

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
January 7, 2020

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

PLEDGE OF ALLEGIANCE: President Ganer led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Pat Ganer, Rick Rams, Dennis Salts.
Trustee Al Salehi was absent.

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

I. ACTION ON MINUTES

a) Regular Meeting of December 3, 2019

MOTION by Trustee Salts to approve the minutes of December 3, 2019 as presented.
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salts.

ABSENT: Trustee Salehi.

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

None.

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

Trustee Castaneda thanked staff for putting on a wonderful Holiday dinner last month.

c) Volunteer Guild Report

The Director reported the Guild made \$1,477 in the month of December.

III. CORRESPONDENCE

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

No comments.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
January 7, 2020

b) BPLD Staff Milestone

The Director introduced Library Page Randy Richter who was presented with a Certificate of Appreciation for his 5 years of Service to the Buena Park Library. The Director stated Randy initially volunteered at the Library and was later hired as a Library Page. Randy is a reliable employee who assists at the passport check-in desk, shelving and shelf reading. He is also a long-time member of the Buena Park Chorus.

c) Directors Report

The Director mentioned the Library District had received Pass-through funds in the amount of \$318,000 and \$600,000 from the RDA Dissolution fund. She stated the RDA Dissolution Revenue is not included in the budgeted revenue and is considered one-time funds. The Director stated these funds assist with paying down the District's pension liability, as well as funding necessary improvements to the Library building.

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

a) Balance Sheet as of December 31, 2019

No comments.

b) Revenue – \$1,284,008 and Expenditures - \$1,319,943 Budget vs. Actual Report
July 1, 2019 through December 31, 2019

No comments.

c) Check Register as of December 31, 2019

No comments.

d) Monthly Statistical Reports for December 2019

The Director noted book check-outs are up 16% compared to December 2018.

V. NEW BUSINESS

a) Mid-Year Budget Review

The Director stated spending and revenue is on track with what was approved in July 2019. She stated the janitorial supplies category was expected to exceed the budgeted amount. Trustee Rams asked if the Library has considered using air hand dryers to reduce paper waste. The Director stated they had been considered during the bathroom remodel in 2015, however staff was concerned about the noise they would create. She stated staff would consider them when making future upgrades to the other restrooms in the Library.

MOTION by Trustee Salts to receive and file the Mid-year budget review.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
January 7, 2020

SECOND by Trustee Rams.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salts.

ABSENT: Trustee Salehi

MOTION approved.

b) Mid-Year Plan of Service Review

MOTION by Trustee Salts to receive and file the Mid-year plan of service review.

SECOND by Trustee Rams.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salts.

ABSENT: Trustee Salehi

MOTION approved.

c) Review and approval of questions for Library Director Survey

After a brief discussion it was agreed to add the following question to the survey.

“What specific recommendations would you give the Board of Trustees to improve the operations of the Library?”

MOTION by Trustee Rams to approve the survey questions with the addition of one question.

SECOND by Trustee Salts.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salts.

ABSENT: Trustee Salehi

MOTION approved.

d) Review and approval of the new library logo

After a brief discussion, the trustees asked for a few minor modifications be made to the logo.

MOTION by Trustee Salts to approve the new library logo with the recommended changes.

SECOND by Trustee Castaneda

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salts.

ABSENT: Trustee Salehi

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Review of Fees and Fines in February
- b) Closed session – Personnel Evaluation for Library Director in February
- c) National Library Week Proclamation in March

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
January 7, 2020

d) Annual Review of the Record Retention Policy in March

VII. CONSENT CALENDAR

a) Personnel Action

1. Merit increase for Librarian Helen Koo to Step 2 on the Salary Scale effective December 20, 2019.
2. Merit increase for Librarian Yoonha Hwang to Step 2 on the Salary Scale effective January 3, 2020.
3. Merit increase for Library Clerk II Ashley Parker to Step 8 on the Salary Scale effective January 17, 2020.
4. Merit increase for PT Library Assistant Martin Lebria to Step 3 on the Salary Scale effective January 17, 2020.
5. Merit increase for PT Library Assistant Pamela Pedro to Step 3 on the Salary Scale effective January 17, 2020.
6. Merit increase for PT Page Bethany Marier to Step 2 on the Salary Scale effective January 31, 2020.

MOTION by Trustee Rams to approve the consent calendar.
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salts.
ABSENT: Trustee Salehi.

Motion approved.

ADJOURNMENT

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

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salts.
ABSENT: Trustee Salehi.

Motion approved. The meeting stood adjourned at 6:15 p.m.

Submitted by,



Richard Rams
Secretary