

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 February 6, 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: Irene Castaneda, Patricia Ganer, Al Salehi
 Absent: Dennis Salts, Rajen Vurdien

Staff Present: Library Director Mary McCasland, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, and Interim Administrative Assistant Kathleen Bermosk

At this point in the meeting, President Ganer ask the permission of the attending Board members that Item VIII. CLOSED SESSION for the Performance Evaluation of the Library Director be tabled until the March meeting due to the absence of two Board members. She felt that all members of the Board should be present when the evaluation is conducted.

President Ganer gave the envelope with the employee survey responses to the Interim Administrative Assistant for safekeeping and making them available to the other trustees who may want to review them before the March meeting.

I. ACTION ON MINUTES

a) Regular Meeting of January 9, 2018

As there was no quorum of Board members that attended the January 9, 2018 meeting, the Minutes were tabled until the March 2018 meeting.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

No comments.

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

Trustee Castaneda said she attended the Buena Park School Kindergarten and TK Faire.

c) Volunteer Guild Report

The Director reported that the Volunteer Guild had made over \$1,851 in the month of January.

III. CORRESPONDENCE

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

Trustee Castaneda suggested the Library purchase a book, *What Do You Do with a Problem*, which is a favorite of hers and her children. The Director said she would pass on the suggestion to staff.

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President Ganer noticed that several of the Korean language books were by the same author and she wanted to know what kind of books they were. The Director said that they were a series of fiction titles written by a popular English-speaking author. The books have been translated into Korean.

b) Director's Report

The Director said she was pleased that while she was drafting her report, there were no patron incidents to write about. Unfortunately, last Friday, one patron hit another patron on the back of the head. They proceeded to run around the first floor, chasing one another. Staff called the police, but the man who started the fight left the building before police arrived. The victim of the assault, who is a regular patron, filed a police report. Cameras caught the action and staff will be on lookout for the assailant should he ever come in again. It was a very unusual event.

The Director pointed out that the Library received additional RDA Dissolution funds in January.

Passport fees will be increased on April 1, 2018, from \$25.00 to \$35.00 per application. The additional funds the Library receives will be used for increased postage and copying costs related to passport applications.

President Ganer asked about the financial literacy workshops to be held in the Library beginning in February. She wanted to be sure that the financial group that received the grant was not selling their products to the public. She was most concerned since an Executive Order, signed in the spring of this year, stated that financial agents no longer owe their prime responsibility to their clients, but to their company. The Director said the program was about teaching financial literacy and no products were being sold. A staff member will be present at each workshop.

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

a) Balance Sheet as of January 31, 2018

No comments.

b) Revenue – \$2,222,715 and Expenditures – \$1,445,082 Budget vs. Actual Report
July 1, 2017 through January 31, 2018

No comments.

c) Quarterly Cash Flow Trend Analysis

No comments.

d) CERBT Quarterly Statement

No comments.

e) Check Register as of January 31, 2018

No comments.

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f) Monthly Statistical Reports for January 2018

The Director noted that wireless logins continue to increase which means patrons are using the system. Trustee Salehi asked when the new wireless system would be available. The Director explained that the quote was received, but not in time for it to be placed on this month's agenda. It will be presented at the March meeting.

V. NEW BUSINESS

a) Review of Fines and Fees

President Ganer mentioned the memo from the Director, recommending the reduction of a late fee charge for DVDs and Ukuleles and removing the charge for replacement of a lost or damaged library card. Each recommendation will be discussed separately. The Director also included two articles giving arguments on both sides of the fines and fees issue.

MOTION by Trustee Castaneda to lower the late fee charge for DVDs and Ukuleles to \$0.25 per day. SECOND by President Ganer.

Trustee Salehi asked the Director why she was making this recommendation. The Director stated that not only has she had complaints that this late charge is too high, the cost of new DVDs have decreased substantially and checkouts have decreased somewhat due to streaming. If this change is approved, the loss will not be significant; however, a large late fee on a patron's card may keep them from returning to the Library. The Director said we want patrons to return and that loss would be far beyond dollars.

