

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
April 4, 2023

CALL TO ORDER: President Rams called the meeting to order at 5:31 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Staff Present: Library Director Helen Medina, Business Officer Marina Tutty, and Administrative Assistant Patty Salas.

PUBLIC HEARING

Public Hearing to Consider an Increase to Certain Administrative Fees Pursuant to Government Code section 54954.6

The Public Hearing was opened at 5:32 p.m. President Rams stated the Board would approve or deny the proposed fee increase during the New Business portion of the meeting. There was no one from the public present to provide comment.

The Public Hearing was closed at 5:33 p.m.

The Board meeting resumed.

I. ACTION ON MINUTES

a) Regular Meeting of March 7, 2023

MOTION by Trustee Ganer to approve the minutes of March 7, 2023, as presented.

SECOND by Trustee Traut.

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

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

There were no public comments.

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

No comments.

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III. CORRESPONDENCE

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

Library Director Helen Medina followed up on a question from last month's meeting regarding patron requests – she stated Korean requests take longer to be received because they are often shipped from Korea and staff will wait until they have a certain number of requests before placing an order.

- b) Director's Report

Library Director Helen Medina provided the following updates:

- The Employee Lactation Space setup has been completed
- Trustee Ganer commended Library Assistant Joe Famolaro on his Science Saturday programs.
- Trustee Rams complimented the Library's social media team
- The demand for passport processing services has been very high. The library may be transitioning to an appointment system soon.

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

- a) Balance Sheet as of March 31, 2023

No comments.

- b) Revenue – \$2,758,580 and Expenditures - \$3,169,359 Budget vs. Actual Report July 1, 2022, through March 31, 2023.

No comments.

- c) Check Register as of March 31, 2023

No comments.

- d) Monthly Statistical Reports for March 2023

Storytime attendance has continued to grow over the past few months.

V. NEW BUSINESS

- a) Approval of the repeal of the Notary policy

MOTION by Trustee Jensen to approve repealing the Notary Policy.

SECOND by Trustee Estrada.

Trustee Ganer asked if staff has a list of nearby notary services. Director Medina stated she would follow up with Circulation Services Supervisor Caroline Wilkins to see if this resource is available.

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

MOTION approved.

- b) Adoption of Resolution 2023-3 authorizing a revision to the Fee Schedule effective July 1, 2023

MOTION by Trustee Ganer to adopt Resolution 2023-3 as presented.

SECOND by Trustee Jensen.

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

MOTION approved.

- c) Approval of proposal for Auditing Services from Harshwal and Company LLP in the amount of \$10,240

Trustee Ganer asked Business Officer Marina Tutty if she'd had a good experience working with this auditor the past few years. Marina confirmed it had been a good experience.

MOTION by Trustee Ganer to approve the proposal from Harswal and Company LLP in the amount of \$10,240.

SECOND by Trustee Traut.

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

MOTION approved.

- d) Approval of Prime Contract Potential Change Order with Vincor Construction in the amount of \$810

MOTION by Trustee Ganer to approve the potential change order with Vincor Construction in the amount of \$810.

SECOND by Trustee Estrada.

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

MOTION approved.

- e) Annual Review of Salary Schedule
- f) Annual Review of BPLD Library Fund Balance and Reserve Policy
- g) Review of Capital Improvement Projects

VI. FUTURE AGENDA ITEMS

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

VII. CONSENT CALENDAR

- a) Personnel Action

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1. Reclassification of Randy Richter to PT Library Page at Step 4 on the Salary Schedule effective April 7, 2023.
2. Merit increase for PT Library Clerk, Perla Salazar, to Step 3 on the Salary Schedule effective April 21, 2023.
3. Merit increase for Technology and Support Services Supervisor Ann Duarte to Step 6 on the Salary Schedule effective April 21, 2023.
4. Merit increase for Senior Library Clerk, Brenda Gomez, to Step 5 on the Salary Schedule effective April 21, 2023.

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

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

MOTION approved.

ADJOURNMENT

MOTION by Trustee Ganer to adjourn the meeting.  
SECOND by Trustee Estrada.

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

MOTION approved. The meeting was adjourned at 6:06 p.m.

Submitted by,



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Cheyenne Traut  
Secretary