

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
May 4, 2021

**Due to the Governor of California's Executive Order N-33-20 (Stay at Home order) this meeting was held online via zoom. **

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

PLEDGE OF ALLEGIANCE: President Pro Tem Ganer led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Pat Ganer, L. Carole Jensen, Al Salehi.
Trustee Rams arrived at 5:35 p.m.

Staff Present: Library Director Mary McCasland, Circulation Services Supervisor Caroline Wilkins, Public Services Supervisor Helen Medina, Technology & Support Services Supervisor Ann Duarte, Business Officer Marina Tutty, Librarian Nicole Hight, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of April 6, 2021

MOTION by Trustee Salehi to approve the minutes of April 6, 2021, as presented.
SECOND by Trustee Jensen.

AYES: Trustee Ganer, Trustee Jensen, Trustee Salehi.
ABSTAIN: Trustee Castaneda
ABSENT: Trustee Rams

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

The Mayor Pro Tem from the City of Buena Park, Sunny Park, was introduced and gave a brief overview of the City's Human Relations Committee that was created last year to address diversity and inclusion. She expressed interest in having the Library District collaborate with this new committee.

The Chair of the Human Relations Committee, Elizabeth Gonzalez, also addressed the Board regarding the committee's objectives.

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

No comments.

APPROVED June 1, 2021

MINUTES
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III. CORRESPONDENCE

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

None.

- b) Director's Report

The Director thanked Librarian Gloria Nguyen for arranging for the Orange County One-Stop Mobile Unit to set up at the Library on Mondays in the month of May.

The Director participated in virtual meetings with Assembly member Quirk Silva and State Senator Bob Archuleta. The meetings were arranged by CSDA to garner support and urge the State of California to extend Special Districts access to Coronavirus relief funds.

Trustee Ganer thanked staff for staying late and working on weekends to get projects done.

Trustee Ganer asked how the Library promotes the different services offered at the Library. The Director stated the Library uses social media and flyers to get out the information. The other organizations that collaborate with the Library also promote the services being offered.

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

- a) Balance Sheet as of April 30, 2021

No comments.

- b) Revenue – \$2,887,067 and Expenditures - \$2,236,209 Budget vs. Actual Report
July 1, 2020 through April 30, 2021

The Director mentioned the District had received the latest installment of property taxes.

- c) Quarterly Cash Flow Trend Analysis

No comments.

- d) CERBT Quarterly Statement

No comments.

- e) CERBT Account Update

No comments.

- f) Check Register as of April 30, 2021

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g) Monthly Statistical Reports for April 2021

The Director pointed out the YA Library Loot Box program created by Librarian Nicole Hight to engage the teen population. This month she had 10 participants which is a great turnout. The Director also mentioned that Librarian Ruth Cho has begun a LIVE Storytime on Zoom which allows her to interact with the children, each week the number of attendees is growing.

V. NEW BUSINESS

a) Analysis of draft budget and projected income

Trustee Ganer and Trustee Rams appreciated the thoroughness and explanations provided with the draft budget.

b) Review and approve proposal from O'Connell Landscape Maintenance for landscape maintenance services

MOTION by Trustee Ganer to approve the proposal from O'Connell Landscape Maintenance.
SECOND by Trustee Salehi.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Salehi.

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Gann Limit Resolution in June
- b) Annual Investment Policy review in June
- c) Adoption of Final Budget in July
- d) Review of past year's Service Accomplishments in July
- e) Service Objectives for new fiscal year in July

VII. CONSENT CALENDAR

a) Personnel Action

1. Merit increase for Librarian Nicole Hight to Step 3 on the Salary Scale effective May 7, 2021.
2. Merit increase for Librarian Gloria Nguyen to Step 3 on the Salary Scale effective May 7, 2021.
3. Merit increase for PT Library Clerk Mario Delgado to Step 4 on the Salary Scale effective May 21, 2021.
4. Merit increase for PT Library Clerk Fiorella Casella to Step 3 on the Salary Scale effective May 21, 2021.

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

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AYES: Trustee Castaneda, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Salehi.

Motion approved.

ADJOURNMENT

Prior to the adjournment of the meeting, Trustee Rams wished Trustees Castaneda and Ganer a Happy Teacher Appreciation Week.

MOTION by Trustee Salehi to adjourn the meeting.
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Salehi.

Motion approved. The meeting stood adjourned at 6:05 p.m.

Submitted by,

Irene Castaneda
Secretary