

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
December 7, 2021

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, Carole Jensen, Richard Rams, Al Salehi.

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

I. ACTION ON MINUTES

a) Regular Meeting of November 2, 2021

MOTION by Trustee Salehi to approve the minutes of November 2, 2021, as presented.
SECOND by Trustee Ganer.

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

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.

III. CORRESPONDENCE

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

No comments.

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b) Director's Report

The Director stated the Library received a reimbursement request pursuant to Section 10010(f) of the Elections Code from Shenkman & Hughes, PC for the CVRA demand letter they had sent us. The Director stated she has forwarded this item to the Library's attorney for direction. The Board of Trustees stated they would like our attorney to indicate if the District is required by law to pay this.

The Director advised that the Library would be used as a voting center during the 2022 Elections in June and November.

It was noted that Facilities Maintenance Supervisor, Ray Garcia, rehabilitated the benches outside of the library.

President Rams stated in the Director's Report it was noted that donations were being sent to the Library in honor of a patron who had recently passed away. He asked how the Library recognizes the family. The Director stated each person who donates receive a personal thank you letter. The family of the patron receives a letter thanking them as well as a list of who donated in memory of their loved one. Circulation Services Supervisor Caroline Wilkins added that once books are purchased with the funds a book plate is put inside each one noting that it was purchased in memory of the person.

President Rams stated he continues to be impressed with the variety of webinars related to equity that staff attends.

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

a) Balance Sheet as of November 30, 2021

No comments.

b) Revenue – \$534,207 and Expenditures - \$1,134,908 Budget vs. Actual Report
July 1, 2021 through November 30, 2021

The Director stated the Library received a significant amount of revenue this past month and should receive additional tax revenue next month.

c) Check Register as of November 30, 2021

No comments.

d) Monthly Statistical Reports for November 2021

The Director said there was a great turnout for the Adopt a Dinosaur event and the Dinosaur Egg Hunt.

V. NEW BUSINESS

a) Election of Officers

On nominations duly made, the following officers were elected for the 2022 year:

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Richard Rams, President
Pat Ganer, President Pro Tem
Irene Castaneda, Secretary

b) Review and approve change to Conflict of Interest Code (updating a Position Title)

The Director explained that this came about after the Library had a Classification Study completed earlier in 2021.

MOTION by Trustee Jensen to approve the changes to the Conflict of Interest Code.
SECOND by Trustee Ganer.

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

MOTION approved.

c) Discussion regarding AB 361

Trustee Salehi said the CDC has recommended people brace for a surge of COVID during the winter time. He stated hospitals are starting to fill up due to increased cases of Covid-19. He thought it would be smart during the winter time to revert to virtual meetings.

Trustee Ganer stated she understands the concern, however, she would feel uncomfortable stating the Board would not meet in person, while the Library is open to the public and staff is working with the public on a daily basis. She would not support going to virtual meetings at this time. Trustee Ganer stated we have masks, vaccinations and distancing available to prevent the spread of Covid-19.

Trustee Salehi stated the environment in the Board room did not allow for proper air flow and put people at risk. He also stated that there is no vaccination requirement for the public to attend Board meetings. He said meeting in person creates an undue risk to those who are at the Board meetings.

Trustee Castaneda stated it would be possible for Board Members to move their chairs to allow for further distancing between themselves. She also stated most of the time there are no members of the public in attendance at the Library Board meetings.

President Rams mentioned that the County of Orange does not require physical distancing, it recommends people wear masks indoors if they are unvaccinated, and they also recommend people get vaccinated against COVID-19. President Rams said the Library Board should look at what other Boards in the region are doing and stated most have reconvened or have plans to reconvene. He asked if this Board has reason to utilize AB 361 at the moment. He stated every person has a responsibility to themselves to ensure their own health. The first line of defense is mask wearing, vaccination, and social distancing. He stated some organizations do take it further and install Plexiglas. If any person would like an accommodation, they could reach out to the Library Director.

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Trustee Salehi responded he recommends going to virtual meetings for the winter season because now we have another variant that is a game changer that needs to have more research done on it. There is a new circumstance present that wasn't present at the previous vote on AB 361.

President Rams noted that as conditions change and if the situation warrants, there is nothing that prevents the Board from holding a Special Meeting and deciding to move to virtual meetings if there is guidance to do so by the County.

Trustee Salehi said it would be better to act before there is need for an emergency order to be issued by the County. He believed we do not have enough information about the Omicron variant and should act prudently.

Trustee Ganer stated absent direction from OC Health Department or State Officials imposing stricter guidelines on the public, she would not support going to virtual meetings if Library staff would be expected to continue working in person with the public.

MOTION by Trustee Salehi to pass a resolution to move to remote meetings.

There was no second. The motion failed.

Trustee Salehi asked for this item to be added to the agenda in the month of January.

VI. FUTURE AGENDA ITEMS

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

VII. CONSENT CALENDAR

- a) Personnel Action
 1. Resignation of PT Page, Karla Ochoa, effective December 8, 2021.
 2. Merit increase for Business Officer, Marina Tutty, to Step 6 on the Salary Scale effective December 17, 2021.
 3. Merit increase for Librarian, Helen Koo, to Step 2 on the Salary Scale effective December 17, 2021.
 4. Merit increase for IT Systems Specialist, Martin Lebria, to Step 2 on the Salary Scale effective December 31, 2021.
 5. Merit increase for PT Clerk, Alberto Rios, to Step 6 on the Salary Scale effective December 31, 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.

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Motion approved.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:11 p.m.

Submitted by,

Irene Castaneda
Secretary