

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
March 3, 2020

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

Staff Present: Library Director Mary McCasland, Public Services Supervisor Helen Medina, Tech Services Supervisor Ann Duarte, Librarians Nicole Hight and Gloria Nguyen, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of February 4, 2020

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

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

ABSENT: Trustee Castaneda.

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

Mr. James Fisler, a Director at Mesa Water District, was present to address the Board of Trustees. He discussed accomplishments over his past 10 months as the Special District voting member on the OC LAFCO Board. He thanked the Trustees for their past support and asked for their continued support during his upcoming re-election. The Board thanked Mr. Fisler for his attendance.

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

President Ganer said she was happy to be present to see Director Mary McCasland receive her Americana Award over the weekend. She was also happy to see many staff there in support of the Director as well.

c) Volunteer Guild Report

The Director reported the Guild had made \$1,657 in the month of February.

III. CORRESPONDENCE

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

No comments.

Approved May 5, 2020

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b) Directors Report

The Director added that the CSDA Public Affairs representative would tour the Library in the upcoming week.

She also added the Winter Reading Program had come to a close with 50 participants and was a well-received program. The Director also mentioned that two regular program attendees donated money to assist with purchasing supplies because they enjoy the programs so much.

President Ganer said she appreciates seeing individuals called out in the Director's Report.

Trustee Salehi said he was excited to see the craft celebrating Persian New Year.

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

a) Balance Sheet as of February 29, 2020

No comments.

b) Revenue – \$2,400,936 and Expenditures - \$1,728,961 Budget vs. Actual Report July 1, 2019 through February 29, 2020

No comments.

c) Check Register as of February 29, 2020

No comments.

f) Monthly Statistical Reports for February 2020

Trustee Salehi commented that Page Views have continued to increase.

V. NEW BUSINESS

a) Receive and File Actuarial Valuation of Other Post-Employment Benefit Programs as of June 30, 2019.

The Director mentioned staff was pleased to see the District's OPEB benefit program is currently 104% prefunded, but also noted this number will change in the future.

MOTION by Trustee Salehi to receive and file the OPEB Valuation report.
SECOND by Trustee Salts.

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

ABSENT: Trustee Castaneda.

MOTION approved.

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b) Annual Review of the Record Retention Policy

The Director stated that the Business Officer and Administrative Assistant reviewed the policy and provided minor updates.

MOTION by Trustee Salehi to approve the recommended changes to the Record Retention Policy.
SECOND by Trustee Rams.

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

ABSENT: Trustee Castaneda.
MOTION approved.

c) Annual Review of BPLD Library Fund Balance and Reserve Policy

No action necessary as no changes were recommended.

d) Review and approve changes to Fines and Fees Policy

MOTION by Trustee Rams to approve the recommended changes to the Fines Policy.
SECOND by Trustee Salehi.

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

ABSENT: Trustee Castaneda.
MOTION approved.

e) National Library Week Proclamation Request

MOTION by Trustee Salehi to approve National Library Week Proclamation
SECOND by Trustee Rams.

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

ABSENT: Trustee Castaneda.
MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Annual Evaluation of Staffing Levels in April
- b) Review of Salary Comparisons in April
- c) Review of Capital Improvement Policies in April

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d) Analysis of draft Budget and projected income in May

VII. CONSENT CALENDAR

a) Personnel Action

1. Merit increase for PT Clerk Audra Anderson to Step 4 on the Salary Scale effective March 27, 2020.
2. Merit increase for PT Clerk Mavely Fajardo to Step 7 on the Salary Scale effective March 27, 2020.

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

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

ABSENT: Trustee Castaneda.
Motion approved.

ADJOURNMENT

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

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

ABSENT: Trustee Castaneda.

Motion approved. The meeting stood adjourned at 5:59 p.m.

Submitted by,

Richard Rams
Secretary