

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 6, 2022

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

PLEDGE ALLEGIANCE

ROLL CALL

Board Members Present: Irene Castaneda, Pat Ganer, Carole Jensen, Richard Rams, Al Salehi.

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

I. ACTION ON MINUTES

a) Regular Meeting of March 1, 2022

MOTION by Trustee Ganer to approve the minutes of March 1, 2022, as presented.
SECOND by Trustee Castaneda.

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

MOTION approved.

b) Special Meeting of March 9, 2022

MOTION by Trustee Salehi to approve the minutes of March 9, 2022, as presented.
SECOND by Trustee Castaneda.

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

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

No comments.

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

Trustee Salehi shared poems he wrote about the war in Ukraine.

In honor of National Library Worker's day, President Rams thanked the Buena Park Library District staff for all they do to support our Library and the community.

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III. CORRESPONDENCE

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

No comments.

- b) Recognition of BPLD Trustee Castaneda

President Rams presented Trustee Castaneda with a plaque to thank her for service on the Board of the Buena Park Library. She has served on the Board for 6 years. Trustee Castaneda would be resigning from her seat because she is moving out of the city of Buena Park.

Library Services Supervisor Helen Medina presented Trustee Castaneda with a gift from the Buena Park Library staff and thanked her for her service. She stated Library staff always enjoyed seeing her at Bellis Park.

President Rams stated Trustee Castaneda is an inspiration and great role model for her children demonstrating what it means to serve her community.

Trustee Ganer stated it is amazing what Trustee Castaneda has been able to do at such a young age, serving on two different Boards to serve her community. Trustee Ganer stated it has been a pleasure to have Trustee Castaneda on the Board.

Trustee Castaneda stated it has been an honor to serve on the Board of Trustees. She grew up coming to this Library as a child and she thanked the Board for welcoming her and was grateful to be a part of a wonderful community. She also thanked former Trustees Dennis Salts and Mary Fuhrman for their mentorship when she was first elected to the Board.

- c) Director's Report

President Rams asked Helen Medina to provide the update left by Library Director Mary McCasland.

Helen Medina stated the Library would issue a Press Release announcing the vacant seat on the Board and asking interested parties to apply.

She added the Library has received positive reviews on Yelp, as well as, a handwritten thank you letter from a patron who received great customer service.

It was noted that there has been an increase in homeless population sleeping overnight on Library property. The police were called and asked to patrol the parking lot more frequently.

President Rams gave a shoutout to Circulation Services Supervisor Caroline Wilkins and her team for providing great customer service to patrons looking to process their passports.

Trustee Ganer stated the letters of praise show that although interactions may not seem substantial, they do make an impact on those that are being served. She stated she was impressed by the number of grants staff has been able to secure. She stated grants make a difference in programs the Library is able to offer.

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President Rams stated he was impressed the State Library is offering passes to state parks to all libraries in California

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

a) Balance Sheet as of March 31, 2022

It was noted the Library expects to receive the secured property tax revenue in late April.

b) Revenue – \$3,030,729 and Expenditures - \$2,251,446 Budget vs. Actual Report
July 1, 2021, through March 31, 2022

No comments.

c) Check Register as of March 31, 2022

No comments.

d) Monthly Statistical Reports for March 2022

There has been an increase in foot traffic within the Library over the past few months, which is great.

V. NEW BUSINESS

a) Annual Review of BPLD Library Fund Balance and Reserve Policy

No changes were recommended.

b) Review of Capital Improvement Projects

MOTION by Trustee Salehi to approve the Capital Improvement Plan.
SECOND by Trustee Ganer.

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

MOTION approved.

c) Declaration of Qualification to vote in the OC LAFCO Special District Selection Committee Election

MOTION by Trustee Ganer to designate Rick Rams as the authorized voting member of the Board.
SECOND by Trustee Castaneda.

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

MOTION approved.

MOTION by Trustee Rams to designate Pat Ganer as the authorized alternate voting member of the Board.

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SECOND by Trustee Castaneda.

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

MOTION approved.

d) Recommendation and approval for employment of selected candidate as Library Director

President Rams stated the Board had the responsibility of selecting the next Library Director and after careful deliberation they are recommending Helen Medina as the next Library Director. He stated the Board looks forward to working collaboratively with Helen and providing her the support needed to lead the Library into the future.

MOTION by Trustee Jensen to approve the offer of employment as the next Library Director to Helen Medina.

SECOND by Trustee Castaneda.

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

MOTION approved.

e) Election of Officer – Secretary

MOTION by Trustee Ganer to nominate Carole Jensen as Board Secretary.

SECOND by Trustee Castaneda.

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

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Analysis of draft Budget and project income in May
- b) Gann Limit Resolution in June
- c) Annual Investment Policy review in June

President Rams noted that there would also be a special meeting scheduled in May to interview prospective candidates for the vacant Trustee position.

VII. CONSENT CALENDAR

a) Personnel Action

1. Merit increase for PT Library Clerk, Perla Salazar, to Step 2 on the Salary Scale effective April 8, 2022.
2. Merit increase for Technology and Support Services Supervisor Ann Duarte to Step 4 on the Salary Scale effective April 22, 2022.
3. Merit increase for Senior Library Clerk, Brenda Gomez, to Step 4 on the Salary Scale effective April 22, 2022.

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4. Merit increase for Administrative Assistant, Patty Salas, to Step 6 on the Salary Scale effective April 22, 2022.

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

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

Motion approved.

ADJOURNMENT


President Rams asked for a motion to adjourn the meeting in honor of Library Director Mary McCasland who will be retiring after 35 years of service and dedication to the Library and Buena Park community.

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

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

Motion approved. The meeting stood adjourned at 6:01 p.m.

Submitted by,



Carole Jensen
Secretary