

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
November 01, 2022

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

PLEDGE ALLEGIANCE

ROLL CALL

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

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

Mr. Jimmy Bhakta from Harshwal & Company was present via Zoom.

I. ACTION ON MINUTES

a) Regular Meeting of August 2, 2022

MOTION by Trustee Ganer to approve the minutes of August 2, 2022, as presented.  
SECOND by Trustee Jensen.

AYES: 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

Trustee Traut stated she attended the City of Buena Park's Cops and Goblins event and Culture Fest.

Trustee Jensen stated she represented the Library as a judge on the Miss Silverado 2022 panel.

III. CORRESPONDENCE

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

No comments.

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b) BPLD Staff Milestone

The Board of Trustees and Director Helen Medina recognized three Library staff members on their milestone anniversaries. They issued certificates of appreciation for Library Clerk Audra Anderson (5 years), Library Clerk Julie Watson (25 years) and Library Clerk Stephanie Magana (10 years).

The Board expressed their appreciation and gratitude for the three great employees.

At this point in the meeting, there was a MOTION by Trustee Ganer to hear Agenda Item 5a between items 3b and 3c, to accommodate the schedule of the presenter.  
SECOND by Trustee Jensen.

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

MOTION approved.

V. a) 2021-22 Audit Report presented by the Auditor from Harshwal & Company LLP

The Board welcomed Mr. Jimmy Bhakta from Harshwal & Company to the meeting via zoom. Mr. Bhakta explained the three phases to produce an Auditor's report. He stated they received all documentation from the District's management team in a timely manner.

It was the opinion of the Auditor that the financial statements presented fairly in all material respects.

Financial Highlights:

- The District's net position increased 22% or \$2,172,666
- The District's total revenues increased by 28% or \$1,005,757
- The District's total expenses decreased by 16.42% or \$488,480

President Rams thanked Mr. Bhakta for his presentation. Trustee Ganer thanked the presenter for their clarity and Business Officer Marina Tutty for her hard work in ensuring the auditors received all the required documentation. President Rams also thanked Library staff. Library Director Helen Medina also expressed gratitude and appreciation for Marina, stating it had been extremely hot and chaotic in the library due to construction, but Marina had persevered and had everything ready on schedule.

MOTION by Trustee Jensen to accept and file the Audit report for 2021-22.  
SECOND by Trustee Ganer.

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

MOTION approved.

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III. CORRESPONDENCE

c) Director's Report: August – September 2022

President Rams asked about the infrastructure grant the Library had been awarded. Library Director Helen Medina stated the Library hasn't received the award package just yet, but it is approximately \$880,000.

The Municipal Service review was completed with the LAFCO representative. Library Director Helen Medina and Ann Duarte gave a tour of the Library to the OC LAFCO's Cheryl Carter-Benjamin.

d) Director's Report: October 2022

President Rams stated he noticed the Library would be implementing a lactation space for staff and asked if there had been any demand for a lactation space by patrons. The Director replied that there has in the past, and library staff works with patrons to find them a private space. The representative from WIC stated that although the grant is meant to provide a space for employees, the Library is free to let patrons use the space. One of the requirements of accepting the grant is to put in place a Lactation Policy for staff, which the WIC representative would assist the Library in writing to present to the Board for approval.

Library Director Helen Medina made a correction to the Director's Report, stating Children's Librarian Ruth Cho would be working with Headstart – not the Boys and Girls' Club.

Library staff had a great time manning a booth at the Noon Lion's Silverado Days festival. This was the first time the Library has had a booth and staff felt it was very successful. Trustee Jensen thanked Circulation Services Supervisor Caroline Wilkins and her husband for being present at the festival the entire weekend.

The District switched from OC Power Authority back to Southern California Edison (SCE) for its electrical provider. The Director stated the bills were unsustainable for the Library.

President Rams congratulated staff for receiving the Zip Book grant from the State of California. Trustee Jensen asked how the Library would get the books returned. Technology & Support Services Supervisor Ann Duarte stated it is an Honor System. Patrons may request books and have them sent directly to their home. When they are finished reading the book they are expected to return the book to the Library to be added to the collection. Ann stated the Library would keep track of the books. Ann confirmed the library would not exceed the amount of the grant when sending out books.

