

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
April 2, 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, Patricia Ganer, Richard Rams, Dennis Salts, Al Salehi.

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Technology & Support Services Supervisor Ann Duarte, Building Supervisor Ray Garcia, Public Services Supervisor Helen Medina, Circulation Department Supervisor Caroline Wilkins, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of March 5, 2019

MOTION by Trustee Salts to approve the minutes of March 5, 2019 as presented.  
SECOND by Trustee Salehi.

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

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

Mrs. Christiane Salts presented a check for \$100 to the Buena Park Library District's Children Programs. She also presented a \$250 check from the Buena Park Rotary Club. The Library Director thanked the Salts family and the Buena Park Rotary Club for their continuous support. Trustee Ganer extended her sincere thanks to the Salts family and the Rotary Club.

Claudia Pena, a representative from Assembly member Quirk-Silva's office, was present and introduced herself to the Board. She said she looked forward to helping the Library celebrate their 100<sup>th</sup> Birthday in June.

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

Trustee Rams stated he will be on the Buena Park Education Committee beginning in May.

At this moment, Trustees discussed a scheduling conflict for the June Board meeting. After a discussion, a motion was made.

MOTION by Trustee Rams to reschedule the June Board meeting to June 11, 2019.  
SECOND by Trustee Salts.

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

MOTION approved.

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c) Volunteer Guild Report

The Director reported the Guild made \$2,114 in the month of March.

III. CORRESPONDENCE

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

Trustee Salts stated he had been surprised to see a German author requested in the Korean language. The Director stated this series is a popular children's series that has been translated into over 30 languages.

b) Director's Report

The Director provided the Trustees with a progress report on the status of the Centennial events. The Director stated she attended an Orange County Special Districts Manager's meeting.

Trustee Salehi asked questions about the security system. There was also a discussion regarding the passport acceptance services.

Building Supervisor Ray Garcia was present to provide an update on the parking lot construction. He stated the light poles would be installed this week. He said the landscape portion of the project was moving along nicely. The Director stated there was a possibility of bringing a change order to the Board for approval in May. Ray Garcia said there was an issue with the elevation of the driveway, explaining there was a 4-inch difference in the asphalt compared to the new driveway and sidewalk. He said to remedy this they would need to back cut at least 10-20 feet and regrade that portion of the driveway. He said this wasn't anticipated when the project was first started and this work was not included in the original price. Vincor Construction is working on the estimate which would be reviewed by Gordian, according to the Director. Ray would review. Ray said the garage was almost completed, but each step had to be approved by the City. Trustee Salehi asked if there have been any issues due to the limited parking situation. Ray said there have been a few issues, but the construction workers are doing their best to work in smaller areas at one time.

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

a) Balance Sheet as of March 31, 2019

No comments.

b) Revenue – \$2,492,646 and Expenditures – \$2,133,336 Budget vs. Actual Report July 1, 2018 through March 31, 2019

No comments.

c) Check Register as of March 31, 2019

No comments.

d) Monthly Statistical Reports for March 2019

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No comments.

V. NEW BUSINESS

a) Annual Evaluation of Staffing Levels

No changes recommended, no action was taken.

b) Review of Salary Comparisons

No changes recommended, no action was taken.

c) Annual Review of BPLD Library Fund Balance and Reserve Policy

The Director said these recommended changes were just clarifying that there were not separate category funds.

MOTION by Trustee Salehi to approve the changes recommended by staff.  
SECOND by Trustee Salehi.

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

Motion approved.

d) Review of Capital Improvement Projects

The Director explained that the CIP was created to keep track of improvements that would need to be made in the future, but there was a possibility for it to change. Trustee Rams asked how an item could potentially be added to the list. He said the Library might benefit from creating an outdoor area for families or create a space to have outdoor activities.

e) Approval of the Understanding of Engagement by Fedak & Brown LLP for Auditing Services for the year ended June 30, 2019

The Director said this would be our 6<sup>th</sup> year using this company. The fee has not increased. She said we have used 3 different audit managers within the company, which meets best practices.

MOTION by Trustee Rams to approve the Engagement letter from Fedak & Brown LLP.  
SECOND by Trustee Castaneda.

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

Motion Approved.

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

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VII. CONSENT CALENDAR

a) Personnel Action

1. Merit increase for Administrative Assistant, Patty Salas, to Step 5 on the Salary Scale, effective April 12, 2019.
2. Merit increase for P/T Library Clerk I, Yesenia Sandoval, to Step 8 on the Salary Scale, effective April 12, 2019.
3. Merit increase for Library Assistant/Outreach Coordinator, Brenda Gomez, to Step 3 on the Salary Scale, effective April 26, 2019.
4. Merit increase for Technical Services & Support Services Supervisor, Ann Duarte, to Step 5 on the Salary Scale, effective April 26, 2019.

MOTION by Trustee Salehi to approve the Consent Calendar as presented.  
SECOND by Trustee Salts.

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

Motion approved.

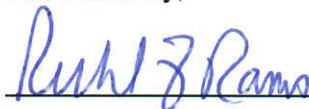
ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:25 p.m.

Submitted by,



Richard Rams  
Secretary