

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
October 2, 2018

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: Irene Castaneda, Patricia Ganer, Al Salehi, Dennis Salts  
Trustee Vurdien arrived at 5:54 p.m.

Staff Present: Library Director Mary McCasland, Circulation Department Supervisor Caroline Wilkins, Public Services Supervisor Kathy Billings, System Services Supervisor Doug Mason, Library Clerk Yesenia Sandoval, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of September 4, 2018

MOTION by Trustee Salehi to approve the minutes of September 4, 2018 as presented.  
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi, Trustee Salts  
ABSENT: Trustee Vurdien

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

Mr. Mark Monnin a Director from El Toro Water District was present to address the Board of Trustees regarding the Election of Officers for ISDOC. He requested their vote for the First Vice President position. The Board thanked Mr. Monnin for taking the time to come speak to them.

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

No comments.

c) Volunteer Guild Report

The Director reported the Guild made \$2,244 in the month of September.

III. CORRESPONDENCE

a) Patrons' Suggestions from Individuals Requesting the Purchase of Materials or Proposing Changes to Library Operations.

No comments.

b) Director's Report

The Director introduced Part Time Clerk Yesenia Sandoval who was present to receive her 5 year service pin. The Director stated Yesenia is very detailed oriented, works as a passport agent as well

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
October 2, 2018

as assisting the Acquisitions department. The Trustees and Director thanked Yesenia for her dedication to the Library.

The Director stated the city of Buena Park had completed its review of the parking lot plans and she would be meeting with the contractor the following day.

Trustee Salehi had a few technology questions for Systems Services Supervisor Doug Mason.

Trustee Ganer asked about the TechSoup software supplier.

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

a) Balance Sheet as of September 30, 2018

No comments.

b) Revenue – \$146,080 and Expenditures – \$658,642 Budget vs. Actual Report  
July 1, 2018 through September 30, 2018

No comments.

c) Check Register as of September 30, 2018

No comments.

d) Monthly Statistical Reports for September 2018

Trustee Salehi asked various questions about the statistic reports presented.

V. NEW BUSINESS

a) Annual Review of the Trustee Handbook

No action necessary.

b) Approval of new Technology & Support Services Supervisor position

MOTION by Trustee Salts to approve the creation of the Technology & Support Services position.  
SECOND by Trustee Salehi.

Trustee Salts asked if this would be a sustainable position. The Director replied it is fiscally sustainable due to the upcoming retirement of two librarians. Trustee Salehi agreed this is a standard position in other libraries and thinks it would be great for our library to have one. There was discussion regarding the education and expertise required to be qualified for this position and how it differed from the Librarian I position. After this discussion, the following sentence was added under the Education and/or Experience section: "Skills and abilities to successfully perform the essential duties and responsibilities listed in the job description."

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi, Trustee Salts, Trustee Vurdien.

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
October 2, 2018

Motion approved.

- c) Approval to reclassify Ann Duarte to the Technology & Support Services Supervisor position

MOTION by Trustee Salehi to reclassify Ann Duarte to the Technology & Support Services Supervisor position.

SECOND by Trustee Vurdien.

The Director stated that Ann Duarte is currently performing the duties for this position and there is no other Librarian on staff who has the qualifications for this position.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi, Trustee Salts, Trustee Vurdien.

Motion approved.

- d) Approval to hire two new librarians

MOTION by Trustee Salts to approve the hiring of two new librarians.

SECOND by Trustee Vurdien.

The Director stated two new librarians would be hired prior to the retirement of two current librarians to allow for proper training and the transition of responsibilities.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi, Trustee Salts, Trustee Vurdien.

Motion approved.

- e) Review and approval from Koff and Associates to update the employee handbook in the amount of \$11,120 plus 10%.

MOTION by Trustee Vurdien to approve the proposal from Koff and Associates.

SECOND by Trustee Salts.

The Director stated this was a priority because the current handbook is 10 years old and has boilerplate language that applies to the private industry and doesn't include laws that relate to local governments/special districts.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi, Trustee Salts, Trustee Vurdien.

Motion approved.

- f) ISDOC Election of Officers

MOTION by Trustee Salehi to vote for Mark Monin for First Vice President position.

SECOND by Trustee Salts.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi, Trustee Salts, Trustee Vurdien.

Motion approved.

MOTION by Trustee Vurdien to vote for Saundra Jacobs for the President position.

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
October 2, 2018

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi, Trustee Salts, Trustee Vurdien.

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Audit Report presented by the auditor in November
- b) Election of Board Officers in December
- c) Approval of 2019 Holidays in December

Trustee Ganer asked to reschedule November's board meeting since it falls on the midterm election date. It was determined the meeting would be rescheduled to Thursday, November 8, 2018.

VII. CONSENT CALENDAR

a) Personnel Action

- 1. Reclassification of Maribel Morales to PT Clerk effective September 14, 2018.
- 2. Merit increase for PT Clerk Melissa Vasquez to Step 4 on the Salary Scale effective October 12, 2018.
- 3. Merit increase for PT Page Andres Escalera to Step 2 on the Salary Scale effective October 12, 2018.
- 4. Merit increase for PT Page Tristen Miller to Step 2 on the Salary Scale effective October 12, 2018.

MOTION by Trustee Salts to approve the Consent Calendar as presented.

SECOND by Trustee Salehi.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi, Trustee Salts, Trustee Vurdien.

Motion approved.

ADJOURNMENT

MOTION by Trustee Salehi to adjourn the meeting.

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi, Trustee Salts, Trustee Vurdien.

Motion approved. The meeting stood adjourned at 6:34 p.m.

Submitted by,



Dennis Salts  
Secretary