

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
August 2, 2022

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

PLEDGE ALLEGIANCE

ROLL CALL

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

Trustee Salehi was absent. President Rams asked the Director if Administration had heard from Trustee Salehi. The Director replied Trustee Salehi had not contacted Administration regarding an absence.

Staff Present: Library Director Helen Medina, Technology and Support Services Supervisor Ann Duarte, Business Officer Marina Tutty, Circulation Services Supervisor Caroline Wilkins, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of July 14, 2022

MOTION by Trustee Ganer to approve the minutes of July 14, 2022, as presented.
SECOND by Trustee Traut.

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

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

There were no public comments.

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

Trustee Jensen mentioned she had visited a Library in Denmark on her recent vacation.

III. CORRESPONDENCE

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

Trustee Traut asked if requested books are always purchased. Director Medina said most items are purchased if they would add value to the collection, are a reasonable cost and available through the

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District's vendors. If a book is not purchased, Library staff would attempt to do an interlibrary loan so the patron can still borrow it.

b) Director's Report

Library Director Helen Medina stated a patron had been suspended for threatening other patrons. She mentioned there was a possibility he may appeal his suspension to the Board of Trustees.

The Director noted the Library is preparing for the upcoming closure for the HVAC replacement.

The Library Director and Ray Garcia would be meeting with an architect to see what options there are to bring the elevator up to current ADA code requirements.

There was a brief discussion regarding the Municipal Service Review conducted by the OC LAFCO.

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

a) Balance Sheet as of July 31, 2022

No comments.

b) Revenue – \$23,859 and Expenditures - \$162,404 Budget vs. Actual Report
July 1, 2022, through July 31, 2022

No comments.

c) Quarterly Cash Flow Trend Analysis

No comments.

d) Check Register as of July 31, 2022

No comments.

e) Monthly Statistical Reports for June 2022

Thursday evening programs continued to be extremely popular throughout the summer. New Librarian Sarah Bidgoli took over Teen Night and has a consistent number of teens showing up each week.

V. NEW BUSINESS

a) Consideration and approval of expenses above the budgeted figures in the following categories:
Memberships, Postage, and Utilities

MOTION by Trustee Ganer to approve the new figures for the following categories: Memberships, Postage, and Utilities.

SECOND by Trustee Jensen.

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

ABSENT: Trustee Salehi.

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MOTION approved.

- b) Consideration and approval of canceling the September 2022 Board meeting

MOTION by Trustee Jensen to approve the cancellation of the September 2022 Board meeting.
SECOND by Trustee Ganer.

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

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Annual Report in October
- b) Annual review of the Trustee Handbook in October

VII. CONSENT CALENDAR

- a) Personnel Action
 1. Merit increase for Circulation Services Supervisor Caroline Wilkins to Step 3 on the Salary Scale effective August 12, 2022.
 2. Merit increase for Librarian III, Ruth Cho, to Step 6 on the Salary Scale effective August 26, 2022.

MOTION by Trustee Ganer to approve the consent calendar.
SECOND by Trustee Traut.

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

MOTION approved.

ADJOURNMENT

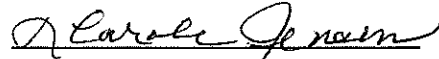
MOTION by Trustee Jensen to adjourn the meeting.
SECOND by Trustee Traut.

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

MOTION approved. The meeting stood adjourned at 5:47 p.m.

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Submitted by,



L. Carole Jensen
Secretary