



Board of Trustees

Richard Rams – President
Carole Jensen – President Pro Tem
Cheyenne Traut – Secretary
Pat Ganer – Trustee
Brenda Estrada – Trustee

REGULAR BOARD MEETING AGENDA

Tuesday, March 7, 2023

5:30 p.m.

7150 La Palma Ave. Buena Park, CA 90620

Board Room – 2nd Floor

Americans with Disabilities Act Compliance: If you need special assistance to participate in this meeting, please contact the administration office at (714) 826-4100 ext. 120 or by email: Psalas@buenaparklibrary.org at least 72 hours prior to the meeting so the Buena Park Library District may make reasonable arrangements to ensure accessibility to the meeting.

Public Requests for Documents: The District provides a public inspection copy of all materials included in the agenda packet to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to the Administration office who will arrange for the documents to be copied at a charge of 10 cents per page. A digital copy (PDF) is available free of charge and will be sent by email. Request forms are available at the District Administration office.

This meeting of the Buena Park Library Board of Trustees will be held in person on the 2nd Floor of the Library (7150 La Palma Ave. Buena Park, CA 90620) and is OPEN to the Public.

Call to Order, Pledge of Allegiance

Roll Call

Public Hearing

Public Hearing to Consider an Increase to Certain Administrative Fees Pursuant to Government Code section 54954.6

This public hearing is to provide the Board the opportunity to hear comment from the public on the proposed increase to certain administrative fees.

The public hearing will be heard for a period of up to twenty (20) minutes from individuals who wish to comment on the proposed fee increase. Each individual speaker who wishes to be heard will be given three (3) minutes to speak.

The Board will not take action on the fee increase on March 7. The Board is scheduled to take action to approve or deny the proposed fee increase at its Board meeting on April 4, 2023.



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I. Action on Minutes

- a. Approval of minutes from February 7, 2023 Regular Meeting

II. Oral Communication

- a. Public Comments

This is the portion of the meeting set aside to invite public comments regarding any matter within the jurisdiction of the Library Board of Trustees. If comments relate to a specific agenda item, those comments will be taken following the staff report for that item, but prior to the Library Board taking a vote on that item. Those wishing to speak are asked to complete a speaker identification form and hand it to the Library Director. Public comments are limited to 3 minutes each.

- b. Board members' Reports on Conferences Attended or Meetings Scheduled

III. Correspondence

- a. Patron's Suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations
- b. BPLD Staff Milestone
- c. Director's Report

IV. Financial and Monthly Reports from the Office of the Director

- a. Balance Sheet as of February 28, 2023
- b. Revenue - \$2,544,877 and Expenditures – \$2,899,365 Budget vs. Actual Report
- c. Check Register through February 28, 2023
- d. Monthly Statistical Reports for February 2023

V. New Business

- a. Annual Review of the Records Management Policy and Retention Schedule
- b. Adoption of Resolution 2023-1 approving and ratifying modification 093767.02 to work order with Vincor Construction in the amount of \$41,428.27
- c. Adoption of Resolution 2023-2 proclaiming April 23-29 as National Library Week
- d. Discuss and approve the repeal of Administrative Directives

VI. Future Agenda Items

- a. Annual Evaluation of Staffing levels in April
- b. Review of Salary comparisons in April
- c. Annual Review of BPLD Library Fund Balance and Reserve Policy in April
- d. Review of Capital Improvement Projects in April
- e. Analysis of draft Budget and projected income in May



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VII. 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 of the public request specific items to be removed from the Consent Calendar for separate action.

- a. Personnel Action

ADJOURNMENT