

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 14, 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, Richard Rams, Al Salehi, Cheyenne Traut.

Trustee Jensen was absent.

Staff Present: Library Director Helen Medina, Technology and Support Services Supervisor Ann Duarte, Business Officer Marina Tutty, Facility Maintenance Supervisor Ray Garcia, and Librarians Sarah Bidgoli, Gloria Nguyen, and Pam Pedro.

I. ACTION ON MINUTES

a) Regular Meeting of June 7, 2022

MOTION by Trustee Ganer to approve the minutes of June 7, 2022, as presented.
SECOND by Trustee Salehi.

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

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

There were no public comments. Library Director Helen Medina introduced Sarah Bidgoli, the new teen librarian, to the Board of Trustees. The Board of Trustees welcomed her to the Buena Park Library.

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

Trustee Salehi stated he was recently accepted into a creative writing program at Oxford University that would begin in August. He was considering attending the program and would inform the Board whether he would be able to finish out his term through November 2022.

President Rams attended a conference for higher education where mental health and safety were discussed. He complimented Library Director Helen Medina for her leadership and exemplifying a guardian mentality that focused on de-escalation when issues have come up with the homeless community and patrons struggling with mental health issues.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 14, 2022

III. CORRESPONDENCE

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

It was noted that there were many diverse requests this month, as well as a comment regarding EV charging stations.

- b) BPLD Staff Milestone

The Board of Trustees recognized Pamela Pedro for her 5 years of service to the Buena Park Library District. Library Director Helen Medina stated that Pam began volunteering at the Library in 2016 and was hired as a Library Page in 2017. Pam was promoted to a Library Clerk and eventually a Library Assistant. In 2021, Pam completed her master's degree in library science and was hired as a librarian. She is a valuable member of the Reference team and helps with the Library's social media accounts.

- c) Director's Report

President Rams said the Library had an amazing Summer Reading Program Kickoff event.

The Library Director mentioned that Business Officer Marina Tutty met with an appraiser from the Library's property insurance provider.

The Director highlighted the many partnerships the Library has created with other organizations that provide valuable resources to the community such as: Centralia Elementary School District, OC Registrar's Office, OC One Stop Mobile Unit, and the Orange County Mosquito and Vector Control District.

Trustee Ganer asked if the OC Registrar has contacted the Library about the November election. The Director confirmed that the Library would be providing space for the OC Registrar to hold a Vote Center at the Library in November.

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

- a) Balance Sheet as of June 30, 2022

No comments.

- b) Revenue – \$4,603,371 and Expenditures - \$3,193,629 Budget vs. Actual Report
July 1, 2021, through June 30, 2022

No comments.

- c) Check Register as of June 30, 2022

No comments.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 14, 2022

d) Monthly Statistical Reports for June 2022

No comments.

V. NEW BUSINESS

a) Adoption of 2022-23 Final Budget

The Library Director stated since the preliminary review of the budget, staff had increased the COLA from 3% to 4%, however this did not cause the overall salary budget category to increase.

MOTION by Trustee Ganer to approve the 2022-23 Final Budget in the amount of \$3,271,000
SECOND by Trustee Salehi.

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

ABSENT: Trustee Jensen.

MOTION approved.

b) Consideration and approval to give a 4% Cost of Living Adjustment to library staff effective July 1, 2022

President Rams noted the Library's payroll was due the following day and if this item was approved, it would be effective for the current pay period.

MOTION by Trustee Ganer to approve a 4% COLA for Library Staff effective July 1, 2022
SECOND by Trustee Salehi.

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

ABSENT: Trustee Jensen.

Motion approved.

c) Review of past year's service accomplishments

The Board of Trustees stated it was always impressive to see everything that the Library staff has completed over the course of one year.

d) Approval of service objectives for fiscal year 2022-2023

The Board was excited to see the goals Library staff has set for the upcoming year. President Rams noted there were many technology and infrastructure improvements in the future.

MOTION by Trustee Salehi to approve the service objective for fiscal year 2022-2023.
SECOND by Trustee Traut.

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

ABSENT: Trustee Jensen.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 14, 2022

Motion approved.

e) HVAC Project update – discussion and approval of library closure dates

The Library Director stated the contractor notified the Library that the air handler has been delayed once again. At this point, the air handler appears to be 6 months delayed. The components of the HVAC unit are failing, and Library staff is recommending moving forward with the project in two stages with the first beginning on August 8. The current air handler is old but it is not on the verge of critical failure. The contractor would remove and replace the air handler in January, but everything else would be done in August. Library staff anticipated a closure in August and therefore no programs had been scheduled for the month. President Rams asked how the Library would communicate the closure with the Library patrons. The Library Director explained the communication strategy staff has been working on. The Board discussed possible wording to announce the closure to the public.

MOTION by Trustee Ganer to approve the Library closure on August 8 through September 12, 2022 (tentatively).

SECOND by Trustee Salehi.

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

ABSENT: Trustee Jensen.

Motion approved.

f) Discussion and approval of staff development dates in September

Library Director Helen Medina stated the construction should be completed by the first week of September, however staff would need to clean up work areas prior to reopening. The Library would also like to provide in-person training and staff development training for two days. Staff is requesting the Board approve two days for staff development and training.

MOTION by Trustee Ganer to approve two days for staff development.

SECOND by Trustee Salehi.

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

ABSENT: Trustee Jensen.

Motion approved.

g) Biennial Review of the District's Conflict of Interest Code

The Board reviewed the District's Conflict of Interest Code and agreed there were no changes necessary.

VI. FUTURE AGENDA ITEMS

- a) Annual Report in September
- b) Annual review of the Trustee Handbook in October

MINUTES
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BUENA PARK LIBRARY DISTRICT
July 14, 2022

VII. CONSENT CALENDAR

a) Personnel Action

1. New hire, Sarah Bidgoli, as FT Librarian I at Step 1 on the Salary Scale effective July 5, 2022.
2. Merit increase for PT Library Clerk Jose Castellon to Step 2 on the Salary Scale effective July 15, 2022.
3. Merit increase for PT Library Page Randy Richter to Step 4 on the Salary Scale effective July 15, 2022.
4. Merit increase for PT Library Clerk Marjorie Portillo to Step 2 on the Salary Scale effective July 29, 2022.

MOTION by Trustee Ganer to approve the consent calendar.

SECOND by Trustee Salehi.

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

ABSENT: Trustee Jensen.

Motion approved.

ADJOURNMENT

MOTION by Trustee Salehi to adjourn the meeting.

SECOND by Trustee Traut.

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

ABENT: Trustee Jensen.

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

Submitted by,



L. Carole Jensen
Secretary