

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
August 6, 2024

CALL TO ORDER: President Jensen called the meeting to order at 5:31 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Ms. Brenda Estrada, Dr. Pat Ganer, Mrs. L. Carole Jensen, Mrs. Cheyenne Traut.

Dr. Richard Rams was absent (excused).

Staff Present: Helen Medina, Library Director; Martin Lebria, IT Systems Specialist; Ann Thompson, Interim Library Services Supervisor; Marina Tutty, Business Officer; and Caroline Wilkins, Circulation Services Supervisor.

ACTION ON MINUTES

4. Regular Meeting of July 2, 2024

MOTION by Trustee Estrada to approve the minutes of July 2, 2024, as presented.

SECOND by Trustee Jensen.

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

ABSENT: Trustee Rams.

MOTION approved.

ORAL COMMUNICATIONS

5. From Public Concerning Non-agenda Items

Brenda Gomez, Senior Library Clerk and Outreach Coordinator, spoke in favor of approving agenda item 16. She stated staff and patrons alike would appreciate enhancements to our building. Ms. Gomez thanked the Board for hiring Director Medina, as it is clear Director Medina has staff's best interest in mind.

Yesenia Sandoval, PT Library Clerk, stated she has worked at the Library for over 10 years. She thanked Director Medina for addressing building issues that have long been overlooked at the Library. Ms. Sandoval stated that part-time employees often felt overlooked, but under the direction of Director Medina, all employees now have work email addresses and communication has never been better. Ms. Sandoval stated part-time employees also have access to much more training than before. She spoke in support of approving Agenda Item 16.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
August 6, 2024

6. Board Members' Reports on Conferences Attended or Meetings Scheduled

President Jensen attended ISDOC's Quarterly Luncheon which featured a guest speaker, Karalee Darnell a Senior Manager from Disneyland who is working on the Disneyland Forward project. President Jensen found the meeting informative. Sunset Beach Sanitary District also presented at the meeting.

CORRESPONDENCE

7. Patrons' suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations

The Library Director stated the City of Buena Park has received feedback about the Library. There is dissatisfaction with children not having their own space. Another comment we received was concern about adults using the Children restroom. She stated the Library will be addressing this issue soon.

8. Director's Report

Direct Medina provided the following updates:

- Our Library will be hosting an SLS meeting on August 13.
- The Library had requested and received a refund from its OPEB Trust.
- Library staff had wrapped up this year's Summer Reading program.

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

9. Balance Sheet as of July 31, 2024

No comments.

10. Revenue – \$26,436 and Expenditures - \$175,328 Budget vs. Actual Report
July 1, 2023, through July 31, 2024

No comments.

11. Cash Flow Trend Analysis

No comments.

12. Check Register from July 31, 2024

No comments.

13. Monthly Statistical Reports

No comments.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
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August 6, 2024

NEW BUSINESS

14. Approval of the reduction of hours on selected days to accommodate staffing needs

This item was brought forward to alleviate any potential staffing shortages during the holiday season. Many people would like to have evenings off to prepare for the holidays and/or spend time with their families. Closing a few hours earlier on the presented dates would greatly benefit staff.

MOTION by Trustee Ganer to approve the reduction of hours on the presented days.

SECOND by Trustee Traut.

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

ABSENT: Trustee Rams.

MOTION approved.

15. Review of Historical Resource Assessment Report (receive and file)

16. Adoption of Resolution 2024-8 authorizing award of Agreement for Architectural Services to LPA, Inc. for \$711,000

Director Medina provided a brief background about the Library facility's current condition. The library has continued experiencing service disruptions due to water intrusion in the basement, plumbing issues, and the building needs modernization to meet current standards. Staff released an RFP for Architectural Services in May 2024, interviewed a number of qualified candidates, and is now requesting the Board authorize the award of Agreement for Architectural Services to LPA, Inc.

Mr. Charles Williams , Managing Director for LPA, Inc., provided a presentation to the Board of Trustees. Mr. Williams' described LPA's approach to the project. They will provide a long-term strategy for making this library great.

MOTION by Trustee Ganer to adopt Resolution 2024-8 authorizing award of Agreement for Architectural Services to LPA, Inc. For \$711,000.

SECOND by Trustee Estrada.

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

ABSENT: Trustee Rams.

MOTION approved.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
August 6, 2024

17. Authorize Library Director to execute a professional services agreement with Regional Government Services (RGS) for consulting services for an amount not to exceed \$22,000

MOTION by Trustee Ganer to authorize the Library Director to execute a professional services agreement with RGS.

SECOND by Trustee Traut.

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

ABSENT: Trustee Rams.

MOTION approved.

18. Authorize Library Director to execute agreement with Brainfuse, LLC for one-year of online tutoring services for a total cost of \$8,000

MOTION by Trustee Traut to authorize Library Director to execute agreement with Brainfuse, LLC.

SECOND by Trustee Estrada.

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

ABSENT: Trustee Rams.

MOTION approved.

FUTURE AGENDA ITEMS

19. Agenda preparation for the next regular date meeting which will be held on September 3, 2024, unless rescheduled by the Library Board of Trustees.
- Annual Report

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

20. Personnel Action

- a. New hire, Lauren Galvan, PT Library Page at Step 1 on the Salary Scale effective July 23, 2024.
- b. Reclassification of Scarlett Perez to PT Library Clerk at Step 1 on the Salary Scale effective August 9, 2024.
- c. Merit increase for Circulation Services Supervisor, Caroline Wilkins, to Step 5 on the Salary Scale effective August 9, 2024.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
August 6, 2024

- d. New hire, Pamela Rodriguez Cervantes, as PT Library Assistant at Step 1 on the Salary Scale effective August 12, 2024.
- e. New hire, Briggetta Pierrot, PT Library Page at Step 1 on the Salary Scale effective August 13, 2024.

MOTION by Trustee Ganer to approve the Consent Calendar.
SECOND by Trustee Traut.

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

MOTION approved.

CLOSED SESSION

- 21. Public Employee Discipline/Dismissal/Release (Gov. Code, 54957 (b)(1))
- 22. Public Employee Performance Evaluation (Gov. Code, §54957)
Title: Library Director
- 23. Conference with Labor Negotiators (Gov. Code, §54957)
Unrepresented employee: Library Director

MOTION by Trustee Estrada to enter closed session at 6:08 p.m.
SECOND by Trustee Traut.

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

MOTION approved.

The Board reconvened in open session at 7:02 p.m. and had no reportable action.

ADJOURNMENT

- 22. Adjournment
MOTION by Trustee Estrada to adjourn the meeting.
SECOND by Trustee Traut.

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

MOTION approved. The meeting was adjourned at 7:04 p.m.

MINUTES
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Submitted by,



Brenda Estrada
Secretary