

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 11, 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.
Trustee Richard Rams was absent (excused).

Staff Present: Library Director Helen Medina, Business Officer Marina Tutty, Interim Library Services Supervisor Ann Duarte, Circulation Services Supervisor Caroline Wilkins, Supervising Librarian Ruth Cho, and Administrative Assistant Patty Salas.

PUBLIC HEARING

4. Public Hearing

The Board of Trustees conducted a Public Hearing to receive oral and written comments regarding Resolution 2023-7 proposing the Adoption of the Budget for Fiscal Year 2023-2024.

There was no one present to provide comment and no written comments had been received.

ACTION ON MINUTES

5. Regular Meeting of June 6, 2023

MOTION by Trustee Ganer to approve the minutes of June 6, 2023, as presented.

SECOND by Trustee Estrada.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen.

ABSTAIN: Trustee Traut.

ABSENT: Trustee Rams.

MOTION approved.

ORAL COMMUNICATIONS

6. From Public Concerning Non-agenda Items

There were no public comments.

7. Board Members' Reports on Conferences Attended or Meetings Scheduled

No comments.

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CORRESPONDENCE

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

Trustee Jensen asked if most suggestions are accepted. Library Director Medina stated most requests are for new/current books and can be fulfilled.

Trustee Ganer asked if some of the Korean books listed were considered textbooks. She pointed out a few listed as rhetoric of speech, mathematics, and humanities. Supervising Librarian Ruth Cho stated they are not considered textbooks but are current and popular non-fiction titles that fall under those subjects.

9. Buena Park Library District Volunteer Guild Report

The Volunteer Guild's report was provided to the Trustees at the meeting as it was not received prior to mailing the packet. Trustee Ganer asked if the expectation is that the Board will receive the statements on a more regular basis. Director Medina stated she will continue to work with the Guild on what is expected each month.

10. BPLD Staff Milestone

Director Medina introduced Ruth Cho, the Children's Librarian/Supervising Librarian. The Director stated, Ruth has worked at the Library for 15 years and began her career as a Library page. She gradually moved up to Clerk, Library Assistant and then Librarian. Ruth is an amazing employee and has made the Children's department her own. Patrons and staff adore her. She treats everyone with respect. Ruth Cho was presented her certificate and pin for 15 years of service.

11. Director's Report

The Director reported the Library will be closed August 14 to September 12 for the second half of the HVAC replacement project. The final pieces of equipment have finally arrived from the manufacturer. An additional asbestos abatement will be required prior to starting the work. We are also waiting for additional survey results as a fire-rated door needs to be replaced but may have an asbestos core.

Due to the Library closure the Board would need to discuss rescheduling or canceling the September Board meeting.

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

12. Balance Sheet as of June 30, 2023

No comments.

13. Revenue -- \$4,537,037 and Expenditures - \$3,897,338 Budget vs. Actual Report
July 1, 2022, through June 30, 2023.

No comments.

14. Check Register from June 30, 2023

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No comments

15. Monthly Statistical Reports for June 2023

It was noted Lunch at the Library has drawn in a lot of families to the Library.

The Director stated the Summer Reading Kickoff was a great success with over 600 in attendance. It was a great month for programs at the Library.

NEW BUSINESS

16. Adoption of Resolution 2023-7 approving the Final Budget for 2023-2024 in the amount of \$3,491,400

The Director clarified that a check from the state of California needed to be reissued and a duplicate was received, and the deposit was accrued in the 2022-23 budget, not the 2023-24 budget.

MOTION by Trustee Ganer to adopt Resolution 2023-7. SECOND by Trustee Traut.

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

ABSENT: Trustee Rams.

MOTION approved.

17. Consideration and approval to give a 3% Cost of Living Adjustment to Library staff effective July 14, 2023

MOTION by Trustee Ganer to approve a 3% COLA for Library staff. SECOND by Trustee Estrada.

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

ABSENT: Trustee Rams.

MOTION approved.

18. Review of past year's service accomplishments (Receive and File).

The Director noted that staff is working as a team to make sure everything is taken care of in the Library. The Board was amazed at everything library staff was able to accomplish over the past year.

19. Approval of Service Objectives for Fiscal year 2023-2024

MOTION by Trustee Traut to approve the Service Objectives for Fiscal Year 2023-2024. SECOND by Trustee Ganer.

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

ABSENT: Trustee Rams.

MOTION approved.

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20. Annual Review of Investment Policy

Library Director Medina stated this was a review only, no changes were being recommended.

MOTION by Trustee Ganer to remove agenda items 21 and 22 from the agenda. SECOND by Trustee Estrada.

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

ABSENT: Trustee Rams.

MOTION approved.

21. CSDA Board of Directors, Southern Network Election

22. SDRMA Board of Directors Election

FUTURE AGENDA ITEMS

23. Agenda preparation for the August regular date meeting which will be held on August 1, 2023, unless rescheduled by the Library Board of Trustees

- Discuss rescheduling of September 2023 Board meeting

CONSENT CALENDAR

24. Personnel Action

- a) PT Library Clerk, Audra Anderson, unpaid Leave of Absence July 1 – October 31, 2023.
- b) Merit increase for PT Library Clerk, Liam Macdonald, to Step 2 on the Salary Scale effective July 14, 2023.
- c) Merit increase for PT Library Page, Randy Richter, to Step 5 on the Salary Scale effective July 14, 2023.
- d) Resignation of PT Library Assistant, Guadalupe Castillo, effective July 14, 2023.
- e) Merit increase for PT Library Clerk, Paulina Garcia, to Step 2 on the Salary Scale effective July 28, 2023.

MOTION by Trustee Estrada to approve the Consent Calendar.

SECOND by Trustee Traut.

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

ABSENT: Trustee Rams

MOTION approved.

ADJOURNMENT

25. Adjournment

MOTION by Trustee Traut to adjourn the meeting.

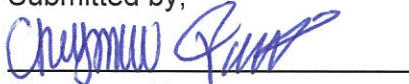
SECOND by Trustee Estrada.

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

MOTION approved. The meeting was adjourned at 6:05 p.m.

Submitted by,



Cheyenne Traut
Secretary