

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
August 8, 2017

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, Patricia Ganer, Al Salehi, Dennis Salts.

Staff Present: Library Director Mary McCasland, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, Librarian Phyllis Nisle, Librarian Mary Ivelia, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of July 5, 2017

MOTION by Trustee Castaneda to approve the Minutes of the Regular Meeting of July 5, 2017 as presented.

SECOND by Trustee Salehi.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi.

ABSTAIN: Trustee Salts

Minutes approved.

President Ganer asked the indulgence of the Board to change the order of the Agenda and to hear Correspondence Items b. and c., and New Business Items a. and b. first. The Board members agreed to hear items out of order.

III. CORRESPONDENCE

b) Staff Report on Summer Reading Program

Librarians Phyllis Nisle and Mary Ivelia described the success of the various Children, Teen and Adult Summer Reading programs and activities held in the months of June and July.

c) Recognition of Buena Park Library Volunteer

Mary Ivelia introduced a stellar volunteer, Ms. Peggy, to the Board. Mary said Ms. Peggy held 23 sessions with over 150 children – reading with the children one-on-one. Ms. Peggy was very dedicated and did research to learn how to best help a child with dyslexia. Ms. Peggy also helps during the school year with the Homework Help Program. The Board of Trustees thanked Ms. Peggy for her time and dedication that she has given to the Library and the children in our community.

V. NEW BUSINESS

a) Interview Candidates for the Library Board of Trustees Vacancy

President Ganer explained that the Board would interview and select an individual to forward that person's name to the OC Board of Supervisors to make an appointment in lieu of election. She said

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the appointed individual would fulfill the remainder of Mary Fuhrman's term that would end in December 2018.

President Ganer welcomed and introduced the two candidates to the Board.

The candidate interviews were held in Open Session.

- b) Selection of a Trustee nominee to Recommend for Appointment by the Orange County Board of Supervisors

At this point, President Ganer asked for discussion and comments regarding the nominees. It was agreed that both candidates were very well qualified for the position. After a discussion, President Ganer asked if there were any nominations.

MOTION by Trustee Salehi to advance the name of Rajen Vurdien to the OC Board of Supervisor for appointment.

SECOND by Trustee Salts.

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

MOTION approved.

The two candidates were brought back into the Board room where the Trustees thanked them for their interest in serving on the Board of Trustees. President Ganer expressed that the Board was thoroughly impressed by both candidates. It was announced that the Board would advance Rajen Vurdien's name to the OC Board of Supervisors for appointment. She encouraged Mr. Craig to apply again in the case of future vacancies.

The Board returned to the regular order of the agenda.

II. ORAL COMMUNICATION

- a) From the Public Concerning Non-agenda Items

No public members in attendance.

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

Trustee Salts said he attended the Pop Up library event at Walter Knott School. He said it was very gratifying to see the Children have access to books. He also told the Board about a new "Free Library" that popped up in his neighborhood. It is a weather-tight book case the homeowner installed in front of their home to be used by the public.

Trustee Castaneda said she came to the Library to apply for her passport and was thoroughly impressed by the service staff provided to her even though they were not aware she was a Trustee.

- c) Volunteer Guild Report

The Director reported that the Bookstore made \$2,446 in the month of July.

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III. CORRESPONDENCE

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

No comments.

- b) Staff Report on Summer Reading Program

Discussed above.

- c) Recognition of Buena Park Library Volunteer

Discussed above.

- d) Director's Report

The Director stated staff is continuing to determine the scope of the parking lot project and will bring information to the Board once plans are finalized.

Trustee Salehi asked about a patron incident that had occurred in the month of July. The Director said there were no further issues with that particular patron. Trustee Salehi also asked about a different incident where the police were called. The Director said the patron was upset and would not calm down so staff called the police to ask him to leave the building. Trustee Salts said it was important that staff and patrons feel safe in the Library and it is ok to call the police.

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

- a) Balance Sheet as of July 31, 2017

The Director pointed out under *Other Current Assets* that there is "Liability CalPERS" listed, which is the additional payment made to CalPERS towards the Pension Liability. Staff did not consider it an expense, and it will be reclassified after a discussion with the auditor.

- b) Revenue – \$61,285 and Expenditures – \$212,697 Budget vs. Actual Report
July 1, 2017 through July 31, 2017

No comments.

- c) Quarterly Cash Flow Trend Analysis

No comments.

- d) Check Register from July 2017

No comments.

- e) Monthly Statistical Reports for July 2017

No comments.

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V. NEW BUSINESS

- a) Interview Candidates for the Library Board of Trustees Vacancy

Discussed above.

- b) Selection of a Trustee nominee to Recommend for Appointment by the Orange County Board of Supervisors

Discussed above.

- c) Election of Board Secretary

President Ganer explained that due to the resignation of Trustee Fuhrman, the Board would need to nominate and elect a new Board Secretary.

Motion by Trustee Salts to nominate Trustee Castaneda as Board Secretary.
SECOND by Trustee Salehi.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salehi.

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Annual Report in September
b) Annual Review of the Trustee Handbook in October

The Director advised that the Valuation report for GASB 45 would be added to the September agenda.

VII. CONSENT CALENDAR

- a) Personnel Action

1. Resignation of P/T Page, David Arvizu effective July 12, 2017.
2. Resignation of P/T Clerk I, Dianne Ochoa, effective July 22, 2017.
3. New Hire, P/T Page, Pamela Pedro at Step 1 on the Salary Scale, effective July 25, 2017.
4. New Hire, P/T Page, Bethany Marier at Step 1 on the Salary Scale, effective July 25, 2017.
5. New Hire, P/T Page, Sarahana Poudel at Step 1 on the Salary Scale, effective July 25, 2017.
6. Resignation of P/T Library Assistant, Johnny Truong, effective July 29, 2017.
7. Merit increase for P/T Clerk I, Stephanie Castellon, to Step 5 on the Salary Scale effective August 18, 2017.
8. Merit increase for P/T Clerk I, Angelina Fuentes, to Step 5 on the Salary Scale effective August 18, 2017.
9. Merit increase for Librarian I, Ruth Cho, to Step 5 on the Salary Scale effective September 1, 2017.

MOTION by Trustee Salts to approve the Consent calendar.
SECOND by Trustee Salehi.

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

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Motion approved.

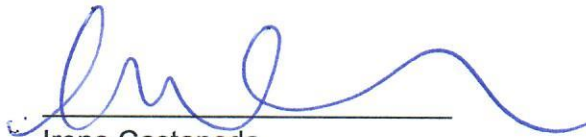
ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:54 p.m.

Submitted by,



Irene Castaneda
Board Secretary