

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
November 5, 2019

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, Pat Ganer, Al Salehi, Dennis Salts,
Trustee Rick Rams was absent.

Staff Present: Library Director Mary McCasland, Public Services Supervisor Helen Medina,
Circulation Supervisor Caroline Wilkins, Business Officer Marina Tutty and
Administrative Assistant Patty Salas.

President Ganer asked the Board if they would agree to hear items III. b. and V. a. directly after item II. c. the Board agreed to move these items.

I. ACTION ON MINUTES

a) Regular Meeting of October 1, 2019

MOTION by Trustee Salts to approve the minutes of October 1, 2019, as presented.
SECOND by Trustee Castaneda.

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

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

None.

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

Trustee Salts reported that the Library Director would be receiving Cypress College's Americana Citizen of the Year Award for the City of Buena Park. The Board congratulated the Director on this honor.

Trustee Castaneda thanked the Library for participating in Pendleton Elementary School's first Trunk or Treat event. She stated it was a successful event.

c) Volunteer Guild Report

The Director reported the Guild made \$1,946 in the month of October.

III. b. BPLD Staff Milestone

The Director introduced Diane Kim who began her employment at the Library as a Page and was eventually promoted to Library Clerk. The Director stated Diane is a hard worker and is a great employee to have.

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V. a. Audit Report presented by the auditor

Chris Brown from Fedak & Brown LLP was present to provide a brief synopsis of the 2018-19 Audit to the Board of Trustees.

He shared the following highlights:

- The District's net position increased by 16.7%
- The District's total revenues increased by 15.9%, General Revenues increased by 7.2%
- The District's total expenses increased by 5.5%
- The end of year total net position of the district was \$8,451,220
- The auditor experienced no difficulties or disagreements with management in the preparation of this audit report
- There were no material weaknesses or difficulties found during the process

The Board of Trustees thanked the auditor. The Board of Trustees also expressed gratitude to the Library Director and Business Officer for their hard work throughout the year to keep the Library's finances in order.

III. CORRESPONDENCE

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

No comments.

- b) Director's Report

Trustee Salehi asked if the HVAC had been repaired. The Director stated the vendor was able to repair one of the issues, but there would be a need for major repairs/replacements down the road.

Trustee Ganer stated the Library had received a thank you card from City Councilwoman Beth Swift thanking the Library for attending the *Buena Park Goes to College* event.

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

- a) Balance Sheet as of October 31, 2019

No comments.

- b) Revenue – \$200,982 and Expenditures - \$865,528 Budget vs. Actual Report July 1, 2019 through October 31, 2019

No comments.

- c) Quarterly Cash Flow Trend Analysis

No comments.

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- d) Check Register as of October 31, 2019

No comments.

- e) Monthly Statistical Reports for October 2019

Trustee Salehi asked staff to provide Instagram analytics.

V. NEW BUSINESS

- a) Audit Report presented by the auditor

MOTION by Trustee Salts to accept the report as presented.
SECOND by Trustee Castaneda.

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

MOTION approved.

- b) Review and approve proposal from Innovative Interface for Cloud Hosting in the amount of \$18,400

MOTION by Trustee Salehi to approve the proposal in the amount of \$18,400
SECOND by Trustee Salts.

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

MOTION approved.

- c) Review and approve proposal from Innovative Interface for Polaris Hardware migration in the amount of \$4,000

MOTION by Trustee Salehi to approve the proposal in the amount of \$4,000
SECOND by Trustee Salts.

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

MOTION approved.

- d) Approval of 2020 Holidays

MOTION by Trustee Salts to approve the 2020 Holidays as presented
SECOND by Trustee Castaneda.

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

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MOTION approved.

- e) Review and approve revisions to the Library Vehicle Policy

MOTION by Trustee Salts to approve the recommended changes to the Library Vehicle Policy
SECOND by Trustee Castaneda.

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

MOTION approved.

- f) Review and approve revised Employee Handbook

Trustee Ganer asked if the Board would approve of her providing the Director with minor grammatical changes she noticed. The Board agreed this would be ok to do outside of the meeting. The Board reviewed each section and discussed various minor changes be made to the text.

MOTION by Trustee Salts to approve the Handbook with the recommended minor changes.
SECOND by Trustee Castaneda.

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

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Election of Officers in December
- b) Mid-year Detailed Budget Review in January
- c) Mid-year Plan of Service Review in January

VII. CONSENT CALENDAR

- a) Personnel Action

- 1. Resignation of PT Clerk I Lauren Beville effective November 5, 2019.

MOTION by Trustee Salts to approve the consent calendar.
SECOND by Trustee Castaneda.

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

Motion approved.

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ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:15 p.m.

Submitted by,



Richard Rams
Secretary