

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
January 5, 2021

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

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

PLEDGE OF ALLEGIANCE: President Rams led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Pat Ganer, L. Carole Jensen, Rick Rams, Al Salehi.

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Public Services Supervisor Helen Medina, Technology & Support Services Supervisor Ann Duarte, Circulation Services Supervisor Caroline Wilkins, IT Systems Specialist Martin Lebria, Librarian Nicole Hight, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of December 1, 2020

MOTION by Trustee Ganer to approve the minutes of December 1, 2020, as presented.

SECOND by Trustee Salehi.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salehi.

ABSTAIN: Trustee Jensen.

MOTION approved.

b) Regular Meeting of December 4, 2020

MOTION by Trustee Ganer to approve the minutes of December 4, 2020, as presented.

SECOND by Trustee Salehi.

AYES: Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Castaneda, Trustee Salehi.

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

No comments.

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

No comments.

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III. CORRESPONDENCE

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

None.

- b) Recognition of BPLD Staff Milestone

The Library Director stated staff would like to recognize Library Page, Fahmeeda Simjee, for her 20 years of service. The Board of Trustees expressed their appreciation and gratitude to Fahmeeda.

- c) Director's Report

The Director stated the District had received expected pass thru revenue. RDA dissolution revenue in the amount of \$487,000 had also been received. This revenue is not included in budgeted revenue, but will make up for the loss of passport revenue in the current fiscal year.

The Director mentioned several trees in parking lot planters had blown over and had to be removed. Ray Garcia will work on finding a better replacement for the planters.

The District received a Public Records Act request for any bargaining agreements. The District informed the inquirer that it does not have any bargaining agreements.

Lastly, the Director stated FFCRA mandatory paid sick leave expired on 12/31, but employers could voluntarily offer the benefit through March 31, 2021. Administration has decided to continue to make it available so staff will be able to stay home if they are affected by the COVID-19 virus.

Trustee Ganer stated the extension of FFCRA was critical and is something the Library should be doing.

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

- a) Balance Sheet as of December 31, 2020

No comments.

- b) Revenue – \$1,126,935 and Expenditures - \$1,261,323 Budget vs. Actual Report  
July 1, 2020 through December 31, 2020

No comments.

- c) Check Register as of December 31, 2020

No comments.

- d) Monthly Statistical Reports for December 2020

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The Director stated circulation of books has continued to increase.

V. NEW BUSINESS

a) Mid-Year Budget Review

No changes to the Budget were recommended. Received and filed.

b) Mid-Year Plan of Service Review

Received and filed.

c) Review and approval of proposal for Classification and Compensation Study from Koff & Associates

The Director stated due to the changes in Library services and changes made to certain positions over the years, the District's salary scales and job descriptions require review by a professional. The Library has not had a study done in over 20 years. An RFP was created and a committee of staff evaluated the proposals received. The committee agreed Koff & Associates would best provide the type of service the District was looking for. The categories staff used to evaluate proposals were: qualification and experience, thoroughness, descriptions of method and procedures, and cost.

MOTION by Trustee Ganer to approve the proposal from Koff & Associates to perform a Classification and Compensation Study.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Salehi.

MOTION approved.

d) Review and approve recommended changes to Leave Policies to reflect new state laws as of 1/1/21

Trustee Ganer stated it would be clearer to staff, if a separate policy indicating that the District also offered Crime Victim's Leave was included. The Director stated a draft would be brought to the next meeting.

MOTION by Trustee Salehi to approve the recommended changes to the Leave Policies.  
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Salehi.

MOTION approved.

e) ISDOC Executive Committee – Call for Nominations, 3<sup>rd</sup> VP

No nominations were made.

VI. FUTURE AGENDA ITEMS

a) Review of Fees in February

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- b) National Library Proclamation in March
- c) Annual Review of the Record Retention Policy in March

VII. CONSENT CALENDAR

a) Personnel Action

- 1. Reinstatement of Ruth Cho as a full time librarian effective January 11, 2021.
- 2. Merit increase for Librarian, Mary Ivelia, to Step 9 on the Salary Scale effective January 15, 2021.
- 3. Merit increase for Library Assistant Pamela Pedro to Step 4 on the Salary Scale effective January 15, 2021.

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

AYES: Trustee Castaneda, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Salehi.

Motion approved.

ADJOURNMENT

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

AYES: Trustee Castaneda, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Salehi.

Motion approved. The meeting stood adjourned at 6:08 p.m.

Submitted by,

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Irene Castaneda  
Secretary