

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 2, 2024

CALL TO ORDER: President Jensen called the meeting to order at 5:32 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Ms. Brenda Estrada, Mrs. L. Carole Jensen, Dr. Richard Rams.
Dr. Pat Ganer was absent (excused).
Mrs. Cheyenne Traut was absent (excused).

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

ACTION ON MINUTES

4. Regular Meeting of June 4, 2024

MOTION by Trustee Estrada to approve the minutes of June 4, 2024, as presented.

SECOND by Trustee Jensen.

AYES: Trustee Estrada, Trustee Jensen.

ABSENT: Trustee Ganer, Trustee Traut.

ABSTAIN: Trustee Rams.

MOTION approved.

ORAL COMMUNICATIONS

5. From Public Concerning Non-agenda Items

No comments.

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

No comments.

CORRESPONDENCE

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

No comments.

MINUTES
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BUENA PARK LIBRARY DISTRICT
July 2, 2024

8. Director's Report

Director Medina reported that the Library was having a busy summer. Summer programming was in full swing, staff was conducting interviews to hire new pages, clerks and library assistants, interviewing architectural consultants and there were a few maintenance issues taken care of.

Trustee Jensen asked how the Lunch at the Library was going. Director Medina stated it was well attended.

Trustee Rams stated he attended the Juggler program event. His children enjoyed the program, and he stated it was nice to see the program well attended.

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

9. Balance Sheet as of June 30, 2024

No comments.

10. Revenue – \$4,922,962 and Expenditures - \$3,550,035 Budget vs. Actual Report July 1, 2023, through June 30, 2024.

No comments.

11. Check Register from June 30, 2024

Trustee Jensen asked about the check payment to a vendor that was voided multiple times. She asked if the vendor was paid because she didn't see the reissued check on the register. Business Officer Marina Tutty stated it had been paid.

12. Monthly Statistical Reports

Trustee Jensen asked if there were many completions for the Summer Reading challenge. Director Medina stated there were not too many completions yet, but expected the number to rise as the month went on.

NEW BUSINESS

13. Adoption of Resolution 2024-5 establishing the Annual Budget for Fiscal Year 2024-2025 at \$3,612,900

Director Medina stated the State of California removed some grant funding from their budget, which caused the Library to remove grant revenue from our budget. Staff received notice that the Parks Pass was just added back into the State budget, so that program will continue.

The budget included increases for insurance, consulting, and wages. We are prioritizing staff development and training. It is vital for staff to have the knowledge and skills needed to perform their job duties. There will also be regulatory training that is required annually. There was an increase for programming because the cost of performances has gone up. Staff also allocated additional funds to the maintenance budget.

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July 2, 2024

Trustee Jensen asked for clarification regarding DVDs and physical media. The memo noted that physical media use was declining, but Trustee Jensen noticed in the check register there was a \$13,000 payment to Midwest Tape for "DVDS". The Director explained that Midwest Tape owns Hoopla, which is a streaming service the Library subscribes to. The memo on the check register only stated DVDs, however the payment was for the streaming service along with DVDs.

Trustee Rams noted that some employees are undergoing a classification study, he asked if any possible pay rate increases were included in this budget. Director Medina stated that if any pay rate increases were recommended, there is room in the salary budget to allow for it.

MOTION by Trustee Estrada to adopt Resolution 2024-5 establishing the Annual Budget \$3,612,900

SECOND by Trustee Rams.

AYES: Trustee Estrada, Trustee Jensen, Trustee Rams.

ABSENT: Trustee Ganer, Trustee Traut.

MOTION approved.

14. Adoption of Resolution 2024-6 establishing a Salary Schedule for employees of the Buena Park Library district effective July 12, 2024

Trustee Rams stated he appreciates that the District is in a position where it can prioritize employees and provide a cost of living. He said it is important to support our staff who make this Library possible.

MOTION by Trustee Rams to adopt Resolution 2024-6 establishing a Salary Schedule for the employees for fiscal year 24-25.

SECOND by Trustee Estrada.

AYES: Trustee Estrada, Trustee Jensen, Trustee Rams.

ABSENT: Trustee Ganer, Trustee Traut.

MOTION approved.

