

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
February 7, 2023

CALL TO ORDER: President Rams called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Brenda Estrada, Pat Ganer, L. Carole Jensen, Richard Rams, Cheyenne Traut.

Staff Present: Library Director Helen Medina, Technology and Support Services Supervisor Ann Duarte, Business Officer Marina Tutty, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of January 11, 2023

MOTION by Trustee Traut to approve the minutes of January 11, 2023 as presented.

SECOND by Trustee Estrada.

AYES: Trustee Estrada, Trustee Jensen, Trustee Rams, Trustee Traut.

ABSTAIN: Trustee Ganer

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

There were no public comments.

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

Trustee Rams stated he would be attending the African American Male Education Network & Development Summit in Los Angeles in March.

III. CORRESPONDENCE

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

No comments.

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b) Director's Report

Library Director Helen Medina provided the following updates:

- Business Officer Marina Tutty reviewed the State Transaction report for accuracy
- Three librarians received written compliments from patrons. The comments stated:
  - Helen Koo is "always giving her best help and is a kind person"
  - Pam Pedro and Gloria Nguyen " were always so kind, helpful, and a great resource"
- Buena Park Police Appreciation Brunch is on February 22 at the Ehler's center

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

a) Balance Sheet as of January 31, 2023

No comments.

b) Revenue – \$2,505,105 and Expenditures - \$2,648,565 Budget vs. Actual Report  
July 1, 2022, through January 31, 2023.

No comments.

c) Cash Flow Trend Analysis

No comments.

d) Quarterly CERBT Statement

No comments.

e) Check Register as of January 31, 2023

No comments.

f) Monthly Statistical Reports for January 2023

Library Director Medina stated attendance at programs has begun to increase along with the number of checkouts. Reading programs have been extremely popular this year. Trustee Jensen asked why the database usage trend is flat. The Director stated the past few years there had been extremely high usage due to at-home learning usage during school closures. She stated usage has returned to a much normal level. She also stated many libraries in California now offer access to these databases.

V. NEW BUSINESS

a) Annual Review of Fee Schedule

Review of current fee schedule, no changes were recommended at this time.

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- b) Select and approve date for July 2023 Regular Board Meeting

MOTION by Trustee Ganer to schedule the July 2023 Board meeting for Tuesday, July 11 at 5:30 p.m.

SECOND by Trustee Jensen.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved.

- c) Approval of the appointment of Ann Duarte as Interim Library Services Supervisor with a one-step pay increase for the duration of the appointment, not to exceed nine months.

MOTION by Trustee Ganer to approve the appointment of Ann Duarte as the Interim Library Services Supervisor.

SECOND by Trustee Traut.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) National Library Week Proclamation Request in March
- b) Annual Review of the Record Retention Policy in March
- c) Annual Evaluation of Staffing Levels in April
- d) Review of Salary Comparisons in April
- e) Annual Review of BPLD Library Fund Balance and Reserve Policy in April
- f) Review of Capital Improvement Projects in April

VII. CONSENT CALENDAR

- a) Personnel Action

- 1. New Hire, Liam Macdonald, PT Library Clerk at Step 1 on the Salary Scale effective January 11, 2023.
- 2. New Hire, Paulina Garcia, PT Library Clerk at Step 1 on the Salary Scale effective January 19, 2023.
- 3. Probationary release of Library Services Supervisor Ted Kane effective January 27, 2023.
- 4. Merit increase for Librarian I, Sarah Bidgoli, to Step 2 on the Salary Scale effective January 27, 2023.
- 5. Resignation of Librarian I, Sarah Bidgoli, effective February 9, 2023.
- 6. Merit increase for PT Library Page, Cynthia Alvarez, to Step 3 on the Salary Scale effective February 10, 2023.
- 7. Merit increase for PT Library Page, Monique Flores-Arvizu, to Step 3 on the Salary Scale effective February 10, 2023.

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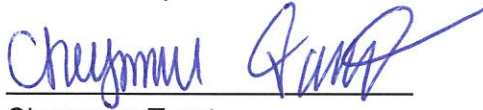
ADJOURNMENT

MOTION by Trustee Ganer to adjourn the meeting.  
SECOND by Trustee Traut.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved. The meeting stood adjourned at 6:02 p.m.

Submitted by,



Cheyenne Traut  
Secretary