

AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE BUENA PARK LIBRARY DISTRICT

7150 La Palma Avenue

December 3, 2019

5:30 p.m. Library Board Room

**(Distributed agenda information viewable/obtainable in Administration Office.

Agenda and Minutes at www.buenaparklibrary.org**

IC PG RR AS DS

CALL TO ORDER _____

PLEDGE OF ALLEGIANCE

ROLL CALL

Present	_____	_____	_____	_____	_____
Absent	_____	_____	_____	_____	_____
Also	_____	_____	_____	_____	_____

I. ACTION ON MINUTES

a) Regular Meeting of November 5, 2019

Motion	_____	_____	_____	_____	_____
2nd	_____	_____	_____	_____	_____
Ayes	_____	_____	_____	_____	_____
Noes	_____	_____	_____	_____	_____
Absent	_____	_____	_____	_____	_____
Abstain	_____	_____	_____	_____	_____

II. ORAL COMMUNICATIONS

- a) From Public Concerning Non-agenda Items
- b) Board Members' Reports on Conferences Attended or Meetings Scheduled
- c) Volunteer Guild Report

III. CORRESPONDENCE

- a) Patrons' Suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations
- b) Director's Report
- c) BPLD Time Capsule Presentation

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

- a) Balance Sheet as of November 30, 2019
- b) Revenue – \$371,282 and Expenditures – \$1,109,866 Budget vs. Actual Report July 1, 2019 through November 30, 2019
- c) Quarterly CERBT Report
- d) Check Register as of November 30, 2019
- e) Monthly Statistical Reports for November 2019

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		IC	PG	RR	AS	DS
V.	NEW BUSINESS					
	a) Election of Board Officers					
		Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
	b) Review and approve the revised pay scale for the Library Page position (in compliance with new minimum wage laws)					
		Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
VII.	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					
	d) Bi-annual evaluation of Library Director in February					
VIII.	CONSENT CALENDAR					
		Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___

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.

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a) Personnel Action

1. New Hire, Fiorella Casella, PT Library Clerk at Step 1 on the Salary Scale effective November 12, 2019.
2. Merit increase for Library Assistant, Joe Famolaro, to Step 8 on the Salary Scale effective November 22, 2019.
3. New Hire, Tiffani Hutto, PT Page at Step 1 on the Salary Scale effective November 26, 2019.
4. New Hire, Karla Ochoa, PT Page at Step 1 on the Salary Scale effective November 26, 2019.
5. New hire, Perla Salazar, PT Page at Step 1 on the Salary Scale effective November 26, 2019.
6. New Hire, Yocelin Ruiz, PT Clerk I at Step 1 on the Salary Scale effective November 26, 2019.
7. Merit increase for Business Officer, Marina Tutty, to Step 7 on the Salary Scale effective December 20, 2019.
8. Merit increase for PT Clerk, Alberto Rios, to Step 7 on the Salary Scale effective January 3, 2020.

ADJOURNMENT _____

Motion	_____	_____	_____	_____	_____
2nd	_____	_____	_____	_____	_____
Ayes	_____	_____	_____	_____	_____
Noes	_____	_____	_____	_____	_____
Absent	_____	_____	_____	_____	_____
Abstain	_____	_____	_____	_____	_____