Trustee Traut asked for further details on the organic waste bin. Library Director explained that the Library did not have a green waste bin and had been required to purchase one to begin recycling organic food waste.

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

a) Balance Sheet as of October 31, 2022 (August – October 2022)

No comments.

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- b) Revenue – \$126,986 and Expenditures - \$1,937,459 Budget vs. Actual Report July 1, 2022, through October 31, 2022 (August – October 2022)

No comments.

- c) Quarterly Cash Flow Trend Analysis

No comments.

- d) CERBT Summary as of June 30, 2022

No comments.

- e) CERBT Summary as of September 30, 2022

Library Director Helen Medina stated the CERBT Summaries reflect a great year, but it is anticipated the next year will not be as great. She stated it is a long-term investment strategy and the library is still in a good position.

- f) CERBT Investment Information for September 30, 2022

No comments.

- g) Check Register as of October 31, 2022 (August – October 2022)

No comments.

- h) Monthly Statistical Reports for August – October 2022

No comments.

V. NEW BUSINESS

- a) 2021- 22 Audit Report Presented by Auditor

Item moved above.

- b) Receive & File 2021-22 Annual Report

Trustee Ganer stated it is staggering to see the numbers in print and noted the Library handles a large number of transactions throughout the year.

- c) Annual Review of Library Board of Trustees Policies and Procedures

MOTION by Trustee Ganer to accept the Board of Trustees Policies and Procedures as presented with no changes.

SECOND by Trustee Traut.

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

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MOTION approved.

- d) Receive and File Actuarial Valuation of Other Post-Employment Benefit Programs as of 06/30/21, Development of OPEB Prefunding Levels & GASB 75 Report for the FYE 6/30/22

MOTION by Trustee Jensen to accept and file the Actuarial valuation.  
SECOND by Trustee Ganer.

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

MOTION approved.

- e) Conflict of Interest Code Amendment

MOTION by Trustee Ganer to accept the recommended Conflict of Interest Code Amendment.  
SECOND by Trustee Jensen.

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

MOTION approved.

- f) Approval of 2023 Holidays

MOTION by Trustee Ganer to approve the 2023 Holidays as presented.  
SECOND by Trustee Traut.

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

MOTION approved.

- g) Discussion and approval of rescheduling January 2023 Board Meeting

The Board agreed they would like to reschedule the meeting to the week of January 9, 2023. They would select a date in the December meeting.

MOTION by Trustee Ganer to reschedule the January 2023 Board Meeting to the week of January 9.  
SECOND by Trustee Jensen.

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

MOTION approved.

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VI. FUTURE AGENDA ITEMS

President Rams noted the Library's newest Board member, Brenda Estrada, would be sworn in at the December meeting.

- a) Election of Board Officers in December
- b) Selection of date for January 2023 Board Meeting (added)
- c) Mid-Year Detailed Budget Review in January
- d) Mid-Year Plan of Service Review in January

VII. CONSENT CALENDAR

- a) Personnel Action
  1. New Hire, Library Services Supervisor, Ted Kane at Step 3 on the Salary Scale effective September 6, 2022.
  2. Resignation of PT Library Clerk, Marjorie Portillo, effective September 13, 2022.
  3. Resignation of PT Library Assistant, Mavely Martin, effective September 30, 2022.
  4. Merit increase for Library Director, Helen Medina, to Step 2 on the Salary Scale effective October 21, 2022.
  5. Resignation of PT Library Clerk, Jose Castellon, effective October 22, 2022.

MOTION by Trustee Ganer to approve the consent calendar.  
SECOND by Trustee Jensen.

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

MOTION approved.

MOTION by Trustee Jensen to adjourn into closed session.  
SECOND by Trustee Traut.

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

MOTION approved. The Board entered closed session at 6:25 p.m.

VIII. CLOSED SESSION

- a) Conference with Legal Counsel – Anticipated Litigation  
Initiation of Litigation pursuant to paragraph (4) of subdivision (d) section 54956.9 (1 case)
- b) Public Employee Performance Evaluation (Pursuant to Gov. Code Section 54957)
  1. Library Director

The Board reconvened in Open Session at 8:19 p.m. There was no reportable action taken.

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ADJOURNMENT

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

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

MOTION approved. The meeting stood adjourned at 8:20 p.m.

Submitted by,



L. Carole Jensen  
Secretary