

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

7150 La Palma Avenue

December 4, 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 RR AS DS

CALL TO ORDER _____

PLEDGE OF ALLEGIANCE

SWEARING IN OF NEWLY ELECTED TRUSTEES

ROLL CALL	Present	_____	_____	_____	_____	_____
	Absent	_____	_____	_____	_____	_____
	Also	_____	_____	_____	_____	_____

I. ACTION ON MINUTES

a) Regular Meeting of November 8, 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) Recognition of BPLD Employee Retirements
- c) Director's Report

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

- a) Balance Sheet as of November 30, 2018
- b) Revenue – \$571,261 and Expenditures – \$1,139,859 Budget vs. Actual Report July 1, 2018 through November 30, 2018
- c) Check Register as of November 30, 2018
- d) Monthly Statistical Reports for November 2018

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		IC	PG	RR	AS	DS
V.	NEW BUSINESS					
a)	Election of Board Officers					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
b)	Consideration and approval of the revised proposal from the Gordian Group (a Sourcewell contract coordinator) and Vincor Construction, Inc. for the parking lot renovation project in the amount of \$598,542.86					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
c)	Review and File of the District's Centennial Celebration Plans					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
d)	Consideration and approval of the proposal from KONE to repair the elevator in the amount of \$5,794					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
e)	Review and approve changes to the Public Services Supervisor job description					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

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f) Review and approve the revised pay scale for the Library Page position (in compliance with new minimum wage laws)	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
g) Review and decide action on YLWD request to support a call to convene the Special District Selection Committee to Vote on revising LAFCO dues structure	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

VII. FUTURE AGENDA ITEMS

- a) Mid-Year Detailed Budget Review in January
- b) Mid-Year Plan of Service Review in January
- c) Review of Fees and Fines in February

VIII. 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, Shellie McCurdy, PT Library Clerk at Step 1 on the Salary Scale effective November 08, 2018.
2. New Hire, Nancy Sanchez, PT Library Clerk at Step 1 on the Salary Scale effective November 29, 2018.
3. Merit increase for Business Officer, Marina Tutty, to Step 6 on the Salary Scale effective December 21, 2018.
4. Merit increase for PT Clerk, Alberto Rios, to Step 6 on the Salary Scale effective January 4, 2019.

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