

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
August 1, 2023

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Brenda Estrada, Pat Ganer, L. Carole Jensen, Rick Rams, Cheyenne Traut.

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

Also Present: Bookstore Manager Marilyn Lowry and Volunteer Guild President Wendy Erdtsieck

**ACTION ON MINUTES**

4. Regular Meeting of July 11, 2023

MOTION by Trustee Ganer to approve the minutes of July 11, 2023, as presented.

SECOND by Trustee Traut.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Traut.

ABSTAIN: Trustee Rams.

MOTION approved.

**ORAL COMMUNICATIONS**

5. From Public Concerning Non-agenda Items

There were no public comments.

6. Board Members' Reports on Conferences Attended or Meetings Scheduled

No comments.

**CORRESPONDENCE**

7. Patrons' suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations

President Rams noted staff had received an anonymous request for a zoom booth. Library Director Medina stated the Library does not have a private area for patrons to take phone calls or participate in a

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teleconference. She stated at the moment the Library only has a large quiet study room. She said individual study rooms may be on the list for future construction projects.

8. Buena Park Library District Volunteer Guild Report

Library Director Medina stated Bookstore Manager Marilyn Lowry and Volunteer Guild President Wendy Erdtsieck were present. The Library Director had been notified that the bookstore made \$684 and the book nook had made \$650 in July. The Director asked Ms. Lowry and Ms. Erdtsieck if they wanted to add anything to their report. They declined. The Board of Trustees thanked them for their support of the Library. Trustee Jensen asked if it is possible for the Guild to list the titles of books available online. She didn't think so but thought she would ask. Ms. Lowry stated that's not possible, but customers could call to see if a particular book was available.

9. Director's Report

President Rams stated the Library would soon be closing for the second half of the HVAC project. Library Director Medina stated it is good timing for the air handlers to be replaced because staff has needed to manually restart them daily over the past few weeks. She noted there are a few pre-construction meetings coming up in the next few weeks with Vincor Construction, Inc. and Western Allied. Library staff was awaiting pricing for the asbestos abatement and the replacement of the fire rated doors. It was noted that the rear area of the parking lot would be fenced off for security reasons. The fencing would also be an additional cost.

Director Medina advised the Board that journalists from the San Francisco Chronicle would be contacting them via district email.

The Library had a \$2,000 plumbing repair this past week due to a clogged drain and broken faucet.

The Library was invited to a Fishing Derby by Supervisor Chaffee's office. Trustee Jensen stated it is a fun event. The Library Director stated the event would be on Saturday, September 16 and invited any interested Board members to attend.

Trustee Ganer asked if any patrons have complained about any library materials. The Library Director stated a couple of patrons had asked if the Buena Park Library had received any requests to ban books. The Library has not received any complaints about library materials.

Trustee Jensen asked about the recent vandalism at the library.

**FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR**

10. Balance Sheet as of July 31, 2023

No comments.

11. Revenue – \$25,461 and Expenditures - \$157,006 Budget vs. Actual Report  
July 1, 2023, through July 31, 2023.

No comments.

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12. Quarterly Cash Flow Trend Analysis

No comments.

13. Check Register from July 31, 2023

No comments.

14. Monthly Statistical Reports for July 2023

Library Director Medina stated statistical reports would be one month behind going forward to allow staff time to analyze numbers prior to the Board meeting.

**NEW BUSINESS**

15. Consideration and approval of expenses exceeding budgeted categories for fiscal year 2022-2023

MOTION by Trustee Jensen to approve expenses exceeding budgeted categories: Communication (0700), Maintenance – Structures (1400), Professional & Specialized Services (1900), and Utilities (2800). SECOND by Trustee Ganer.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved.

16. Discuss and approve rescheduling the regular September Board meeting

The Board discussed rescheduling the Board meeting due to construction in the Library.

MOTION by Trustee Jensen to reschedule the September 2023 Board meeting to September 19 at 5:30 p.m. SECOND by Trustee Traut.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved.

17. Discussion regarding “No Smoking” policy updates

The Board discussed the recently enacted no smoking ordinance implemented by the City of Buena Park. The Ordinance would take effect in August 2023. The Board provided staff direction to prepare new No Smoking policies to approve at a later date.

**FUTURE AGENDA ITEMS**

18. Agenda preparation for the August regular date meeting which will be held on September 19, 2023, unless rescheduled by the Library Board of Trustees

**CONSENT CALENDAR**

19. Personnel Action

- a) Status change for Bailey Porras, from part time to full time Library Assistant, effective July 14, 2023.

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- b) Reclassification of Joshua Cantu, from PT Page to PT Library Clerk, at Step 1 on the Salary Scale effective July 14, 2023.
- c) Merit increase for Circulation Services Supervisor, Caroline Wilkins, to Step 4 on the Salary Scale effective August 11, 2023.
- d) PT Library Page, Fahmeeda Simjee, unpaid leave of absence July 24 – September 30, 2023.

MOTION by Trustee Ganer to approve the Consent Calendar.  
SECOND by Trustee Estrada.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved.

**CLOSED SESSION**

20. Public Employee Discipline/Dismissal/Release (Gov. Code, 54957 (b)(1))

MOTION by Trustee Jensen, SECONDED by Trustee Ganer to enter closed session at 5:58 p.m.  
AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved.

The Board reconvened in open session at 6:26 p.m. There was no reportable action taken.

**ADJOURNMENT**

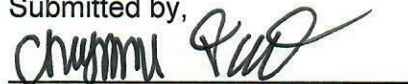
21. Adjournment

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

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved. The meeting was adjourned at 6:26 p.m.

Submitted by,



Cheyenne Traut  
Secretary