

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

CALL TO ORDER: President Pro Tem L. Carole Jensen 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, Cheyenne Traut.
Richard Rams was absent (excused).

Staff Present: Library Director Helen Medina, Business Officer Marina Tutty, Circulation Services Supervisor Caroline Wilkins, and Interim Library Services Supervisor Ann Duarte.

Also Present: Members of the Volunteer Guild: Wendy Erdsieck, Marilyn Lowry, and Alina Macri.

ACTION ON MINUTES

4. Regular Meeting of October 3, 2023

MOTION by Trustee Ganer to approve the minutes of October 3, 2023, as presented.

SECOND by Trustee Traut.

AYES: Trustee Estrada, Trustee Ganer, Trustee Traut.

ABSTAIN: Trustee Jensen.

ABSENT: Trustee Rams.

MOTION approved.

ORAL COMMUNICATIONS

5. From Public Concerning Non-agenda Items

Mr. James Fisler, our voting member from OC LAFCO, was present to give a brief overview of LAFCO activities over the past few months.

6. Board Members' Reports on Conferences Attended/or Meetings Scheduled

No comments.

CORRESPONDENCE

7. Patrons' suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations

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No comments.

8. Buena Park Library District Volunteer Guild Report

Bookstore Manager Marilyn Lowry stated the tax paperwork was being resolved by their financial officer. The Board of Trustees asked the Volunteer Guild for documentation regarding the issue of their tax exempt status.

9. BPLD Staff Milestone

The Library Board recognized Librarian Gloria Nguyen for 5 years of service to the Buena Park Library. Director Medina stated Gloria has accomplished so much in the past 5 years at the Library. Gloria has brought the OC Mobile Work Unit to the library. She is also the person who coordinates all the blood drives with the Red Cross. She works with outside agencies to develop partnerships. Gloria presents bilingual English/ Spanish storytime and also runs the staff summer reading program.

10. Director's Report

Director Medina provided the following additional information:

- Described various plumbing repairs that had been completed in the past month.
- Advised the Board that the District will need to rebid repairs for the basement as previous bidders have stopped responding to the District.

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

11. Balance Sheet as of October 31, 2023

No comments.

12. Revenue – \$161,562 and Expenditures - \$1,357,326 Budget vs. Actual Report
July 1, 2023, through October 31, 2023.

No comments.

13. Cash Flow Trend Analysis

No comments.

14. CERBT Summary Update

No comments.

15. Check Register from October 31, 2023

No comments.

16. Monthly Statistical Reports

The Board reviewed the reports for the month of September 2023.

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NEW BUSINESS

17. 2022-23 Audit Report presented by Auditor

Shanwar Harshwal from Harshwal & Company attended the meeting via zoom to present the Board of Trustees the Audit for FY 2022-23. Mr. Harshwal thanked the Library's Business Officer, Marina Tutty, for her assistance in preparing for the audit. They stated all documents were received in a timely manner. Mr. Harshwal stated the books are maintained properly, internal controls are carried out properly and the Library is in a good financial position. The auditor recommended putting an IT security system in place. The report was received and filed.

18. Preliminary approval of Prime Contract Potential Change Order (PCO) #14 HVAC Duct Cleaning in the amount of \$48,628.35

Director Medina stated this is a preliminary approval as this is a maintenance item that needs to be performed so that the HVAC system can perform optimally. There are no records that indicate the ducts were cleaned in the past.

MOTION by Trustee Ganer to approve the PCO #14 HVAC Duct Cleaning in the amount of \$48,628.35.
SECOND by Trustee Estrada.

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

MOTION approved.

19. Approval of proposal from Macleod Watts to prepare an updated actuarial valuation of other postemployment benefits (OPEB) liabilities, totaling \$7,650

Actuarial valuation is required by CalPERS, the amount has been budgeted for but staff is requesting approval due to the amount of the proposal.

MOTION by Trustee Traut to approve the proposal from Macleod Watts.
SECOND by Trustee Ganer.

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

MOTION approved.

20. Approval to release RFQ/P for Construction Management Services

The Director stated the Library has had many issues arise with the building over the past 18 months. Library staff would like to find a professional construction manager to come in and evaluate the building and property. The construction manager would help the District determine a list of priorities for maintenance and upgrade needs. It was noted that no one on the library staff has the knowledge and

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expertise to do this job. The construction manager would be hired as a consultant on a project by project basis.

MOTION by Trustee Estrada to approve the release of the RFQ/P for Construction Management Services.

SECOND by Trustee Ganer.

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

ABSENT: Trustee Rams.

MOTION approved.

21. Approval of 2024 Holidays

MOTION by Trustee Ganer to approve the 2024 Holidays as presented.

SECOND by Trustee Traut.

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

ABSENT: Trustee Rams.

MOTION approved.

22. Approval of 2024 Regular Board of Trustees Meeting Dates

MOTION by Trustee Traut to approve the 2024 Regular Board of Trustees Meeting Dates

SECOND by Trustee Ganer.

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

ABSENT: Trustee Rams.

MOTION approved.

FUTURE AGENDA ITEMS

23. Agenda preparation for the November regular date meeting which will be held on November 7, 2023, unless rescheduled by the Library Board of Trustees

- Election of Board Officers
- Review auditor schedule

CONSENT CALENDAR

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.

24. Personnel Action

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- a. New hire, Alexandra Garcia, as a PT Library Clerk at Step 1 on the Salary Scale effective October 4, 2023.
- b. Extension of unpaid leave of absence for PT Library Clerk, Audra Anderson, through January 29, 2024.

MOTION by Trustee Ganer to approve the Consent Calendar.
SECONDED by Trustee Estrada.

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

MOTION approved.

ADJOURNMENT

25. Adjournment

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

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

MOTION approved. The meeting was adjourned at 6:13 p.m.

Submitted by,



Cheyenne Traut
Secretary