

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
March 2, 2021

****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 Rams called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE: President Rams led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Pat Ganer, L. Carole Jensen, Rick Rams, Al Salehi.

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, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of February 2, 2021

MOTION by Trustee Ganer to approve the minutes of February 2, 2021, as presented.

SECOND by Trustee Castaneda.

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

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

No comments.

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.

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b) Director's Report

The Director stated she participated in a virtual meet and greet with a representative from Congressman Alan Lowenthal's office. She spoke about the Library and the impact the pandemic has had on it.

The Director stated there was an aggressive patron who threatened staff. Police were called but the person left prior to police arrival. The patron has not returned but staff has been instructed to call the police if he does.

An arborist inspected the three trees in front of the Library. The trees are still healthy and just need some light pruning.

Staff is hoping to resume passport services later in the month of March. There is a high demand for this service.

Library Clerk Yesenia Sandoval decorated the bulletin board at the entrance of the Library with a theme of "Spring into Reading". Yesenia used paper flowers to decorate the board. Last month, Librarian Gloria Nguyen created a Black History month display which was admired by many patrons.

Trustee Ganer asked if staff continues to be comfortable with the safety measures being taken in the Library. The Director said she has not heard any concerns, although there have been a few instances where staff has needed to remind patrons to wear their masks properly. The Library provides masks, hand sanitizer and cleaning supplies for staff use.

The Director provided the Board with an update on the Compensation and Classification study. All staff have completed the first step in the process which was to fill out a Position Description Questionnaire. Trustee Ganer asked what staff feedback was. The Director said staff thought it was an intense questionnaire and was very detailed oriented.

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

a) Balance Sheet as of February 28, 2021

No comments.

b) Revenue – \$2,073,024 and Expenditures - \$1,720,427 Budget vs. Actual Report
July 1, 2020 through February 28, 2021

The Director stated the District paid the cost for the 2020 Election and noted that funds for elections are held in a reserve and not included in the budgeted expenses.

c) Check Register as of February 28, 2021

No comments.

d) Monthly Statistical Reports for February 2021

The Director stated check outs dropped slightly compared to January 2021. She noted that the top 5 collections that are checked out are:

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1. Children's Easy
2. Childrens non-fiction books
3. Adult eBooks
4. DVDs (both adult and children's)
5. Adult fiction

V. NEW BUSINESS

- a) Review and approve contract with the Buena Park School District for Librarian services

There was a brief discussion regarding what the Librarian services included and what was expected of the Library.

MOTION by Trustee Ganer to approve the contract with the Buena Park School District for Librarian services.

SECOND by Trustee Salehi.

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

MOTION approved.

- b) Annual Review of the Record Retention Policy

The Director stated this would be a new standard practice for all staff utilizing email. Staff would be responsible for saving any emails that are considered "official District records". Staff would also be encouraged to delete emails that are not considered official district records.

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

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

MOTION approved.

- c) National Library Week Proclamation Request

MOTION by Trustee Ganer to approve the National Library Week Proclamation as presented.
SECOND by Trustee Salehi.

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

MOTION approved.

- d) CSDA Board of Directors Call for Nominations

No nominations were made.

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e) ISDOC Call for Nominations for 2nd Vice President Vacancy

No nominations were made.

VI. FUTURE AGENDA ITEMS

- a) Annual Review of BPLD Library Fund Balance and Reserve Policy in April
- b) Review of Capital Improvement Projects in April
- c) 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 5 on the Salary Scale effective March 26, 2021.
- 2. Merit increase for PT Clerk Mavelly Martin to Step 8 on the Salary Scale effective March 26, 2021.

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

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

Motion approved.

ADJOURNMENT

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

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

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

Submitted by,

Irene Castaneda
Secretary