

AGENDA
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE BUENA PARK LIBRARY DISTRICT
 7150 La Palma Avenue

March 5, 2019

5:30 p.m. Library Board Room

**(Distributed agenda information viewable/obtainable in Administration Office.
 Agenda and Minutes at www.buenaparklibrary.org)**

		IC	PG	RR	AS	DS
CALL TO ORDER	_____					
PLEDGE OF ALLEGIANCE						
ROLL CALL						
	Present	___	___	___	___	___
	Absent	___	___	___	___	___
	Also	___	___	___	___	___
I. ACTION ON MINUTES						
a) Regular Meeting of February 05, 2019						
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
II. ORAL COMMUNICATIONS						
a) From Public Concerning Non-agenda Items						
b) Board Members' Reports on Conferences Attended or Meetings Scheduled						
c) Volunteer Guild Report						
III. CORRESPONDENCE						
a) Patrons' Suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations						
b) BPLD Employee Milestones						
c) Director's Report						
IV. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR						
a) Balance Sheet as of February 28, 2019						
b) Revenue – \$2,294,923 and Expenditures – \$1,803,248 Budget vs. Actual Report July 1, 2018 through February 28, 2019						
c) Check Register as of February 28, 2019						
d) Monthly Statistical Reports for February 2019						
V. NEW BUSINESS						
a) National Library Week Proclamation Request						
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

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		IC	PG	RR	AS	DS
b) Annual Review of the Record Retention Policy	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
c) Review and approval of the purchase of 20 computers for the computer center	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

VI. FUTURE AGENDA ITEMS

- a) Annual Evaluation of Staffing Levels in April
- b) Review of Salary Comparisons in April
- c) Annual Review of BPLD Library Fund Balance and Reserve Policy in April
- d) Review of Capital Improvement Projects in April
- e) Analysis of draft Budget and projected income in May

VII. CONSENT CALENDAR

Motion	___	___	___	___	___
2nd	___	___	___	___	___
Ayes	___	___	___	___	___
Noes	___	___	___	___	___
Absent	___	___	___	___	___
Abstain	___	___	___	___	___

All matters listed under Consent Calendar will be acted upon by one motion affirming the action recommended on the Agenda. There will be no separate discussion on these items prior to voting unless members of the Board or the public request specific items to be removed from the Consent Calendar for separate action.

a) Personnel Action

1. Retirement of Public Services Supervisor Kathy Billings effective January 31, 2019.
2. New Hire, Chelenne Slaven, as Library Assistant at Step 5 on the Salary Scale effective February 11, 2019.
3. New Hire, Helen Medina, as Public Services Supervisor at Step 6 on the Salary Scale effective February 27, 2019.

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IC PG RR AS DS

4. Merit increase for PT Clerk Audra Anderson to Step 3 on the Salary Scale effective March 15, 2019.
5. Merit increase for System Services Supervisor Doug Mason to Step 9 on the Salary Scale effective March 29, 2019.
6. Merit increase for PT Clerk Mavely Fajardo to Step 6 on the Salary Scale effective March 29, 2019.
7. Merit increase for PT Page Marjorie Portillo to Step 2 on the Salary Scale effective March 29, 2019.
8. Merit increase for PT Page Simone Williams to Step 2 on the Salary Scale effective March 29, 2019.

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	IC	PG	RR	AS	DS
ADJOURNMENT _____					
Motion	___	___	___	___	___
2nd	___	___	___	___	___
Ayes	___	___	___	___	___
Noes	___	___	___	___	___
Absent	___	___	___	___	___
Abstain	___	___	___	___	___