

AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE BUENA PARK LIBRARY DISTRICT
7150 La Palma Avenue

February 4, 2020

5:30 p.m. Library Board Room

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

		IC	PG	RR	AS	DS
CALL TO ORDER	_____					
PLEDGE OF ALLEGIANCE						
ROLL CALL						
	Present	___	___	___	___	___
	Absent	___	___	___	___	___
	Also	___	___	___	___	___
I. ACTION ON MINUTES						
a) Regular Meeting of January 7, 2020	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, 2020						
b) Revenue – \$2,347,888 and Expenditures – \$1,534,736 Budget vs. Actual Report July 1, 2019 through January 31, 2020						
c) Cash Flow Trend Analysis						
d) Quarterly CERBT Statement						
e) Check Register as of January 31, 2020						
f) Monthly Statistical Reports for January 2020						
V. NEW BUSINESS						
a) Review of Fees and Fines Schedule	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

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b) Consideration and approval of eliminating Library Fines	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. Merit increase for PT Library Assistant Martin Lebría to Step 4 on the Salary Scale effective January 17, 2020.
2. Reclassification of PT Page Marjorie Portillo to PT Library Clerk I at Step 1 on the Salary Scale effective January 17, 2020.
3. Reclassification of FT Library Clerk II (Acquisitions) Ashley Parker to Library Assistant – Acquisitions at Step 6 on the Salary Scale effective February 14, 2020.

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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	_____	_____	_____	_____	_____