

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
November 7, 2017

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, Al Salehi, Dennis Salts, Rajen Vurdien.

Staff Present: Library Director Mary McCasland, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, Library Assistant/Outreach Coordinator Brenda Gomez, and Administrative Assistant Patty Salas.

SWEARING IN OF NEWLY APPOINTED TRUSTEE, RAJEN VURDIEN

At this point in the meeting, Ramalingum Rajen Vurdien, was sworn in as Buena Park Library District Trustee by President Ganer. Rajen Vurdien was appointed by the Orange County Board of Supervisors on October 17, 2017.

I. ACTION ON MINUTES

a) Regular Meeting of October 3, 2017

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of October 3, 2017 as presented.

SECOND by Trustee Salehi.

AYES: Trustee Ganer, Trustee Salehi, Trustee Salts.

ABSTAIN: Trustee Castaneda, Trustee Vurdien.

Minutes approved.

President Ganer said she would like the Board's approval to move item VI. a. to the beginning of the meeting so that the Auditor could present his information.

MOTION by Trustee Vurdien to move this item after Oral Communications.

SECOND by Trustee Salehi.

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

Motion carries.

President Ganer said there was a request from the OC LAFCO for the Board to approve the Declaration of Qualification to Vote by November 10. She said the Board could add this to the agenda with a two-thirds majority vote.

MOTION by Trustee Salts to add the Declaration of Qualification to Vote to the agenda under New Business.

SECOND by Trustee Salehi.

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

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MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

Trustee Salts and his wife, Christiane Salts, presented the Library with a donation of \$100. He also presented the Library with a \$250 donation from the Buena Park Rotary Club. The donations were marked for Literacy programs that would benefit the children of Buena Park. The Director thanked Trustee Salts and his wife for their continuous support throughout the years. Trustee Salehi also thanked the Salts family for their support of the Library.

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

Trustee Salehi asked for a moment of silence in honor of the victims of the mass shooting in Sutherland Springs, Texas.

c) Volunteer Guild Report

The Director reported that the Volunteer Guild had made \$2,159 in the month of October.

VI. a) Audit Report presented by Auditor

Chris Brown from Fedak & Brown LLP was present to give a presentation of the 2017 Audit results.

Mr. Brown stated:

- The audit was performed in accordance with auditing standards generally accepted in the United States.
- It was the opinion of the independent auditor that the financial statements presented fairly in all material respects
- No material weaknesses were identified within the District's internal control structure. Staff is doing a good job.
- There were no difficulties encountered in performing the audit. The auditor on site said staff was very easy to work with. There were no disagreements with management.
- The total net position had increased 12.2%. Total expenses increased by 6.9%. Total revenues from all sources increased by 1.0%.
- There was an increase in liability – but this was due to pension liability.

Trustee Salts said he noticed there were no corrections suggested, which he took to mean the District is doing a good job and has received a "good report card".

Trustee Ganer said she was pleased to hear that staff worked well with the auditor.

MOTION by Trustee Salehi to accept the audit report as presented.

SECOND by Trustee Salts.

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

MOTION approved.

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III. CORRESPONDENCE

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

No comments.

- b) Director's Report

The Director attended the OC LAFCO meeting last week. LAFCO held the meeting in order to receive input from the special districts in Orange County regarding the Municipal Service review performed every 5 years.

Multiple staff members and the Director attended the CLA conference the first week of November. The Director said the conference was very enjoyable and beneficial to staff. One of the major themes at this year's conference was "removing barriers to patrons". Some libraries have begun to do away with fines as it is believed fines may prevent patrons from returning to the library. The Director said staff also attended presentations on customer service and on various programming ideas.

The Director reported that the District's insurance provider, SDRMA, also received a clean audit for the 2016/17 Fiscal year.

The Director mentioned to the Board that the lighting project had been completed last week. All lightbulbs in the building have been replaced with LED light bulbs.

She also asked the Trustees to take a look at the Veteran's Day display on the first floor. A patron had donated copies of letters written during WWII. Librarian, Marcia Miyoshi, created a display so patrons could read the letters.

The Director told the Board of several compliments the Library has received over the past month.

Next, the Director introduced the new Library Assistant/Outreach Coordinator, Brenda Gomez, to the Board. Brenda Gomez thanked the Board and the Director for trusting her with this position. She stated she looks forward to working with the community for many years to come. The Trustees thanked Brenda for representing the Library out in the community.

Trustee Ganer asked if the Library hears back from the police after people are removed from the building. The Director said once police escort people from the building or arrest someone, staff is not given any further information. The Director said the Buena Park Police Department has continuously been responsive and helpful when ever staff has the need to call them.

