details to Mary before the June meeting.

VII. CONSENT CALENDAR

a) Personnel Matters

1. Resignation of F/T Librarian, Heather Dillehunt, effective April 26, 2014.
2. Merit Increase for P/T Library Assistant, Daniel Macri, to Step 2 on the Salary Scale, effective May 16, 2014.

b) Unpaid Bills Detail April 2014

There was no Unpaid Bills Detail presented.

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

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

ABSENT: Trustee Fuhrman

Motion approved.

ADJOURNMENT

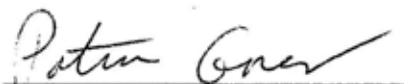
MOTION by Trustee Salehi to adjourn the meeting. SECOND by Trustee Miller.

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

ABSENT: Trustee Fuhrman

Motion approved. The meeting stood adjourned at 6:35 p.m.

Submitted by,



Patricia Ganer
Board President