

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
December 4, 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.

SWEARING IN OF NEWLY ELECTED TRUSTEES – President Ganer administered the Oath of Office to Al Salehi and Richard Rams.

ROLL CALL

Board Members Present: Irene Castaneda, Patricia Ganer, Richard Rams, Dennis Salts, Al Salehi

Staff Present: Library Director Mary McCasland, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, Public Services Supervisor Kathy Billings, Librarians Nicole Hight, Gloria Nguyen, Phyllis Nisle, Marcia Miyoshi, Mary Ivelia, Building Supervisor Ray Garcia and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

- a) Regular Meeting of November 8, 2018

MOTION by Trustee Salts to approve the minutes of November 8, 2018 as presented.
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts
ABSTAIN: Trustee Salehi and Trustee Rams.

II. ORAL COMMUNICATIONS

- a) From Public Concerning Non-agenda Items

None.

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

None.

- c) Volunteer Guild Report

The Director reported the Guild made \$1,527 in the month of November.

III. CORRESPONDENCE

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

No comments.

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b) Recognition of BPLD Employee Retirements

The Director presented a plaque of appreciation to Librarian Marcia Miyoshi. The Director stated Marcia provided thirty-one years of service to the Library. She added that Marcia would be retiring at the end of December, but would continue to volunteer in the upcoming year. The Trustees thanked Marcia for her dedication.

Next, the Director presented a plaque of appreciation to Librarian Phyllis Nisle, who would be retiring at the beginning of January. The Director and Trustees thanked Phyllis for her nineteen years of service to the Library. Trustee Ganer thanked Phyllis for all her dedication to the library and the programs she ran for many years, including Buena Park Reads, the Amazing Race and the monthly Book Club. Phyllis said she would also be volunteering after retirement.

c) Director's Report

The Director introduced the Library's new librarians, Nicole Hight and Gloria Nguyen to the Board. The Board welcomed them to the Library.

The Director stated KONE would be repairing the elevator in the coming week.

Trustee Salehi asked for more information about the new licensing structure book publishers were trying to put into place for eBook vendors. The Director explained that some publishers have discontinued the perpetual license model and replaced it with a two-year metered access model.

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

a) Balance Sheet as of November 30, 2018

No comments.

b) Revenue – \$571,261 and Expenditures – \$1,139,859 Budget vs. Actual Report
July 1, 2018 through November 30, 2018

No comments.

c) Check Register as of November 30, 2018

No comments.

d) Monthly Statistical Reports for November 2018

No comments.

V. NEW BUSINESS

a) Election of Board Officers

On nominations duly made, the following officers were elected:

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

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- b) Consideration and approval of the revised proposal from the Gordian Group (a Sourcewell contract coordinator) and Vincor Construction, Inc. for the parking lot renovation project in the amount of \$598,542.86

Matt Schroeder, from the Gordian Group, addressed the Board. He stated the Board had previously approved a contract for this project in July 2018. He stated the reason the Board had a new contract for the parking lot renovation was because the original contractor had submitted a revised contract following clarifications required by the City to the architect's plans. Their revised contract was not acceptable by the Gordian Group. The Gordian Group has selected a new contractor Vincor Construction, Inc., to provide a proposal based off the drawings by the architect that had been certified by the City of Buena Park. Mr. Schroeder apologized to the Board for the inconvenience. Trustee Salts asked if the Library would be protected against supplemental charges. Mr. Schroeder said there isn't a way to guarantee no supplemental charges would come up, however, the contract model is set up in a way to prevent or discourage supplemental charges from occurring. He said in the past thirty years they've only had one claim for a supplemental charge. Trustee Rams asked if a security system for the garage was included in the scope of work covered by this contract. Building Supervisor Ray Garcia said the security system for the garage was not included in this pricing and would be installed by the Library's security company after the project is completed. He stated an electrical conduit would be installed to the garage so the security company would be able to install the necessary cameras. Trustee Salts confirmed the garage would have a fire and carbon monoxide alarm.

MOTION by Trustee Salts to approve the contract in the amount of \$598,542.86
SECOND by Trustee Salehi.

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

Motion approved.

- c) Review and File of the District's Centennial Celebration Plans

The Director provided the Trustees with an update about the Library's Centennial Celebration plans.

- d) Consideration and approval of the proposal from KONE to repair the elevator in the amount of \$5,794

MOTION by Trustee Salts to approve the proposal from KONE in the amount of \$5,794
SECOND by Trustee Salehi.

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

Motion approved.

- e) Review and approve changes to the Public Services Supervisor job description

The Director said this job description needed to be updated to reflect what the person in this position is responsible for which includes supervisory responsibility and strategic planning.

MOTION by Trustee Salts to approve the recommended changes to the Public Services Supervisor position.

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SECOND by Trustee Salehi.

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

- f) Review and approve the revised pay scale for the Library Page position (in compliance with new minimum wage laws)

The Director stated this revision to the Page salary scale was necessary because of the upcoming minimum wage increase on January 1, 2019.

MOTION by Trustee Salehi to approve the revised pay scale for the Library Page position.
SECOND by Trustee Castaneda.

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

- g) Review and decide action on YLWD request to support a call to convene the Special District Selection Committee to Vote on revising LAFCO dues structure

The Director provided the Board of Trustees with a brief background regarding this item. A brief discussion followed.

MOTION by Trustee Salehi to table this item until the January 2019 Board meeting.
SECOND by Trustee Rams.

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

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 and Fines in February

VII. CONSENT CALENDAR

- a) Personnel Action

1. New Hire, Shellie McCurdy, PT Library Clerk at Step 1 on the Salary Scale effective November 8, 2018.
2. New Hire, Nancy Sanchez, PT Library Clerk at Step 1 on the Salary Scale effective November 29, 2018.
3. Merit increase for Business Officer, Marina Tutty, to Step 6 on the Salary Scale effective December 21, 2018.
4. Merit increase for PT Clerk, Alberto Rios, to Step 6 on the Salary Scale effective January 4, 2019.

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

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

Motion approved.

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ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:36 p.m.

Submitted by,



Richard Rams
Secretary