

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
June 2, 2020

****Due to Governor of California's Executive Order N-33-20 (Stay at Home order) this meeting was held online via zoom.****

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

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Public Services Supervisor Helen Medina, Tech Services Supervisor Ann Duarte, Circulation Department Supervisor Caroline Wilkins, Librarians Nicole Hight, Yoonha Hwang and Gloria Nguyen, Library Assistants Pam Pedro and Ashley Parker, Library Clerks Audra Anderson and Julie Watson, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

- a) Regular Meeting of May 5, 2020

MOTION by Trustee Rams to approve the minutes of May 5, 2020, as presented.
SECOND by Trustee Salehi.

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

ABSENT: Trustee Salts.

MOTION approved.

II. ORAL COMMUNICATIONS

- a) From Public Concerning Non-agenda Items

None.

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

None.

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 added that Technology Support Services Supervisor Ann Duarte and Public Services Supervisor Helen Medina attended a webinar for an LSTA Cares Act Grant opportunity. The Library will apply in hopes of getting additional self-check out machines.

The Director stated the Reference staff has continued to take advantage of online learning opportunities as well as creating a virtual Summer Reading Program. Trustee Ganer said she was impressed with staff's continued learning.

Trustee Ganer expressed gratitude to System Services Supervisor Doug Mason for his service to the Library.

Trustee Ganer asked if the Beanstack program had been activated yet. The Director stated it is ready to be rolled out but will begin later in June.

The Director mentioned staff is collaborating with Buena Park Teacher Leslee Milch to get books into the hands of kids throughout the summer.

Trustee Salehi asked about filling the vacancy caused by the retirement of the current Systems Services Supervisor. The Director stated that would be addressed later in the meeting.

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

a) Balance Sheet as of May 31, 2020

No comments.

b) Revenue – \$3,791,513 and Expenditures - \$2,407,171 Budget vs. Actual Report July 1, 2019 through May 31, 2020

The Director added the Library District received additional RDA dissolution funds.

c) Check Register as of May 31, 2020

No comments.

d) Monthly Statistical Reports for May 2020

The Director stated number of e-Resources checked out continue to grow during the Library closure.

V. NEW BUSINESS

a) Approval of Resolution #2020-02 establishing the Upper Limit of Appropriations for 2020 – 21 at \$11,598,180

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MOTION by Trustee Salehi to approve Resolution #2020-02 establishing the Upper Limit of Appropriations.

SECOND by Trustee Castaneda.

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

ABSENT: Trustee Salts

MOTION approved.

b) Annual Review of the Investment Policy

No action was required as no changes were recommended.

c) Consideration and approval of the proposed pension liability payment in the amount of \$300,000

The Director stated the District is sticking to the plan to pay down its Liability. She said after this payment the pension would be fully funded (at this point in time). She said CalPERS will continue to make changes to their actuarial assumption each year the valuation is performed.

The Director added that staff had just received the exact amount from CalPERS which was \$342,023. She asked the Board to approve a payment in this amount.

MOTION by Trustee Salehi to approve a pension liability payment in the amount of \$342,023.

SECOND by Trustee Rams.

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

ABSENT: Trustee Salts

MOTION approved.

d) Approval of the revised job description – IT Systems Specialist

The Director stated the job description was updated and the name was changed. She said this position will report to the Technology Support Services Supervisor.

Trustee Ganer requested one minor change to the job description.

MOTION by Trustee Salehi to approve the revised IT Systems Specialist job description

SECOND by Trustee Rams.

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

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ABSENT: Trustee Salts

MOTION approved.

- e) Approval of the reclassification of Martin Lebria to the IT Systems Specialist position

The Director stated Martin has been working with Doug for the past couple months and has been assisting in that role for some time.

MOTION by Trustee Salehi to approve the reclassification of Martin Lebria to the IT Systems Specialist position.

SECOND by Trustee Castaneda.

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

ABSENT: Trustee Salts

MOTION approved.

- f) Review of BPLD Plan for reopening of the Library

The following comment from a staff member was read: "I appreciate the thoroughness and thoughtful reopening draft that the Library has put together. Will the Board please also address the safety issues of staff members who have to commute through areas of curfews and unrest?"

The Board stated most curfews allow for people to travel to and from work. If there is a demonstration in their commute, then they should speak with the immediate managing supervisor to request to stay home. If the supervisor's decision is not satisfactory, they can request to have the Library Director weigh in.

The Director said that if a part time employee is unable to get to work due to civil unrest, the determination of if they will be paid for that shift will be brought to the Board for consideration.

The Director mentioned this plan was developed with the Curbside service in mind. She stated additional modifications to the plan will need to be made once the Library re-opens and allows patrons inside the Library.

The Director stated staff received this plan to review and was surveyed on their comfort level to return to work.

The Library staff will continue to meet with other local libraries to learn what is and what is not working at their locations.

Trustee Ganer mentioned one correction needed on page 10 of the plan.

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The Board heard from the Circulation Department Supervisor and Public Service Supervisor. The Director added that curbside service would begin June 3, 2020.

MOTION by Trustee Salehi to approve the Library’s plan for re-opening.

SECOND by Trustee Castaneda.

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

ABSENT: Trustee Salts

MOTION approved.

g) Review of the Library’s Administrative Leave Resolution

The Director stated that when this resolution was signed, the Board and staff was not aware how long the closures would continue. She stated that beginning July 1, 2020, at the start of the new fiscal year, employees would be paid for time actually worked as we are moving to re-opening the Library. She said part time employees will lose some hours, but will regain hours as we move forward with offering additional services as part of the reopening plan.

The Director said part time employees would work 5 days a week for three-hour shifts. This would limit the need for breaks and limit the number of people in the building at one time, but maximize the number of hours each employee is assigned (based on their availability). She said as the library begins to be open for longer hours, staff hours would increase. At this time, the Library will only be open for curbside pick-up during the day.

MOTION by Trustee Salts to rescind the resolution after June 30, 2020.

SECOND by Trustee Castaneda.

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

ABSENT: Trustee Salts

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Adoption of Final Budget in July
- b) Review of past year’s Service Accomplishments in July
- c) Service Objectives for new fiscal year in July

VII. CONSENT CALENDAR

- a) Personnel Action
 - 1. Merit increase for Library Director, Mary McCasland, to Step 6 on the Salary Scale effective

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June 5, 2020.

- 2. Merit increase for P/T Library Page, Tiffani Hutto, to Step 2 on the Salary Scale effective June 5, 2020.
- 3. Merit increase for P/T Library Clerk I, Tomas Moran, to Step 4 on the Salary Scale effective June 19, 2020.
- 4. Merit increase for P/T Library Clerk I, Trevor Lepich, to Step 6 on the Salary Scale effective June 19, 2020.

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

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

ABSENT: Trustee Salts

Motion approved.

ADJOURNMENT

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

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

ABSENT: Trustee Salts

Motion approved. The meeting stood adjourned at 6:51 p.m.

Submitted by,

Richard Rams
Secretary