

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
January 5, 2016

CALL TO ORDER: President Fuhrman called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE: Trustee Salehi led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Mary Fuhrman, Patricia Ganer, Al Salehi, Dennis Salts

Staff Present: Library Director Mary McCasland, System Services Supervisor Doug Mason, Facilities Maintenance Supervisor Ray Garcia, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, Librarian Phyllis Nisle and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of December 1, 2015

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of December 1, 2015 as presented.

SECOND by Trustee Salehi.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts

Minutes approved.

II. ORAL COMMUNICATION

a) From the Public Concerning Non-agenda Items

None.

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

President Fuhrman announced the League of Women's Voters will be holding an informational meeting about Money and Politics on Saturday the 16th and 23rd of January at 10 a.m. It is open to the public and will be held in the Library's Board Room.

Trustee Salehi said he had been following up on a discussion he had with the Director awhile ago. He had spoken with various school officials regarding holding community college orientation classes at the Library. He said he had been receiving positive feedback regarding this possibility.

Trustee Salts said the Library's holiday party was quite joyous. President Fuhrman thanked Circulation Department Supervisor Caroline Wilkins for putting on the event.

c) Volunteer Guild Report

The Bookstore Manager, Marilyn Lowery, could not attend tonight's meeting. The Director reported that the revenue taken in by the Bookstore and the Book Nook totaled \$1,879 in December, and \$327 of the revenue was from Amazon sales.

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III. CORRESPONDENCE

- a) Patrons' Suggestions from Individuals Requesting the Purchase of Materials or Proposing Changes to Library Operations.

No comments or questions.

- b) Director's Report

The Director said the State Librarian, Greg Lucas, has requested an in-person meeting with all library system chairpersons. She is currently the chairperson of the Santiago Library System and would be travelling to Sacramento to participate in the meeting.

The Director told the Board members that we had received donations from annual contributors. One of the donations received was for \$1,000.

Librarian Phyllis Nisle was present to tell the Board about the *Buena Park Reads Together* book selection. Phyllis said the title of the book selected is "The Samurai's Garden" by Gail Tsukiyama. She gave the Board a brief synopsis of the book. Phyllis explained she has planned a number of activities for the community to participate in as they read the book.

Facilities Maintenance Supervisor Ray Garcia provided an update on the restroom modernization project. He said everything was going along as planned. The Director said there had been no asbestos or lead found. She said the only item not included in the contract was the purchase of a new water heater. The current water heater is not large enough to support the entire building and it needs to be replaced. Ray explained the men's restroom would have blue and gray tiles while the women's room would have moss green and gray tiles. Trustee Salehi asked if they had looked into eco-friendly options for the new restrooms. Ray explained all the faucets were to current code and used the least amount of water as possible. He said automatic hand dryers were not selected in order to keep the noise level down.

Trustee Salehi asked System Services Supervisor Doug Mason for an update on the CENIC project. Doug said the CENIC router had just been installed today. He said the next step would be the configuration of a firewall in the next couple of weeks. He said after that was done we would need to install a second router that would connect our VOIP phone system and the internet.

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

- a) Balance Sheet as of December 31, 2015

No comments.

- b) Revenue – \$1,104,553 and Expenditures – \$1,204,769 Budget vs. Actual Report July 1, 2015 through December 31, 2015

No comments.

- c) Check Register as of December 31, 2015

No comments.

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d) Monthly Statistical Reports for December 2015

The Director highlighted that checkouts are up 8%, primarily due to online magazines.

V. NEW BUSINESS

a) Mid-Year Budget Review

The Director said we had received \$192,000 of pass-through monies which was about \$10,000 more than received last year. She said she doesn't expect to exceed budget on any of the category items.

MOTION by Trustee Salts to accept Mid-Year Budget Review.

SECOND by Trustee Salehi.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts

Motion approved.

b) Mid-Year Plan of Service Review

President Fuhrman said the list of accomplishments was impressive and congratulated the staff. Trustee Ganer said it was rewarding to see the Library staff's accomplishments.

President Fuhrman asked what the children's coding program was about. Doug explained that the program was meant to teach children basic computer coding. The Director said it would be a small class taught by Library Assistant Johnny Truong. Trustee Castaneda said her son had recently started taking coding classes online and he enjoyed it. Trustee Salehi commented that there is a website called Hour of Code – with the primary objective of the site being to provide a one-hour introduction to computer science, designed to demystify code and show that anybody can learn the basics. He said this site may be useful for this program.

Trustee Salehi asked if possible to create an Instagram account for the Library as he has noticed it is more popular than Facebook with kids.

MOTION by Trustee Salts to accept the Mid-Year Plan of Service Review.

SECOND by Trustee Salehi.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts

Motion approved.

c) Review and Approval of 2016 Holidays

The Director explained that both Christmas (12/25/16) and New Year's (1/1/17) Day fall on a Sunday this year. Since the Library is closed on Sundays the Director suggested Library Staff observe the holidays on the following Monday (12/26/16 and 1/2/17).

MOTION by Trustee Ganer to approve 2016 Holidays.

SECOND by Trustee Salehi.

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AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Review of Fees and Fines in February
- b) National Library Week Proclamation in March
- c) Annual Review of the Record Retention Policy in March

VII. CONSENT CALENDAR

- a) Personnel Action
 1. Reclassification of Trevor Lepich to P/T Library Clerk I at Step 1 on the Salary Scale, effective December 11, 2015.
 2. Merit Increase for Librarian I, Mary Ivelia, to Step 5 on the Salary Scale effective January 8, 2016.
 3. Merit Increase for Library Clerk II - Acquisitions, Ashley Parker, to Step 4 on the Salary Scale effective January 22, 2016.

b) Unpaid Bills Detail December 2015

MOTION to approve the Consent Calendar by Trustee Salts.
SECOND by Trustee Salehi.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts

Consent Calendar approved.


ADJOURNMENT

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

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts

Motion approved. The meeting stood adjourned at 6:10 p.m.

Submitted by,



Irene Castaneda
Board Secretary