

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
March 7, 2023

CALL TO ORDER: President Rams called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Brenda Estrada, Pat Ganer, L. Carole Jensen, Richard Rams, Cheyenne Traut.

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

PUBLIC HEARING

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

The Public meeting was opened at 5:31 p.m. President Rams stated the Board would not take action on the fee increase tonight. The Board is scheduled to take action to approve or deny the proposed fee increase at its Board meeting on April 4, 2023. There was no one from the public present to provide comment.

The public hearing was closed at 5:34 p.m.

The Board meeting resumed.

I. ACTION ON MINUTES

a) Regular Meeting of February 7, 2023

MOTION by Trustee Ganer to approve the minutes of February 7, 2023, as presented.

SECOND by Trustee Traut.

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

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

There were no public comments.

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

Trustee Rams reported that he had attended the African American Male Education Summit in Los Angeles. He said one session he attended discussed engaging African American males within college libraries and best practices to provide support and resources.

He also attended the San Gabriel Valley Women's Summit where he heard dynamic speakers. The theme was resilience and gratitude.

III. CORRESPONDENCE

a) Patrons' suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations

Trustee Jensen asked how long it takes for the library to receive an item after it has been requested. Library Director Helen Medina stated it can depend on where staff is in the ordering cycle, but the quickest turn around is a couple weeks. Library Director Medina also noted that there have been some publishing delays, which can delay the receipt of a book.

Trustee Ganer was curious about the plotline of a few books listed under the Children's section. The Director stated she didn't know the exact plotline but would find out and report back.

b) BPLD Staff Milestone

Library Director Helen Medina introduced IT Systems Specialist Martin Lebría who was celebrating his 5 years of service. Martin began working at BPLD in 2018 as a Library Page and has been promoted twice. Director Medina stated Martin has continually impressed her with his knowledge and is instrumental in getting the Library District's computer systems up to current standards— we are lucky to have him and enjoy working with him every day.

c) Director's Report

Library Director Helen Medina provided the following updates:

- Children's Librarian Ruth Cho received a compliment from a patron who stated she is indispensable to the Buena Park Library and they hope she stays in the Children's room forever.
- The Winter Reading program has been exceptionally popular this year
- There was another plumbing back up – the plumber mentioned there may be potential grading issues with the pipes which will require more investigation.
- We were notified the air handlers were delayed again and we do not expect to close the Library in the next few months

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

a) Balance Sheet as of February 28, 2023

No comments.

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- b) Revenue – \$2,544,877 and Expenditures \$2,899,365 Budget vs. Actual Report July 1, 2022, through February 28, 2023.

No comments.

- c) Check Register as of February 28, 2023

No comments.

- d) Monthly Statistical Reports for February 2023

Patron count increased in January and held steady in February, most likely due to passport services and program attendance.

V. NEW BUSINESS

- a) Annual Review of the Records Management Policy and Retention Schedule

MOTION by Trustee Jensen to approve the changes to the Records Management Policy and Retention Schedule as submitted.

SECOND by Trustee Ganer.

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

MOTION approved.

- 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

MOTION by Trustee Ganer to adopt Resolution 2023-1 as presented.

SECOND by Trustee Estrada.

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

MOTION approved.

- c) Adoption of Resolution 2023-2 proclaiming April 23-29 as National Library Week

MOTION by Trustee Jensen adopting Resolution 2023-2 proclaiming April 23-29 as National Library Week.

SECOND by Trustee Traut.

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

MOTION approved.

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d) Discuss and approve the repeal of Administrative Directives

Discussion and approval to repeal the following Administrative Directives:

Completed Staff Work

Discipline or Control of Noise Level in the Library

Hiring Policy

Library Materials Being Processed by Technical Services

Library Recognition of Retirements

Materials Stored in Closed Stacks

Meetings

Neat Work Stations

Overdue Books Checked Out By Library Staff

Purchase by Staff of Discarded Materials

Staff Reserves

Staff Use of Copiers

Standards of Service

Utilization of Personnel Regulations

MOTION by Trustee Jensen to repeal the listed Administrative Directives.

SECOND by Trustee Ganer.

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

MOTION approved.

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

VII. CONSENT CALENDAR

a) Personnel Action

- 1. New Hire, Guadalupe Castillo, as PT Library Assistant at Step 1 on the Salary Scale effective March 1, 2023.
- 2. Merit increase for PT Clerk Audra Anderson to Step 5 on the Salary Scale effective March 24, 2023.
- 3. Merit increase for Librarian Pamela Pedro to Step 3 on the Salary Scale effective March 24, 2023.
- 4. Leave of absence for PT Library Clerk, Josephine Flordelis, from April 17 – May 18, 2023.

MOTION by Trustee Ganer to approve the Consent Calendar.

SECOND by Trustee Estrada.

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

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MOTION approved.

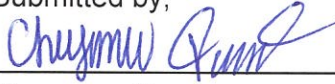
ADJOURNMENT

MOTION by Trustee Jensen to adjourn the meeting.
SECOND by Trustee Ganer.

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

MOTION approved. The meeting stood adjourned at 6:06 p.m.

Submitted by,



Cheyenne Traut
Secretary