



Board of Trustees  
Richard Rams – President  
Carole Jensen – President Pro Tem  
Cheyenne Traut – Secretary  
Pat Ganer – Trustee  
Brenda Estrada – Trustee

## **REGULAR BOARD MEETING AGENDA**

Wednesday, January 11, 2023

5:30 p.m.

7150 La Palma Ave. Buena Park, CA 90620

Board Room – 2<sup>nd</sup> Floor

**Americans with Disabilities Act Compliance:** If you need special assistance to participate in this meeting, please contact the administration office at (714) 826-4100 ext. 120 or by email: [Psalas@buenaparklibrary.org](mailto:Psalas@buenaparklibrary.org) at least 72 hours prior to the meeting so the Buena Park Library District may make reasonable arrangements to ensure accessibility to the meeting.

**Public Requests for Documents:** The District provides a public inspection copy of all materials included in the agenda packet to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to the Administration office who will arrange for the documents to be copied at a charge of 10 cents per page. A digital copy (PDF) is available free of charge and will be sent by email. Request forms are available at the District Administration office.

This meeting of the Buena Park Library Board of Trustees will be held in person on the 2<sup>nd</sup> Floor of the Library (7150 La Palma Ave. Buena Park, CA 90620) and is OPEN to the Public.

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### **Call to Order, Pledge of Allegiance**

#### **Roll Call**

#### **I. Action on Minutes**

- a. Approval of minutes from December 7, 2022 Regular Meeting
- b. Approval of minutes from December 15, 2022 Special Meeting

#### **II. Oral Communication**

- a. Public Comments

This is the portion of the meeting set aside to invite public comments regarding any matter within the jurisdiction of the Library Board of Trustees. If comments relate to a specific agenda item, those comments will be taken following the staff report for that item, but prior to the Library Board taking a vote on that item. Those wishing to speak are asked to complete a speaker identification form and hand it to the Library Director. Public comments are limited to 3 minutes each.

- b. Board members' Reports on Conferences Attended or Meetings Scheduled



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**III. Correspondence**

- a. Patron's 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 December 31, 2022
- b. Revenue - \$2,339,549 and Expenditures – \$2,387,159 Budget vs. Actual Report
- c. Check Register through December 31, 2022
- d. Monthly Statistical Reports for December 2022

**V. New Business**

- a. Mid-Year Budget Review
- b. Mid-Year Plan of Service Review
- c. Review and approve updates to District's Bereavement Leave Policy

**VI. Future Agenda Items**

- a. Review of Library Fees in February
- b. National Library Week Proclamation in March
- c. Annual Review of the Record Retention Policy in March

**VII. Consent Calendar**

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 of the public request specific items to be removed from the Consent Calendar for separate action.

- a. Personnel Action

**ADJOURNMENT**