

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
March 31, 2020

This meeting was held via Zoom video conference/dial-in conference

CALL TO ORDER: President Ganer called the meeting to order at 3:00 p.m.

PLEDGE OF ALLEGIANCE: President Ganer led the flag salute.

ROLL CALL

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

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

I. ACTION ON MINUTES

a) Emergency Meeting of March 13, 2020

MOTION by Trustee Salts to approve the minutes of March 13, 2020, as presented.
SECOND by Trustee Castaneda.

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

Not on call at time of vote: Trustee Salehi.

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

None.

III. CORRESPONDENCE

a) Directors Report

The Director advised the Trustees there is a homeless encampment growing behind the Library. She informed the Trustees that she would keep them posted as this is an evolving situation.

The Director informed Trustees that a former Librarian passed away this week at home. Bruce Pasarow had worked for the Library District for 36 years.

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

Approved May 5, 2020

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- a) Revenue – \$2,575,147 and Expenditures - \$1,927,395 Budget vs. Actual Report
July 1, 2019 through March 30, 2020

President Ganer stated the current financial status reports were provided so Trustees would be able to make an informed decision. The Director stated we have received almost all the revenue that was expected for the current financial year and the District is in a comfortable position at this time.

V. NEW BUSINESS

- a) Extend the Library District closure until the termination of or modification of the California Governor’s Order N-33-20, directing all residents in the State of California to stay home except as needed to maintain critical infrastructure as defined in the Order

President Ganer stated the original closure was set through the end of March, but the Board was aware the date may need to be modified.

MOTION by Trustee Rams to extend the Library closure until the termination or modification of the California Governor’s Order N-33-20.
SECOND by Trustee Salehi.

Trustee Rams stated the Library District should abide by the Governor’s directive to stay at home and felt it was necessary as Library staff deals with the public, this was the general consensus of the Board. The Board agreed it would be best to not set a firm date for reopening, at this time, and to follow the directive of the state Governor.

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

MOTION approved.

- b) Adopt Resolution 2020-01: A resolution of the Board of Trustees of the Buena Park Library District authorizing paid administrative leave to specified employees during the State of California Declaration of Emergency

The Director stated she consulted with another Library Special District and agreed a formal resolution would be needed due to the extent of the State of Emergency.

Trustee Rams asked if this resolution would allow the Library to receive any type of reimbursement from the State or Federal government. The Director said she was not aware of any relief funds at this current time, but she would continue to monitor the situation.

MOTION by Trustee Salts to adopt resolution 2020-01.
SECOND by Trustee Castaneda.

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

Resolution adopted unanimously.

- c) Review and approve the Coronavirus (COVID-19) Leave policy

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The Director stated this policy was written to be able to inform staff of the different options available to them.

MOTION by Trustee Salehi to approve the Coronavirus Leave Policy.
SECOND by Trustee Salts.

MOTION approved.

VI. CONSENT CALENDAR

a) Personnel Action

1. Merit increase for PT Clerk Yesenia Sandoval to Step 9 on the Salary Scale effective April 10, 2020.
2. Merit increase for Administrative Assistant Patty Salas to Step 6 on the Salary Scale effective April 24, 2020.
3. Merit increase for Technical Services Supervisor Ann Duarte to Step 6 on the Salary Scale effective April 24, 2020.

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

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

Motion approved.

The Director asked the Board if the Regular Meeting of April 7 would be cancelled. The Board agreed the Regular Meeting on April 7 would not be held.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 3:25 p.m.

Submitted by,

Richard Rams
Secretary

Approved May 5, 2020