

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 7, 2020

****Due to Governor of California’s Executive Order N-33-20 (Stay at Home order) this meeting was held online via zoom.****

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

PLEDGE OF ALLEGIANCE: President Ganer led the flag salute.

ROLL CALL

Board Members Present: Pat Ganer, Rick Rams, Al Salehi.
Trustees Irene Castaneda and Dennis Salts were absent.

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Public Services Supervisor Helen Medina, Tech Services Supervisor Ann Duarte, IT Systems Specialist Martin Lebria, Circulation Department Supervisor Caroline Wilkins, Librarians Nicole Hight and Gloria Nguyen, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

- a) Regular Meeting of June 2, 2020

MOTION by Trustee Salehi to approve the minutes of June 2, 2020, as presented.
SECOND by Trustee Rams.

AYES: Trustee Ganer, Trustee Rams, Trustee Salehi.

ABSENT: Trustee Salts, Trustee Castaneda.

MOTION approved.

II. ORAL COMMUNICATIONS

- a) From Public Concerning Non-agenda Items

Mr. Greg Mills, Director at Serrano Water District, addressed the Board to ask for their support in his bid for the CSDA Board of Directors Southern Network Election. Director Jim Fisler from the Mesa Water District and Stacy Taylor (Water Policy Manager) of Mesa Water District addressed the Board in support of Mr. Greg Mills.

- b) Board Members’ Reports on Conferences Attended or Meetings Scheduled

None.

III. CORRESPONDENCE

- a) Patrons’ suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations

Approved August 4, 2020

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 7, 2020

None.

b) Director's Report

The Director stated that Mrs. Milch's first storytime of the summer at Bellis Park went well. Library staff passed out 57 bags of books to kids.

Vendor AMS came out to the Library to review our options to replace our telephone system and upgrade network switches and cables.

With the surge in COVID-19 cases, the Library does not have a date to re-open the building to the public.

President Ganer commented that the District is on the right track financially with our CalPERS liability.

She commended Library staff for continuing their education with online webinars.

President Ganer asked for feedback on one specific webinar staff had attended regarding re-opening public places. Helen Medina said she attended this webinar which reviewed the guidance issued by the county for different industries to consider when re-opening to the public. Helen stated the main points were to practice social distancing (especially in the workplace), wash hands, and to wear masks. She said the webinar provided valuable information. President Ganer asked if there was specific information regarding masks for children. Helen stated if a person was not able to remove the mask on their own they shouldn't use one, and the recommended age for children was 2 and under should not wear them.

Trustee Salehi asked about the new phone system. Technical Services Support Supervisor Ann Duarte explained that staff is working with AMS to replace all phones within the library. She said staff is looking into CAT6 or CAT7 cables depending on budget. IT Systems Specialist Martin Lebria added that the plan is to consolidate into one system.

Trustee Ganer asked for clarification on how the computer center may be arranged to allow for social distancing once the Library does reopen. The Director stated staff had consulted with a vendor and determined the Library may need to purchase new furniture to allow the computers to be spaced further apart.

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

a) Balance Sheet as of June 30, 2020

No comments.

b) Revenue – \$3,823,951 and Expenditures - \$2,989,072 Budget vs. Actual Report
July 1, 2019 through June 30, 2020

The Director stated this is the majority of the Revenue and Expenditures for the fiscal year.

c) Check Register as of June 30, 2020

Approved August 4, 2020

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 7, 2020

No comments.

d) Monthly Statistical Reports for June 2020

The Director and Trustees discussed statistics over the past year for circulation, social media and databases.

V. NEW BUSINESS

a) Consideration and approval of the Final Budget for Fiscal Year 2020 – 2021 in the Amount of \$2,899,000

President Ganer thanked the Library Director and Business Officer for their efforts in creating the budget and introductory memo. Trustee Rams stated he also appreciated the narrative provided by Library Administration.

MOTION by Trustee Salehi to approve the Final Budget for Fiscal Year 2020 – 2021 in the amount of \$2,899,000.

SECOND by Trustee Rams.

AYES: Trustee Ganer, Trustee Rams, Trustee Salehi.

ABSENT: Trustee Salts, Trustee Castaneda

MOTION approved.

b) Review of past year's service accomplishments

The Board of Trustees thanked the staff for all their hard work over the past year and commended them for all they were able to accomplish.

c) Service Objectives for next fiscal year

MOTION by Trustee Salehi to file the Service Objectives

SECOND by Trustee Rams.

AYES: Trustee Ganer, Trustee Rams, Trustee Salehi.

ABSENT: Trustee Salts, Trustee Castaneda

MOTION approved.

d) Consideration and approval of 2020 – 2021 Agreement for Professional Services with Dannis Woliver Kelley

Approved August 4, 2020

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 7, 2020

MOTION by Trustee Salehi to approve the Agreement for Professional Services with Dannis Woliver Kelley

SECOND by Trustee Rams.

AYES: Trustee Ganer, Trustee Rams, Trustee Salehi.

ABSENT: Trustee Castaneda, Trustee Salts

MOTION approved.

e) Review and approval of the Hotspot Lending Program and policy

The Director explained how this program would be beneficial to the public by providing free access to the internet at home. President Ganer said this was a fabulous program to offer, because there are many students who do not have access to internet. Trustee Rams agreed this would greatly benefit the community. Trustee Salehi asked about the security level on the devices. Martin Lebria explained that the devices are not connected to the Library’s server and would not allow for someone to hack into our network.

MOTION by Trustee Salehi to approve the Hotspot Lending Program policy

SECOND by Trustee Rams

AYES: Trustee Ganer, Trustee Rams, Trustee Salehi.

ABSENT: Trustee Castaneda, Trustee Salts

MOTION approved.

f) CSDA Board of Directors Election – Southern Network Seat C

MOTION by Trustee Salehi to cast vote for Greg Mills.

SECOND by Trustee Rams.

AYES: Trustee Ganer, Trustee Rams, Trustee Salehi.

ABSENT: Trustee Castaneda, Trustee Salts

MOTION approved.

VI. FUTURE AGENDA ITEMS

a) Annual Report in September

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 7, 2020

- b) Annual Review of the Trustee Handbook in October

VII. CONSENT CALENDAR

a) Personnel Action

- 1. Merit increase for P/T Library Clerk, Marjorie Portillo, to Step 2 on the Salary Scale effective July 17, 2020.
- 2. Merit increase for P/T Library Page, Randy Richter, to Step 5 on the Salary Scale Effective July 17, 2020.

MOTION by Trustee Salehi to approve the consent calendar.
SECOND by Trustee Rams.

AYES: Trustee Ganer, Trustee Rams, Trustee Salehi.

ABSENT: Trustee Castaneda, Trustee Salts

Motion approved.

ADJOURNMENT

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

AYES: Trustee Ganer, Trustee Rams, Trustee Salehi.

ABSENT: Trustee Castaneda, Trustee Salts

Motion approved. The meeting stood adjourned at 6:42 p.m.

Submitted by,

Richard Rams
Secretary