

## **REGULAR MEETING of THE BUENA PARK LIBRARY BOARD OF TRUSTEES**

### ***SPECIAL NOTICE REGARDING COVID-19***

*On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of COVID-19. The Governor issued Executive Order N-33-20, which allows public meetings to be held electronically. Please be advised that some, or all, of the Board members and Library staff will attend virtually.*

When: Aug 4, 2020 05:30 PM Pacific Time  
Topic: August 4, 2020 Board Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/96198662879>

By Phone Dial: (669) 900-6833  
Webinar ID: 961 9866 2879

**Please note that the public will be muted by default.**

If you would like to speak during the public comment portion of the meeting, you have the following options:

- Online - raise your hand, or use the Q&A panel to submit your comments.
- Phone (voice only) - press \*9 to raise your hand, \*6 to send a request to be unmuted to submit comments.

AGENDA  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE BUENA PARK LIBRARY DISTRICT  
 7150 La Palma Avenue  
 August 4, 2020

5:30 p.m. **ONLINE – Zoom Meeting** <https://zoom.us/j/96198662879>  
 \*\*(Distributed agenda information viewable/obtainable in Administration Office.  
 Agenda and Minutes at [www.buenaparklibrary.org](http://www.buenaparklibrary.org))\*\*

IC    PG    RR    AS    DS

CALL TO ORDER \_\_\_\_\_

PLEDGE OF ALLEGIANCE

ROLL CALL	Present	_____	_____	_____	_____	_____
	Absent	_____	_____	_____	_____	_____
	Also	_____	_____	_____	_____	_____

I. ACTION ON MINUTES

a) Regular Meeting of July 7, 2020	Motion	_____	_____	_____	_____	_____
	2nd	_____	_____	_____	_____	_____
	Ayes	_____	_____	_____	_____	_____
	Noes	_____	_____	_____	_____	_____
	Absent	_____	_____	_____	_____	_____
	Abstain	_____	_____	_____	_____	_____

II. ORAL COMMUNICATIONS

- a) From Public Concerning Non-agenda Items
- b) Board Members’ Reports on Conferences Attended or Meetings Scheduled

III. CORRESPONDENCE

- a) Patrons’ Suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations
- b) Director’s Report

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

- a) Balance Sheet as of July 31, 2020
- b) Revenue – (\$19.00) and Expenditures - \$146,386 Budget vs. Actual Report July 1, 2020 through July 31, 2020
- c) Quarterly Cash Flow Trend Analysis
- d) Check Register through July 31, 2020
- e) Monthly Statistical Reports for July 2020

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		IC	PG	RR	AS	DS
V.	NEW BUSINESS					
	a) Consideration and approval of expenses above the budgeted figures in various budget categories	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
	b) Consideration and approval to purchase Touchless Self-Checkout Kiosks from Bibliotheca in the amount of \$34,985.25	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
	c) Biennial Review of the District's Conflict of Interest Code	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
VI.	FUTURE AGENDA ITEMS					
	a) Annual Report in September					
	b) Annual Review of the Trustee Handbook in October					
VII.	CONSENT CALENDAR	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___

*All matters listed under Consent Calendar will be acted upon by one motion affirming the action recommended on the Agenda. There will be no separate discussion on these items prior to voting unless members of the Board or the public request specific items to be removed from the Consent Calendar for separate action.*

- a) Personnel Action
  1. Merit increase for P/T Page Fahmeeda Simjee to Step 9 on the Salary Scale effective July 31, 2020.
  2. Merit increase for P/T Library Clerk Stephanie Magana to Step 8 on the

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Salary Scale effective August 14, 2020.

3. Merit increase for Library Assistant Ashley Parker to Step 7 on the Salary Scale effective August 14, 2020.
4. Merit increase for Library Assistant Chelenne Slaven to Step 7 on the Salary Scale effective August 14, 2020.
5. Merit increase for Circulation Services Supervisor Caroline Wilkins to Step 4 on the Salary Scale effective August 14, 2020.
6. Merit increase for P/T Library Clerk Diane Kim to Step 5 on the Salary Scale Effective August 28, 2020.
7. Merit increase for Public Services Supervisor Helen Medina to Step 7 on the Salary Scale effective August 28, 2020.
8. Merit increase for P/T Librarian Ruth Cho to Step 7 on the Salary Scale effective August 28, 2020.

ADJOURNMENT \_\_\_\_\_

Motion	_____	_____	_____	_____	_____
2nd	_____	_____	_____	_____	_____
Ayes	_____	_____	_____	_____	_____
Noes	_____	_____	_____	_____	_____
Absent	_____	_____	_____	_____	_____
Abstain	_____	_____	_____	_____	_____