15. Adoption of Resolution 2024-7 authorizing correspondence regarding changes to CalPERS System Access Administrators

The Library Director is unable to access certain functions and delegate workflows within the CalPERS system and needs the Board to approve correspondence to CalPERS to change the System Access Administrators.

MOTION by Trustee Rams to adopt Resolution 2024-7 authorizing correspondence with CalPERS.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 2, 2024

SECOND by Trustee Estrada.

AYES: Trustee Estrada, Trustee Jensen, Trustee Rams.

ABSENT: Trustee Ganer, Trustee Traut.

MOTION approved.

16. Authorize Library Director to sign Amendment 1 to the Agreement between the Imperial County Office of Education (ICOE) and the Buena Park Library District for the Provision, Installation, and Maintenance of Advanced Network (Data) Services

Director Medina noted that Imperial County Office of Education is the new aggregator for CENIC. Agenda Item number 17 allows ICOE to act on our behalf.

MOTION by Trustee Estrada to authorize the Library Director to sign Amendment 1 to the Agreement between ICOE and the Buena Park Library District.

SECOND by Trustee Rams.

AYES: Trustee Estrada, Trustee Jensen, Trustee Rams.

ABSENT: Trustee Ganer, Trustee Traut.

MOTION approved.

17. Authorize Library Director to sign Letter of Agency confirming the District's participation in the Corporation for Education Network Initiatives in California (CENIC) Consortium for E-rate and California Teleconnect Fund (CTF) and authorizing CENIC and Imperial County of Education (ICOE) to act on the District's behalf for the purposes specified in the Letter of Agency

MOTION by Trustee Estrada to authorize the Library Director to sign the Letter of Agency.

SECOND by Trustee Rams.

AYES: Trustee Estrada, Trustee Jensen, Trustee Rams.

ABSENT: Trustee Ganer, Trustee Traut.

MOTION approved.

18. Plan of Service 2024 -2025 (receive and file)

Trustee Rams stated the Plan of Service was clear and well-presented.

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July 2, 2024

19. CSDA Board of Directors Election – Term 2025-2027; Seat A – Southern Network

After a brief discussion, the Board chose not to vote for any candidate.

20. Authorize Trustee(s) to attend the CSDA Annual Conference and Exhibitor Showcase

MOTION by Trustee Rams to authorize interested Trustees the ability to attend the CSDA Annual Conference and Exhibitor Showcase.

SECOND by Trustee Estrada.

AYES: Trustee Estrada, Trustee Jensen, Trustee Rams.

ABSENT: Trustee Ganer, Trustee Traut.

MOTION approved.

FUTURE AGENDA ITEMS

21. Agenda preparation for the next regular date meeting which will be held on August 6, 2024, unless rescheduled by the Library Board of Trustees.

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.

22. Personnel Action

- a. Reclassification of Paulina Garcia to PT Library Assistant at Step 1 on the Salary Schedule effective June 28, 2024.
- b. Merit increase for PT Library Clerk, Liam Macdonald, to Step 3 on the Salary Schedule effective July 12, 2024.
- c. Merit increase for PT Library Clerk, Joshua Cantu, to Step 2 on the Salary Schedule effective July 26, 2024.
- d. Merit increase for PT Library Page, Randy Richter, to Step 6 on the Salary Schedule effective July 26, 2024.

MOTION by Trustee Rams to approve the Consent Calendar.

SECOND by Trustee Estrada.

AYES: Trustee Estrada, Trustee Jensen, Trustee Rams.

ABSENT: Trustee Ganer, Trustee Traut.

MOTION approved.

MINUTES
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CLOSED SESSION

23. Public Employee Discipline/Dismissal/Release (Gov. Code, 54957 (b)(1))

MOTION by Trustee Rams to enter closed session at 6:12 p.m.
SECOND by Trustee Estrada.

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

MOTION approved.

The Board reconvened in open session at 7:23 p.m. and with no reportable action.

ADJOURNMENT


22. Adjournment

MOTION by Trustee Rams to adjourn the meeting.
SECOND by Trustee Estrada.

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

MOTION approved. The meeting was adjourned at 7:24 p.m.

Submitted by,



Brenda Estrada
Secretary