

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
October 1, 2019

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, Pat Ganer, Richard Rams, Al Salehi, Dennis Salts,

Staff Present: Library Director Mary McCasland, Public Services Supervisor Helen Medina, Tech Services Supervisor Ann Duarte, Business Officer Marina Tutty and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of September 3, 2019

MOTION by Trustee Salts to approve the minutes of September 3, 2019, as presented.
SECOND by Trustee Castaneda.

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

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

None.

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

Trustee Castaneda stated she had attended the U.S. Citizenship seminar held at the Library. She said there were many people in attendance and they received important information about applying for citizenship.

Trustee Castaneda also thanked Children's Librarian Mary Ivelia for participating in the Buena Park School District's *Principal for the Day* event.

c) Volunteer Guild Report

The Director reported the Guild made \$1,492 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.

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b) Director's Report

The Director added that there were not any patron incidents inside the Library this past month, however, there were a few minor incidents with patrons outside the Library.

The Director explained that the Trustees have the new Employee Handbook to review prior to next month's meeting.

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

a) Balance Sheet as of September 30, 2019

No comments.

b) Revenue – \$152,036 and Expenditures - \$638,742 Budget vs. Actual Report
July 1, 2019 through September 30, 2019

No comments.

c) Check Register as of September 30, 2019

No comments.

d) Monthly Statistical Reports for September 2019

The Director stated circulation rates have continued to increase.

V. NEW BUSINESS

a) Audit Review of the Trustee Handbook

President Ganer suggested a few changes be made to the Trustee Handbook:

- Add "Must reside in the City of Buena Park or within the Library District boundaries" to the section called "Library Trustee Qualifications".
- To include an indication that the Board is required to abide by the Brown Act in the "Code of Ethics for Library Trustee" section.
- To add the words "Library-related" to the last sentence in the first paragraph on page 5 to indicate the Library District would pay for *Library-related* educational seminars for Trustees.

President Ganer asked for a motion to approve the suggested changes. Trustee Salehi stated he would prefer to see the changes in writing prior to voting on them.

MOTION by Trustee Salehi to Table the discussion.

AYES: Trustee Salehi

OPPOSED: Trustee Rams, Trustee Castaneda, Trustee Ganer

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There was a clarification regarding how the changes would be presented. It was the general consensus of the Board that staff could make the minor changes, give the Trustees a new copy and if it was not done to their satisfaction they could rescind their approval.

MOTION by Trustee Salts to approve the revised Trustee Handbook with the suggestions made.
SECOND by Trustee Castaneda.

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

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Audit Report presented by auditor in November
- b) Approval of 2020 Holidays in November
- c) Review and approval of revised Employee Handbook
- d) Election of Officers in December

VII. CONSENT CALENDAR

a) Personnel Action

- 1. Resignation of PT Clerk Shelly McCurdy effective September 13, 2019.
- 2. Resignation of PT Page Simone Williams effective October 1, 2019.
- 3. Merit increase for PT Page Tristen Miller to Step 2 on the Salary Scale Effective October 11, 2019.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:13 p.m.

Submitted by,



Pat Ganer
President