

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
June 5, 2018

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: Patricia Ganer, Al Salehi, Dennis Salts, Rajen Vurdien
Absent: Irene Castaneda

Staff Present: Library Director Mary McCasland, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, Librarians Mary Ivelia and Phyllis Nisle, Outreach Coordinator Brenda Gomez and Administrative Assistant Patty Salas

I. ACTION ON MINUTES

a) Regular Meeting of April 3, 2018

MOTION by Trustee Salts to approve the minutes of April 3, 2018 as presented.
SECOND by Trustee Salehi.

AYES: Trustee Salts, Trustee Ganer, and Trustee Salehi.
ABSENT: Trustee Castaneda
ABSTAIN: Trustee Vurdien

b) Regular Meeting of May 1, 2018

This item was postponed due to the absence of Trustee Castaneda.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

No members of the public were in attendance.

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

Trustee Salts reported he attended the Buena Park Memorial Day ceremony.

c) Volunteer Guild Report

The Director reported the Guild had made almost \$2,500 in the month of May.

III. CORRESPONDENCE

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

Trustee Vurdien asked if both eBook and hard copies of books requested are purchased. The Director replied that most patrons will specify which format they are requesting. Librarian Phyllis Nisle also stated that not all books are available in eBook format.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
June 5, 2018

b) Director's Report

The Director stated the Library had received a significant donation from an anonymous donor. This particular individual has donated \$9,000 to the library over the past 18 months. The Director also mentioned we had received a generous donation from the Patel Family. They have been annual donors for several years.

The Director advised the Board of an upcoming fundraiser for the library being held at Rock & Brews Restaurant in Buena Park.

The Director stated the Summer Reading Program Kickoff was last weekend and went really well. She introduced the three staff members in attendance who would provide the Board with a description of upcoming planned events.

Librarian Phyllis Nisle described the various programs she has planned for the Teen Summer Reading Program. Phyllis stated the Teen's Reading Program kickoff was scheduled for that evening. Porto's restaurant generously donated food for her Kickoff event.

Children's Librarian Mary Ivelia told the Board about the many programs she has scheduled throughout the summer. Every Thursday night there will be a show by various performers.

Outreach Coordinator Brenda Gomez stated the Library's Outreach team will be heading to six different locations each week throughout the summer.

The Director shared a rendering of the proposed Library monument sign with the Board of Trustees. She said staff is continuing to work with the architect to finalize the design.

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

a) Balance Sheet as of May 31, 2018

No comments.

b) Revenue – \$3,547,203 and Expenditures – \$2,782,017 Budget vs. Actual Report July 1, 2017 through May 31, 2018

No comments.

c) Check Register as of May 31, 2018

No comments.

d) Monthly Statistical Reports for May 2018

Trustee Salehi noted there was a 3% decrease in webpage views in comparison to May 2017 and asked if the Library has any advertisement campaigns for our website. The Director stated the library is not paying for any advertising campaigns at this time.

V. NEW BUSINESS

a) Approval of Resolution #2018-01 Establishing the Upper Limit of Appropriations for 2018-19 at \$9,925,716

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
June 5, 2018

MOTION by Trustee Salts approving Resolution #2018-01.
SECOND by Trustee Vurdien.

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

Motion approved.

b) Annual Review of the Investment Policy

No changes were recommended.

MOTION by Trustee Salehi indicating the Board has reviewed and approved the Investment policy as is.
SECOND by Trustee Vurdien.

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

Motion approved.

c) Approval of recommended changes to the Library's Code of Conduct

MOTION by Trustee Salts to approve the recommended changes to the Library's Code of Conduct.
SECOND by Trustee Salehi.

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

Motion approved.

d) Biennial Review of the Conflict of Interest Code

Trustee Ganer stated this item is required by the County of Orange Board of Supervisors.

MOTION by Trustee Vurdien to approve the removal of the Librarian II position from the list of positions required to submit Form 700.
SECOND by Trustee Salts.

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

e) Review of the Transmittal of Election Information for the District

No action necessary.

f) Consideration of the Candidate Statement for the November Election Ballot

MOTION by Trustee Salts to approve a Candidate Statement of 200 words to be paid by the candidate.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
June 5, 2018

SECOND by Trustee Salehi.

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

VI. FUTURE AGENDA ITEMS

- a) Adoption of Final Budget in July
- b) Review of the Past Year’s Service Accomplishment in July
- c) Service Objectives for new fiscal year in July

VII. CONSENT CALENDAR

a) Personnel Action

- 1. Resignation of Library Page, Ingrid Adams, effective April 27, 2018.
- 2. Merit increase for Library Director, Mary McCasland, to Step 4 on the Salary Scale effective June 8, 2018.
- 3. Merit increase for P/T Library Assistant, Hannah Blatchford, to Step 3 on the Salary Scale effective June 8, 2018.
- 4. Merit increase for P/T Library Clerk I, Tomas Moran, to Step 2 on the Salary Scale effective June 8, 2018.
- 5. Merit increase for P/T Library Clerk I, Trevor Lepich, to Step 4 on the Salary Scale effective June 22, 2018.
- 6. Merit increase for P/T Library Clerk I, Pamela Pedro, to Step 2 on the Salary Scale effective June 22, 2018.

MOTION by Trustee Salts to approve the Consent Calendar.
SECOND by Trustee Salehi.

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

Motion approved.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:17 p.m.

Submitted by,

Dennis Salts
Board Secretary

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
June 5, 2018

SECOND by Trustee Salehi.

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

VI. FUTURE AGENDA ITEMS

- a) Adoption of Final Budget in July
- b) Review of the Past Year's Service Accomplishment in July
- c) Service Objectives for new fiscal year in July

VII. CONSENT CALENDAR

a) Personnel Action

- 1. Resignation of Library Page, Ingrid Adams, effective April 27, 2018.
- 2. Merit increase for Library Director, Mary McCasland, to Step 4 on the Salary Scale effective June 8, 2018.
- 3. Merit increase for P/T Library Assistant, Hannah Blatchford, to Step 3 on the Salary Scale effective June 8, 2018.
- 4. Merit increase for P/T Library Clerk I, Tomas Moran, to Step 2 on the Salary Scale effective June 8, 2018.
- 5. Merit increase for P/T Library Clerk I, Trevor Lepich, to Step 4 on the Salary Scale effective June 22, 2018.
- 6. Merit increase for P/T Library Clerk I, Pamela Pedro, to Step 2 on the Salary Scale effective June 22, 2018.

MOTION by Trustee Salts to approve the Consent Calendar.
SECOND by Trustee Salehi.

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

Motion approved.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:17 p.m.

Submitted by,



Dennis Salts
Board Secretary