

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
March 5, 2024

CALL TO ORDER: President Jensen called the meeting to order at 5:31 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Ms. Brenda Estrada, Dr. Pat Ganer, Mrs. L. Carole Jensen, Dr. Richard Rams. Mrs. Cheyenne Traut was absent (excused).

Staff Present: Library Director Helen Medina, Business Officer Marina Tutty, Circulation Services Supervisor Caroline Wilkins, Interim Library Services Supervisor Ann Duarte, IT Systems Specialist Martin Lebria, Library Assistant Chelenne Slaven and Administrative Assistant Patty Salas.

ACTION ON MINUTES

4. Regular Meeting of February 6, 2024

MOTION by Trustee Ganer to approve the minutes of February 6, 2024, as presented.

SECOND by Trustee Rams.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams.

ABSENT: Trustee Traut.

MOTION approved.

ORAL COMMUNICATIONS

5. From Public Concerning Non-agenda Items

No comments.

6. Board Members' Reports on Conferences Attended or Meetings Scheduled

No comments.

CORRESPONDENCE

7. BPLD Staff Milestones

Library Assistant Chelenne Slaven received a 5 Year Service certificate and pin. Director Medina stated Ms. Chelenne is well-loved in the Childrens' room and provides great storytime programming. She also noted that Ms. Chelenne has continued to learn new skills such as Cricut and recording and editing programming videos.

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Library Clerk Trevor Lepich was not present but Director Medina thanked Trevor for 10 years of service to the Buena Park Library.

The Board of Trustees also recognized Library Director Helen Medina for her 5 years of service to the Buena Park Library District. Staff stated Director Medina is very dedicated to the Library and is diligently working to improve the Library for patrons and staff.

8. Patrons' suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations

The Board commented on the various books being requested. It was noted the Korean collection continues to grow.

9. Director's Report

Director Medina provided the Board of Trustees an update on the break-in at the Library. She stated the HelpNow database may be discontinued next fiscal year, as it has been cut from the State's budget. The California State Library currently funds this database for California libraries.

Library staff replaced the Library's server.

An update on Library outreach and various programming events was provided.

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

10. Balance Sheet as of February 29, 2024

No comments.

11. Revenue – \$2,928,095 and Expenditures - \$2,251,259 Budget vs. Actual Report July 1, 2023, through February 29, 2024.

No comments.

12. Check Register from February 29, 2024

No comments.

13. Monthly Statistical Reports

No comments.

NEW BUSINESS

14. Review and approval of proposal for website design and hosting services from Streamline, Inc.

Streamline, Inc. presented their proposal to the Board of Trustees over Zoom.

MOTION by Trustee Rams to approve the proposal from Streamline, Inc for website design and hosting services.

SECOND by Trustee Ganer.

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AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams.
ABSENT: Trustee Traut.

MOTION approved.

15. Adoption of Resolution 2024-2 authorizing award of agreement for Construction Management Services to Griffin Structures, not to exceed a total cost of \$799,000

Mr. Robert Godfrey, Vice President of Operations for Griffin Structures, gave a presentation to the Board of Trustees.

Director Medina described the various types of projects and issues that the Library is looking to address with the help of Griffin Structures. Many public agencies hire a construction management company to act as their representative. Utilizing construction management services would benefit the Library District because they would ensure all projects are planned, managed, and executed appropriately. The Library does not have anyone on staff who is qualified to perform these professional services.

Trustee Ganer asked several clarifying questions regarding the scope of services Griffin Structures would be providing.

Mr. Godfrey explained that Griffin Structures provides a professional management service and would guide the construction process from start to finish. The public contract code states how public agencies go out to bid. Griffin Structures will help the Library build a document that tells contractors what they need to be doing. Griffin Structures' construction manager would be on site daily to inspect and make sure the quality of workmanship meets the design plans. Griffin would help create the paper trail that holds contractors accountable. Griffin sets up and manages the process so it is completed successfully.

Director Medina addressed allegations of conflicts of interest that had been made about her earlier by a library employee. Director Medina stated she does not have any conflicts of interest relating to this contract. She stated she was unaware of Griffin Structures as a company prior to receiving their proposal. She stated that she did not believe her residence is a conflict of interest and that she has no conflict of interest or inappropriate relationships with any library contractors including Vincor Construction, A-Tech Consulting, or any proposed subconsultant of Griffin Structures. She stated she and her family have no financial interest in any of these companies.

Trustee Rams stated the Board and staff have a responsibility to address the major building issues and set our best foot forward.

MOTION by Trustee Rams to adopt the resolution awarding the agreement for Construction Management Services to Griffin Structures.

SECOND by Trustee Estrada.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams.
ABSENT: Trustee Traut.
MOTION approved.

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16. Approval of National Library Week Proclamation

MOTION by Trustee Rams to approve National Library Week Proclamation.

SECOND by Trustee Estrada.

AYES: Trustee Estrada, Trustee Ganer, Trustee Rams, Trustee Jensen.

ABSENT: Trustee Traut.

MOTION approved.

17. Review and approval of proposal from Gallagher for Classification and Compensation Study for three classifications not to exceed a total cost of \$8,000

MOTION by Trustee Ganer to approve the proposal from Gallagher for a Classification and Compensation study for three classifications not to exceed a total cost of \$8,000.

SECOND by Trustee Rams.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams.

ABSENT: Trustee Traut.

MOTION approved.

18. Discuss and provide direction regarding Development Impact Fees

After a brief discussion, it was decided to continue investigating Development Impact Fees.

FUTURE AGENDA ITEMS

19. Agenda preparation for the next regular date meeting which will be held on April 2, 2024, unless rescheduled by the Library Board of Trustees

CONSENT CALENDAR

All matters listed under Consent Calendar will be acted upon by one motion affirming the action recommended on the Agenda. There will be no separate discussion on these items prior to voting unless members of the Board or the public request specific items to be removed from the Consent Calendar for separate action.

20. Personnel Action

- a. Unpaid Leave of Absence for PT Clerk, Jojo Flordelis from May 23, 2024 – June 20, 2024.
- b. Merit increase for Librarian I, Pamela Pedro, to Step 4 on the Salary Scale effective March 22, 2024.

MOTION by Trustee Rams to approve the Consent Calendar.

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SECONDED by Trustee Ganer.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams.
ABSENT: Trustee Traut.

MOTION approved.

ADJOURNMENT

20. Adjournment

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

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams.
ABSENT: Trustee Traut.

MOTION approved. The meeting was adjourned at 7:06 p.m.

Submitted by,



Brenda Estrada
Secretary