

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
November 8, 2018

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, Patricia Ganer, Dennis Salts
Trustee Salehi and Trustee Vurdien were absent.

Staff Present: Library Director Mary McCasland, Circulation Department Supervisor Caroline Wilkins,
Business Officer Marina Tutty, Administrative Assistant Patty Salas and Building Supervisor
Ray Garcia.

President Ganer announced that there was a need to re-arrange the meeting due to time constraints.

Motion to hear New Business items and consent calendar at the beginning of the meeting by Trustee Salts.
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts
ABSENT: Trustee Salehi and Trustee Vurdien

MOTION approved.

New Business Items b – d were heard at the beginning of the meeting to ensure there would be a quorum present.

b) Conflict of Interest Code Amendment

MOTION by Trustee Salts to approve the changes to the Conflict of Interest Code.
SECOND by Trustee Castaneda.

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

Motion approved.

c) Approval of 2019 Holidays

MOTION by Trustee Salts to approve the 2019 Holidays as listed.
SECOND by Trustee Castaneda.

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

Motion approved.

d) Discuss and approve the rescheduling of the January 2019 Board Meeting

After a brief discussion it was decided to hold the January board meeting on January 10th, 2019.

MOTION by Trustee Salts to reschedule the January board meeting to January 10, 2019.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
November 8, 2018

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts.

ABSENT: Trustee Salehi, Trustee Vurdien.

Motion approved.

VII. CONSENT CALENDAR

a) Personnel Action

1. New Hire, Marjorie Portillo, PT Library Page at Step 1 on the Salary Scale effective September 21, 2018.
2. New Hire, Simone Williams, PT Library Page at Step 1 on the Salary Scale effective September 26, 2018.
3. New Hire, Nicole Hight, Librarian I at Step 1 on the Salary Scale effective November 5, 2018.
4. New Hire, Gloria Nguyen, Librarian I at Step 1 on the Salary Scale effective November 5, 2018.
5. Reclassification of Mario Delgado to Library Clerk at Step 1 on the Salary Scale effective November 9, 2018.
6. Merit increase for PT Library Clerk Lauren Beville to Step 7 on the Salary Scale effective November 23, 2018.
7. Merit increase for Library Assistant Joe Famolaro to Step 7 on the Salary Scale Effective November 23, 2018.
8. Merit increase for Library Assistant Lynn Pence to Step 7 on the Salary Scale effective November 23, 2018.

MOTION by Trustee Salts to approve the Consent Calendar as presented.

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts.

ABSENT: Trustee Salehi, Trustee Vurdien.

Motion approved.

I. ACTION ON MINUTES

a) Regular Meeting of October 2, 2018

MOTION by Trustee Castaneda to approve the minutes of October 2, 2018 as presented.

SECOND by Trustee Salts.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts

ABSENT: Trustee Salehi and Trustee Vurdien

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
November 8, 2018

A recently elected Board Trustee, Rick Rams, was present to introduce himself to the other Board members and staff. He stated he looks forward to working with the Board members and the Library staff.

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

Trustee Salts said he attended the Buena Park Goes to College event.

c) Volunteer Guild Report

The Director reported the Guild made \$1,745 in the month of October.

III. CORRESPONDENCE

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

No comments.

b) Director's Report

The Director stated a representative from Ling Ling Chang's office came to tour the Library. She was added to the calendar distribution list to stay current on events occurring at the Library.

The Director added she and Marcia Miyoshi would be attending the Buena Park Historical Society's Annual membership meeting. The Library is working with the Historical Society in preparation for the Library's upcoming centennial celebration. The Director added that she would present the calendar of Centennial events at the December meeting.

The Director updated the Trustees on the status of the elevator repairs. She said she expected final pricing soon and Kone expected to have the elevator repaired by the end of the year.

Ray Garcia said Vincor Construction, Inc. which also participates in the NJPA co-op, visited the Library earlier in the week to walk the parking lot. They are going to put together a proposal and estimate for the parking lot project and Library staff should be receiving it this week.

Trustee Ganer stated she had received an anonymous letter which focused on the capital improvement policies and procedures of the Library. Trustee Ganer asked that the following be recorded in the minutes:

Both the Library Director and I are pleased to meet and discuss any questions a member of the public may have. The Library District performs its due diligence when making procurement decisions, especially those concerning library improvements. The current structure will be 50 years old next year and aside from repairs and maintenance there have been few significant renovations until most recently. Within the last few years, the library has addressed modernizing the public restrooms, the need for quiet study space and has made significant strides toward resource conservation with LED lighting. We have also made changes to the building to address technological changes that keep libraries relevant. The library has purchasing policies and procedures in place and it has used SourceWell, a nationally recognized competitively solicited procurement and contract process for public agencies, when selecting a contractor to perform public works projects. Any member of the

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
November 8, 2018

public may contact myself or the Library Director and we'd be happy to respond to any questions they may have.

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

a) Balance Sheet as of October 31, 2018

No comments.

b) Revenue – \$215,651 and Expenditures – \$873,695 Budget vs. Actual Report
July 1, 2018 through October 31, 2018

No comments.

c) Quarterly Cash Flow Trend Analysis

No comments.

d) CERBT Quarterly Statement

No comments.

e) Check Register as of October 31, 2018

No comments.

f) Monthly Statistical Reports for October 2018

V. NEW BUSINESS

a) Audit Report presented by auditor

Andy Beck from Fedak & Brown LLP was present to provide a brief synopsis of the 2017-18 Audit report.

Financial highlights included the following:

- The District was given a clean or unmodified opinion by the Auditor
- The net position of the district was added to the report as required by GASB 75
- The District's net position increased by 5.8% or \$397,833
- Total revenues from all sources increased by 7.4% or \$252,626 from the prior year
- Total expenses decreased by 2.0% or \$53,041 from the prior year primarily due to a decrease in salaries and benefits
- End of year net position of the District is \$7.2 million
- The auditor experienced no difficulties or disagreements with management in the preparation of this audit report
- There were no material weaknesses or difficulties found during the process

President Ganer thanked Mr. Beck for his report and stated she was happy to hear the District was in good financial health. She verified that the Auditor received all of the required information to complete the audit and that District staff was accommodating.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
November 8, 2018

Mr. Beck thanked the Library Director and the Business Officer for their help in completing the audit.

The Trustees received and filed this report.

Items b – d were heard at the beginning of the meeting.

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

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:05 p.m.

Submitted by,



Dennis Salts
Secretary