Trustee Salehi asked how many patrons with late fees never return. The Director did not have the actual figures. Trustee Salehi asked for other ways the money could be made up and that she present tangible statistics on how many patrons were being lost. He did not feel comfortable losing the revenue.

Trustee Castaneda said she would not like to lose patrons because of a charge for late DVDs on their library card. It stops people from coming in to the Library with their children and stops a positive cycle of coming in and checking out books. The Director agreed that the fines can add up quickly.

Trustee Salehi asked if there was a maximum fine for DVDs. The Director said if a late DVD was returned, there was a maximum fine of \$10. If the DVD was not returned, the patron would be charged the cost of the DVD and a \$10.00 processing fee. Patrons with excessive charges on their account are referred to a collection agency. About half of those sent to collections take action by returning the items and/or paying their fines.

The Director said that after reading the articles she sent to the Board and learning what other libraries are doing, she is not ready to do away with fines completely, but she definitely wants to eliminate the barriers for people who need to use the Library the most. A single mom who has a \$10 fine on her account may not return to the Library because of the large fine. For herself, children who do not have access to the Library is the point that's most bothersome. She sees reducing the fine to \$.25 as a minor adjustment compared to libraries that are removing fines altogether.

Trustee Castaneda said that changes like this have a big effect on families. We want parents and their children to come back and use the Library. She would not want the fines to stop them.

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Circulation Department Supervisor Caroline Wilkins stated that books are more expensive than DVDs and the late charge for a book is \$0.25 per day. A late charge for a DVD can actually be more than its original purchase price.

Trustee Salehi asked if our charge was on par with other libraries. Caroline stated our Library is on the high end of other libraries' charges.

President Ganer said she thinks that the percentage of the cost of the item is a powerful argument. The late charge for an expensive book is \$0.25 per day, while a cheap DVD is \$1.00 per day. She feels a \$0.25 charge across the board is a good policy.

The Director stated that fines were never meant to generate revenue. That's where you have to start on this.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi

ABSENT: Trustee Salts, Trustee Vurdien

Motion approved.

MOTION by Trustee Salehi to remove the \$1.00 charge to replace a lost or damaged library card.
SECOND by Trustee Salehi.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi

ABSENT: Trustee Salts, Trustee Vurdien

Motion approved.

The Director pointed out that these changes will go into effect on March 1, 2018.

VI. FUTURE AGENDA ITEMS

- a) National Library Week Proclamation in March
- b) Annual Review of the Record Retention Policy in March
- c) Annual Evaluation of Staffing Levels in April
- d) Review of Salary Comparisons in April
- e) Annual Review of BPLD Library Fund Balance and Reserve Policy in April
- f) Review of Capital Improvement Projects in April

President Ganer added that the Evaluation of the Library Director will take place in March.

Trustee Salehi asked the Director if staff planned anything to celebrate Persian New Year. The Director stated that last year they did a craft; however, this year it falls on St. Patrick's Day. So staff has decided to go back and forth each year to celebrate these holidays. Trustee Salehi said there are three components of the celebration and any of the three days could be used for celebrating. The Director said she would speak with staff about this.

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VII. CONSENT CALENDAR

a) Personnel Action

- 1. Resignation of P/T Library Page, Melyssa Adams, effective January 29, 2018.
- 2. Merit Increase for P/T Library Page, Ingrid Adams, to Step 3 on the Salary Scale, effective February 2, 2018.
- 3. Merit Increase for P/T Library Page, Bethany Marier, to Step 2 on the Salary Scale, effective February 2, 2018.
- 4. Merit Increase for P/T Library Page, Sarahana Poudel, to Step 2 on the Salary Scale, effective February 2, 2018.

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

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

Motion approved.

VIII. CLOSED SESSION

a) Public Employee Performance Evaluation
(Pursuant to Go. Code Section 54957)

- 1. Library Director

No action taken. Item tabled until next meeting, March 6, 2018.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:14 p.m.

Submitted by,



 President Ganer
 Board President