

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

7150 La Palma Avenue

October 3, 2017

5:30 p.m. Library Board Room

**(Distributed agenda information viewable/obtainable in Administration Office.
 Agenda and Minutes at www.buenaparklibrary.org)**

IC PG AS DS

CALL TO ORDER _____

PLEDGE OF ALLEGIANCE

ROLL CALL

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

I. ACTION ON MINUTES

a) Regular Meeting of September 5, 2017

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

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

- a) Balance Sheet as of September 30, 2017
- b) Revenue – \$169,582 and Expenditures – \$603,511 Budget vs. Actual Report July 1, 2017 through September 30, 2017
- c) Check Register as of September 30, 2017
- d) Monthly Statistical Reports for September 2017

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		IC	PG	AS	DS
V.	NEW BUSINESS				
	a) Annual Review of the Trustee Handbook	Motion	___	___	___
		2nd	___	___	___
		Ayes	___	___	___
		Noes	___	___	___
		Absent	___	___	___
		Abstain	___	___	___
	b) Review and approval of proposal for LED lighting upgrade	Motion	___	___	___
		2nd	___	___	___
		Ayes	___	___	___
		Noes	___	___	___
		Absent	___	___	___
		Abstain	___	___	___
	c) Approval of contract with Andy Perez & Associates to provide architectural services	Motion	___	___	___
		2nd	___	___	___
		Ayes	___	___	___
		Noes	___	___	___
		Absent	___	___	___
		Abstain	___	___	___
VI.	FUTURE AGENDA ITEMS				
	a) Audit Report presented by auditor in November				
	b) Election of Board Officers in December				
	c) Approval of 2018 Holidays in December				
VII.	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 P/T Library Clerk I, Audra Anderson, at Step 1 on the Salary Scale effective September 14, 2017.
2. New Hire P/T Library Clerk I, Laura Cabaruvias, at Step 1 on the Salary Scale effective September 13, 2017.
3. Merit increase, P/T Library Clerk I, Melissa Vasquez, to Step 3 on the Salary Scale effective October 13, 2017.
4. Merit increase for Librarian, Ann Duarte, to Step 4 on the Salary Scale effective October 27, 2017.

ADJOURNMENT _____

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