

AGENDA  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE BUENA PARK LIBRARY DISTRICT  
 7150 La Palma Avenue  
 February 6, 2018  
 5:30 p.m. Library Board Room

\*\*(Distributed agenda information viewable/obtainable in Administration Office.  
 Agenda and Minutes at [www.buenaparklibrary.org](http://www.buenaparklibrary.org))\*\*

IC PG AS DS RV

CALL TO ORDER \_\_\_\_\_

PLEDGE OF ALLEGIANCE

ROLL CALL	Present	_____	_____	_____	_____	_____
	Absent	_____	_____	_____	_____	_____
	Also	_____	_____	_____	_____	_____

I. ACTION ON MINUTES

a) Regular Meeting of January 9, 2018	Motion	_____	_____	_____	_____	_____
	2nd	_____	_____	_____	_____	_____
	Ayes	_____	_____	_____	_____	_____
	Noes	_____	_____	_____	_____	_____
	Absent	_____	_____	_____	_____	_____
	Abstain	_____	_____	_____	_____	_____

II. ORAL COMMUNICATIONS

- a) From Public Concerning Non-agenda Items
- b) Board Members' Reports on Conferences Attended or Meetings Scheduled
- c) Volunteer Guild Report

III. CORRESPONDENCE

- a) Patrons' Suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations
- b) Director's Report

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

- a) Balance Sheet as of January 31, 2018
- b) Revenue – \$2,222,715 and Expenditures – \$1,445,082 Budget vs. Actual Report July 1, 2017 through January 31, 2018
- c) Quarterly Cash Flow Trend Analysis
- d) CERBT Quarterly Statement
- e) Check Register as of January 31, 2018
- f) Monthly Statistical Reports for January 2018

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V. NEW BUSINESS					
a) Review of Fines and Fees					
Motion	___	___	___	___	___
2nd	___	___	___	___	___
Ayes	___	___	___	___	___
Noes	___	___	___	___	___
Absent	___	___	___	___	___
Abstain	___	___	___	___	___

VI. FUTURE AGENDA ITEMS

- a) National Library Week Proclamation 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

Motion	___	___	___	___	___
2nd	___	___	___	___	___
Ayes	___	___	___	___	___
Noes	___	___	___	___	___
Absent	___	___	___	___	___
Abstain	___	___	___	___	___

*All matters listed under Consent Calendar will be acted upon by one motion affirming the action recommended on the Agenda. There will be no separate discussion on these items prior to voting unless members of the Board or the public request specific items to be removed from the Consent Calendar for separate action.*

a) Personnel Action

1. Resignation of P/T Library Page, Melyssa Adams, effective January 29, 2018.
2. Merit increase for P/T Library Page, Ingrid Adams, to Step 3 on the Salary Scale, effective February 2, 2018.
3. Merit increase for P/T Library Page, Bethany Marier, to Step 2 on the Salary Scale, effective February 2, 2018.
4. Merit increase for P/T Library Page, Sarahana Poudel to Step 2 on the Salary Scale effective February 2, 2018.

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VIII. CLOSED SESSION

- a) Public Employee Performance Evaluation  
 (Pursuant to Gov. Code Section 54957)
  - 1. Library Director

ADJOURNMENT \_\_\_\_\_

Motion	_____	_____	_____	_____	_____
2nd	_____	_____	_____	_____	_____
Ayes	_____	_____	_____	_____	_____
Noes	_____	_____	_____	_____	_____
Absent	_____	_____	_____	_____	_____
Abstain	_____	_____	_____	_____	_____