

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
October 6, 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 5:34 p.m.

PLEDGE OF ALLEGIANCE: President Ganer led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Pat Ganer, Rick Rams, Al Salehi.  
Dennis Salts was absent.

Staff Present: Library Director Mary McCasland, Public Services Supervisor Helen Medina, Technology & Support Services Supervisor Ann Duarte, Circulation Services Supervisor Caroline Wilkins, Librarians Nicole Hight, Helen Koo, and Gloria Nguyen, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of September 1, 2020

MOTION by Trustee Castaneda to approve the minutes of September 1, 2020, as presented.  
SECOND by Trustee Rams.

AYES: Trustee Ganer, Trustee Rams, Trustee Castaneda.

ABSTAIN: Trustee Salehi.

ABSENT: Trustee Salts.

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

A comment from patron Melissa Pascual in favor of reopening the Library was submitted.

Mr. Mark Monin addressed the Board and asked for their support in the ISDOC election.

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

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None.

b) Director's Report

The Director stated that there is a problem with one of the HVAC system's Compressor and Chiller. The HVAC company provided a temporary fix to replacing these items. The replacement of the HVAC system will be taking place in the next couple of years.

Trustee Castaneda appreciated seeing the comments from patrons on social media.

Trustee Ganer said she was impressed by the variety of virtual programs offered.

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

a) Balance Sheet as of September 30, 2020

No comments.

b) Revenue – \$41,093 and Expenditures - \$533,645 Budget vs. Actual Report  
July 1, 2020 through September 30, 2020

The Director stated the Library's revenue-to-date is about \$110,000 short in comparison to last year's revenue. However, expenditures-to-date is down by \$105,000 compared to last year's expenditures in October.

c) Check Register as of September 30, 2020

No comments.

d) Monthly Statistical Reports for September 2020

Circulation statistics have continued to increase. The Homework Help Database has also seen an increase in users.

V. NEW BUSINESS

a) Annual Review of the Trustee Handbook

The Director stated there were no changes made to the Trustee Handbook this year. The Director is working on a manual that will assist the administrative office with procedures for various issues that arise in relation to the Board.

MOTION by Trustee Salehi to accept and file the Trustee Handbook

SECOND by Trustee Rams.

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

ABSENT: Trustee Salts.

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MOTION approved.

b) Review and approve revised Re-Opening Plan

The Director stated October 19 is the tentative date for re-opening. This will allow for AMS.net to complete the upgrade to network switches, install new data cabling, and telephone system.

Trustee Rams asked if all staff had been able to review the revised re-opening plan and what their response, if any, had been. Circulation Services Supervisor Caroline Wilkins and Public Services Supervisor Helen Medina provided the Board with feedback they have received from their staff.

MOTION by Trustee Salehi to approve the revised Re-opening plan.

SECOND by Trustee Castaneda.

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

ABSENT: Trustee Salts.

MOTION approved.

c) Review and approve Worksite Specific COVID-19 Operation Plan

The Director stated the Library falls under the "retail" type business for California's business guidelines. The Operation plan is required by the state in order to re-open.

MOTION by Trustee Salehi to approve the Worksite Specific COVID-19 Operation Plan

SECOND by Trustee Rams.

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

ABSENT: Trustee Salts.

MOTION approved.

d) Review and approval of revised Face Covering Policy

MOTION by Trustee Salehi to approve the changes to the Face Covering Policy

SECOND by Trustee Castaneda.

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

ABSENT: Trustee Salts.

MOTION approved.

e) ISDOC Election

MOTION by Trustee Salehi to vote for Mark Monin for ISDOC President

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SECOND by Trustee Castaneda.

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

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Audit Report presented by the Auditor in November
- b) Approval of 2021 Holidays in November
- c) Election of Board Officers in December

VII. CONSENT CALENDAR

- a) Personnel Action

1. Merit increase for PT Page Tristen Miller to Step 3 on the Salary Scale effective October 9, 2020.

MOTION by Trustee Salehi to approve the consent calendar.  
SECOND by Trustee Rams.

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 Rams.

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

Motion approved. The meeting stood adjourned at 6:17 p.m.

Submitted by,

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Richard Rams  
Secretary