

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
October 3, 2023

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Brenda Estrada, Pat Ganer, Rick Rams, Cheyenne Traut.
L. Carole Jensen was absent (excused).

Staff Present: Library Director Helen Medina, Business Officer Marina Tutty, Circulation Services Supervisor Caroline Wilkins, and Interim Library Services Supervisor Ann Duarte.

Also Present: Members of the Volunteer Guild: Wendy Erdtsieck, Marilyn Lowry, and Alina Macri.

ACTION ON MINUTES

4. Regular Meeting of September 19, 2023

MOTION by Trustee Estrada to approve the minutes of September 19, 2023, as presented.

SECOND by Trustee Traut.

AYES: Trustee Estrada, Trustee Rams, Trustee Traut.

ABSTAIN: Trustee Ganer.

ABSENT: Trustee Jensen.

MOTION approved.

ORAL COMMUNICATIONS

5. From Public Concerning Non-agenda Items

No comments.

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

No comments.

CORRESPONDENCE

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

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No comments.

8. Buena Park Library District Volunteer Guild Report

No comments.

9. BPLD Staff Milestone

The Library Board recognized Library Clerk Yesenia Sandoval for her 10 years of service to the Buena Park Library District. It was noted that Yesenia helps at the reference desk, circulation desk and children's desk. She is responsible for designing the amazing bulletin board themes at the entrance of the library each month. Director Medina thanked Yesenia for all her hard work and dedication to the Library.

10. Director's Report

Director Medina provided the following additional information:

- Business Officer Marina Tutty continues to work with auditors to prepare for the audit
- Staff is preparing to attend Silverado Days
- Staff is working with the Library's insurance to repair the basement
- The HVAC system continues to be adjusted by the HVAC contractor

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

11. Balance Sheet as of September 30, 2023

No comments.

12. Revenue – \$126,207 and Expenditures - \$652,835 Budget vs. Actual Report
July 1, 2023, through September 30, 2023.

No comments.

13. Check Register from September 30, 2023

No comments.

14. Monthly Statistical Reports

The Board reviewed the reports for the month of August 2023.

NEW BUSINESS

15. Approval of update to the No Smoking policy section of the Employee Handbook

MOTION by Trustee Traut to approve the update to the No Smoking policy section.
SECOND By Trustee Ganer.

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

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ABSENT: Trustee Jensen.

MOTION approved.

16. Approval of smoking-related update to the Library Rules of Conduct

MOTION by Trustee Estrada to approve the smoking-related update to the Library Rules of Conduct.
SECOND by Trustee Ganer.

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

MOTION approved.

17. Repeal No Smoking Miscellaneous policy from 1987

MOTION by Trustee Ganer to repeal the No Smoking Miscellaneous policy from 1987.
SECOND by Trustee Traut.

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

MOTION approved.

18. Approval of Johnson Controls Security as a service agreement in the amount of \$6,249.23 for installation and \$6,708.34 annual fees for 5 years

MOTION by Trustee Ganer to approve the service agreement with Johnson Controls Security.
SECOND by Trustee Estrada.

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

MOTION approved.

FUTURE AGENDA ITEMS

19. Agenda preparation for the November regular date meeting which will be held on November 7, 2023, unless rescheduled by the Library Board of Trustees

- Audit presented by auditor
- Approval of 2024 Holidays
- Approval of 2024 Board meeting dates

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CONSENT CALENDAR

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.

20. Personnel Action

- a. Merit increase for PT Library Page, Scarlett Perez, to Step 3 on the Salary Scale effective November 3, 2023.

MOTION by Trustee Ganer to approve the Consent Calendar.
SECONDED by Trustee Traut.

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

MOTION approved.

ADJOURNMENT

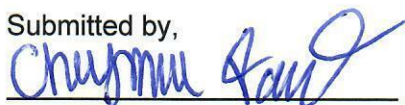
21. Adjournment

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

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

MOTION approved. The meeting was adjourned at 5:54 p.m.

Submitted by,



Cheyenne Traut
Secretary