

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
November 4, 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 5:35 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.

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, IT Systems Specialist Martin Lebria, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of October 6, 2020

MOTION by Trustee Salehi to approve the minutes of October 6, 2020, as presented.
SECOND by Trustee Castaneda.

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

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

None.

At this point in the meeting, President Ganer asked if the Board would be willing to adjust the agenda and hear the Auditor's report. The Board agreed to pausing the agenda and hearing New Business Item a.

a) Audit report presented by the Auditor

The Director introduced Sanwar Harshwal and Garima Pathak from Harshwal & Company, LLP. To the Board. Mr. Harswhal said the District's financial statements presented fairly and it was a clean audit. He added that they experienced no issues while working with the District's management team and the requested information was presented in a timely manner.

APPROVED 12/1/2020

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President Ganer asked if there was anything the Board should be concerned about. Mr. Harswhal stated the District is in good shape. It was also noted that the District’s pension liability and OPEB liability were in a good position.

Financial Highlights:

- The District’s net position increased 10%, or \$846,995 in 2020
- The District’s total revenues decreased by 2%, or \$98,774 in fiscal year 2020. Program revenues decreased by 40%, or \$202,385. General revenues increased by 3%, or \$103,611
- The District’s total expenses increased by 8%, or \$209,410

MOTION by Trustee Salehi to accept and file the Audit Report.

SECOND by Trustee Rams.

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

MOTION approved.

The Board thanked the Auditors for their presentation.

- 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

None.

- b) Director’s Report

The Director added the following information: as a result of the re cabling project, we discovered the security cameras and V-count people counter are not compatible with the new network. Staff may need to upgrade the camera system. Martin Lebria was able to find a solution to get the V-count people counter up to date.

The Library’s Grab and Go service has begun, staff has also started processing passport applications on Saturdays.

President Ganer congratulated Public Services Supervisor Helen Medina on receiving another grant for e-Resources.

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

- a) Balance Sheet as of October 31, 2020

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No comments.

- b) Revenue – \$55,083 and Expenditures - \$855,472 Budget vs. Actual Report July 1, 2020 through October 31, 2020

The Director noted that property tax revenue was expected to be received in the upcoming week.

- c) Quarterly Cash Flow Trend Analysis

The Director noted that the Library is in a good financial position to weather the pandemic.

- d) CERBT Summary

No comments.

- e) Check Register as of October 31, 2020

No comments.

- f) Monthly Statistical Reports for October 2020

The Director stated that fewer people have used the curbside service since we reopened. Checkouts were slightly lower this month compared to September 2020.

V. NEW BUSINESS

- a) Audit report presented by the Auditor

Discussed above.

- b) Approval of 2021 Holidays

MOTION by Trustee Salts to approve the 2021 Holiday.

SECOND by Trustee Salehi.

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

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Election of Board Officers in December
- b) Mid-Year Detailed Budget Review in January
- c) Mid-Year Plan of Service Review in January

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VII. CONSENT CALENDAR

a) Personnel Action

- 1. Resignation of Librarian Yoonha Hwang effective October 10, 2020.
- 2. Resignation of PT Library Clerk Diane Kim effective October 10, 2020.
- 3. Merit increase for FT Library Assistant Joe Famolaro to Step 9 on the Salary Scale effective November 20, 2020.

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

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

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

Submitted by,

Richard Rams
Secretary