

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
February 5, 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, Patricia Ganer, Richard Rams, Dennis Salts.
Trustee Al Salehi arrived at 5:32 p.m.

Staff Present: Library Director Mary McCasland, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, Technology & Support Services Supervisor Ann Duarte, Building Supervisor Ray Garcia and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

- a) Regular Meeting of January 10, 2019

MOTION by Trustee Castaneda to approve the minutes of January 10, 2019 as presented.
SECOND by Trustee Rams.

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

II. ORAL COMMUNICATIONS

- a) From Public Concerning Non-agenda Items

None.

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

None.

- c) Volunteer Guild Report

The Director reported the Guild made \$1,791 in the month of January.

III. CORRESPONDENCE

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

Trustee Ganer mentioned she appreciated the English translations of the Korean titles.

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b) Director's Report

The Director stated she attended an ISDOC meeting where they discussed the LAFCO fee structure. They plan to reconvene the ad hoc committee to further research various options to restructure the fees. They will bring the options to the Special Districts to vote on at a future time.

She announced that the vacant positions of Public Services Supervisor and Children's Library Assistant had been filled. She said the new hires would begin in mid-to late February.

She added that Medieval Times sent over a King and Queen to a Saturday storytime and they were well received by the children. She also stated Medieval Times would participate in the Library's Summer Reading Kickoff event in June and would donate two tickets to be raffled off as a prize.

Building Supervisor Ray Garcia was present and provided the Board with a brief update on the status of the parking lot construction. Both the Director and Ray stated they have been pleased with the contractor and construction workers.

Trustee Castaneda was delighted to see that Children's Librarian Mary Ivelia would be sharing details about creating a Sensory Storytime with other local libraries.

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

a) Balance Sheet as of January 31, 2019

No comments.

b) Revenue – \$2,243,026 and Expenditures – \$1,578,988 Budget vs. Actual Report July 1, 2018 through January 31, 2019

No comments.

c) Cash Flow Trend Analysis

The Director commented the Library is in a much better position now compared to 2008.

d) Quarterly CERBT Statement

No comments.

e) Check Register as of January 31, 2019

No comments.

d) Monthly Statistical Reports for January 2019

Trustee Ganer asked if the decline in patron numbers could be due to the new patron counter having a more accurate count. The Director said it could be a combination of a more accurate counting machine and people avoiding the Library due to construction.

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V. NEW BUSINESS

a) Review of Fees and Fines

No changes were recommended. No action was necessary.

b) Review and approval of proposal in the amount of \$4,247.05 from Johnson Controls for new security and fire equipment

MOTION by Trustee Salehi to approve the proposal in the amount of \$4,247.05.

SECOND by Trustee Salts.

A brief discussion followed regarding what was included in the proposal.

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

Motion approved.

c) Review and approval of proposal in the amount of \$13,346.95 from Johnson Controls for annual monitoring and service

MOTION by Trustee Salehi to approve the proposal in the amount of \$13,346.95.

SECOND by Trustee Rams.

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

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) National Library Week Proclamation in March
- b) Annual Review of the Record Retention Policy in March
- c) Annual Evaluation of Staffing Levels in April
- d) Review of Salary Comparisons in April
- e) Annual Review of BPLD Library Fund Balance and Reserve Policy in April
- f) Review of Capital Improvement Projects in April

VII. CONSENT CALENDAR

a) Personnel Action

1. Merit increase for P/T Library Page, Bethany Marier, to Step 2 on the Salary Scale effective February 1, 2019.

MOTION by Trustee Salts to approve the Consent Calendar as presented.

SECOND by Trustee Salehi.

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

Motion approved.

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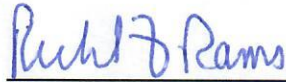
ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 5:58 p.m.

Submitted by,



Richard Rams
Secretary