

AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE BUENA PARK LIBRARY DISTRICT

7150 La Palma Avenue

April 3, 2018

5:30 p.m. Library Board Room

**(Distributed agenda information viewable/obtainable in Administration Office.

Agenda and Minutes at 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 March 6, 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 March 31, 2018
- b) Revenue – \$2,442,918 and Expenditures – \$1,843,983 Budget vs. Actual Report July 1, 2017 through March 31, 2018
- c) Check Register through March 31, 2018
- d) Monthly Statistical Reports for March 2018

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		IC	PG	AS	DS	RV
V.	NEW BUSINESS					
	a) Annual Evaluation of Staffing Levels					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
	b) Review of Salary Comparisons					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
	c) Annual Review of BPLD Library Fund Balance and Reserve Policy					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
	d) Review of Capital Improvement Projects					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
	e) Approval of the Understanding of the Engagement by Fedak & Brown LLP for Auditing Services for the year ended June 30, 2018					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

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f) Review and approval of proposal to purchase additional furniture for Children's room	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
g) Declaration of Qualification to Vote in the Orange County Special District Selection Committee election (regular and alternate Member)	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

VI. FUTURE AGENDA ITEMS

- a) Analysis of Draft Budget and Projected Income in May
- b) Gann Limit Resolution in June
- c) Annual Investment Policy Review in June

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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. New Hire, PT Page, Martin Lebria, at Step 1 on the Salary Scale effective March 8, 2018.
2. Merit Increase for Systems Services Supervisor, Douglas Mason, to Step 8 on the Salary Scale, effective March 30, 2018.
3. Merit Increase for Administrative Assistant, Patty Salas, to Step 4 on the Salary Scale, effective April 13, 2018.
4. Merit Increase for Library Assistant/Outreach Coordinator, Brenda Gomez, to Step 2 on the Salary Scale, effective April 13, 2018.
5. Merit Increase for P/T Library Clerk I, Yesenia Sandoval, to Step 6 on the Salary Scale, effective April 13, 2018.

VIII. CLOSED SESSION

a) Public Employee Performance Evaluation
 (Pursuant to Gov. Code Section 54957)

1. Library Director

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