

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
December 1, 2020

**\*\*Due to the Governor of California's Executive Order N-33-20 (Stay at Home order) this meeting was held online via zoom.\*\***

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: Irene Castaneda, Pat Ganer, Rick Rams, Al Salehi.  
Trustee Salts was absent.

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Public Services Supervisor Helen Medina, Technology & Support Services Supervisor Ann Duarte, Circulation Services Supervisor Caroline Wilkins, Librarian Nicole Hight, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of November 4, 2020

MOTION by Trustee Salehi to approve the minutes of November 4, 2020, as presented.  
SECOND by Trustee Castaneda.

AYES: Trustee Ganer, Trustee Rams, Trustee Castaneda, Trustee Salehi.  
ABSENT: Trustee Salts.

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

Newly elected Trustee, Ms. Carole Jensen, briefly introduced herself. Ms. Jensen will take office on December 4, 2020.

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

No comments.

III. CORRESPONDENCE

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

APPROVED 01/05/2021

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None.

b) Director's Report

The Director stated IT Systems Specialist Martin Lebria was able to solve the issue with the security camera system and the Library will not need to buy a new one.

The Director said the Library has only reached the maximum occupancy on Saturdays during passport services.

The Director said in honor of Giving Tuesday, an anonymous donor gave the Library \$3,000 and requested fiction and non-fiction teen and young adult books be purchased.

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

a) Balance Sheet as of November 24, 2020

No comments.

b) Revenue – \$308,691 and Expenditures - \$1,043,484 Budget vs. Actual Report July 1, 2020 through November 24, 2020

The Director stated property tax revenue is up 8% compared to last year.

c) Check Register as of November 24, 2020

No comments.

d) Monthly Statistical Reports for November 2020

The Director said circulation has continued to increase. There was also a significant increase in the Homework Help database.

V. NEW BUSINESS

a) Review and approve revised pay scale for Library Page position (in compliance with state minimum wage laws)

MOTION by Trustee Salehi to approve the revised salary scale.  
SECOND by Trustee Rams.

AYES: Trustee Ganer, Trustee Rams, Trustee Castaneda, Trustee Salehi.  
ABSENT: Trustee Salts.

MOTION approved.

b) Scheduling of Special Meeting to swear in elected officials

MOTION by Trustee Rams to schedule a Special Meeting on December 4, 2020, at 1:00 pm.

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SECOND by Trustee Salehi.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salehi.

ABSENT: Trustee Salts.

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Mid-Year Detailed Budget Review in January
- b) Mid-Year Plan of Service Review in January
- c) Review of Fees in February

VII. CONSENT CALENDAR

a) Personnel Action

- 1. Merit increase for Business Officer, Marina Tutty, to Step 8 on the Salary Scale effective December 18, 2020.
- 2. Merit increase for Librarian, Helen Koo, to Step 2 on the Salary Scale effective December 18, 2020.
- 3. Merit increase for IT Systems Specialist, Martin Lebria, to Step 2 on the Salary Scale effective January 1, 2021.
- 4. Merit increase for PT Clerk, Alberto Rios, to Step 8 on the Salary Scale effective January 1, 2021.

MOTION by Trustee Salehi to approve the consent calendar.

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salehi.

ABSENT: Trustee Salts

Motion approved.

ADJOURNMENT

MOTION by Trustee Salehi to adjourn the meeting.

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salehi.

ABSENT: Trustee Salts.

Motion approved. The meeting stood adjourned at 6:01 p.m.

Submitted by,

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Richard Rams  
Secretary