Trustee Salehi asked questions regarding the District's cameras and if the police have ever had to use them as evidence in prosecutions. The Director said police have asked to review tapes but never asked for copies to use as evidence.

Trustee Salehi asked if staff is able to refuse service to people who are causing trouble. The Director said if a patron continuously disregards the Code of Conduct, staff can suspend the patron from the premises.

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

- a) Balance Sheet as of October 31, 2017

No comments.

- b) Revenue – \$212,497 and Expenditures – \$807,114 Budget vs. Actual Report
July 1, 2017 through October 31, 2017

No comments.

- c) Quarterly Cash Flow Trend Analysis

No comments.

- d) CERBT Quarterly Statement

No comments.

- e) Check Register from October 2017

No comments.

- f) Monthly Statistical Reports for October 2017

Trustee Salehi asked if the Library offers any Yelp Check-in promotions. The Director stated that is not something the Library offers at this time.

V. UNFINISHED BUSINESS

- a) Annual Review of the Trustee Handbook

Trustee Ganer asked if any Trustees would like to discuss other sections in the handbook besides those that had changes on pages 5 and 6. There were no other changes suggested.

MOTION by Trustee Salts to accept the changes recommended by staff.

SECOND by Trustee Salehi.

Trustee Ganer opened the matter for discussion.

The Director said staff felt the need to add the section "Attendance at Meetings" after reviewing a sample handbook shared by the CSDA. She also added staff had received inquiries from an FPPC investigator as to how many meetings a Trustee could miss before their seat was considered vacant.

Trustee Ganer said the changes as written, made it seem like any absence was acceptable as long as they informed the Director or President. The Director said if a trustee notifies the Director or the President of an absence it would be considered "excused". Trustee Vurdien asked if there was a difference between excused and unexcused.

Trustee Ganer said her concern was that if someone decided they did not want to attend meetings, but informed the President or Director, what type of consequences could that Trustee expect as they

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were not executing their duties as an elected official. The Director stated this type of grievance is covered in Government Code section 1770. Trustee Ganer expressed concern then that the items listed in this section of the law be included in the Handbook so all trustees are aware of what the law states. Trustees Vurdien and Salehi disagreed stating if it is the law, it does not need to be included in our handbook. Trustee Ganer said the handbook doesn't necessarily need it, but it puts the Library at an advantage to have it included. She said including the law in the handbook would make it very clear to all what the law is.

Trustee Vurdien did not agree with the current wording suggested by staff, Trustee Ganer agreed and said she would like to change the wording to include the law. Trustee Vurdien suggested making a reference to Government Code 1770 in the Handbook.

Trustee Ganer suggested a modification to the third paragraph stating "A Board Member's position may be declared vacant if that individual violates the standards set forth in California Government Code section 1770". Trustee Vurdien said the second paragraph, as written, allowed too much room for interpretation. He said the second paragraph should be removed, but he suggested keeping a sentence stating "It is recommended a Trustee should notify the President or Director that they will be absent". Further discussion followed.

MOTION by Trustee Salts to amend the previous motion to include the language suggested by President Ganer that included California Government Code 1770 and delete the second paragraph as suggested by Trustee Vurdien.
SECONDED by Trustee Vurdien.

Trustee Salehi asked why the Board is only listing this specific Code and why not include all the laws. The Director said this is important because there are significant consequences.

President Ganer asked for a vote on the MOTION made by Trustee Salts and SECONDED by Trustee Vurdien to amend the main MOTION to include the language suggested that included California Government Code 1770.

Trustee Castaneda: AYE
Trustee Salehi: NAY
Trustee Salts: AYE
Trustee Vurdien: AYE
Trustee Ganer: AYE

Motion passed 4-1 to amend the main motion.

The Board moved on to the main motion as amended, to accept the first paragraph as staff recommended and the amended third paragraph.

President Ganer asked for a vote or arguments for either side on the main motion. Trustee Salts said this debate has gone on very long, but he does not see a disadvantage to including this language in the Handbook. Trustee Ganer said there is an advantage to making this policy clear to individuals in the very beginning and pointing them to the laws that govern our Board. She said there is a clear disadvantage to not including any language about absences or how a vacancy can occur. Trustee Castaneda stated it did not hurt to include this language in the handbook because it is easier to read than the Government Code. Trustee Salehi stated he believed the language was paraphrasing the

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law. President Ganer said the language approved in the amendment simply referred the reader to Government Code 1770. Further discussion followed.

Trustee Vurdien called the question to shut off debate. President Ganer said this would require a 2/3 vote shutting off debate. She explained that if the debate is shut off, they would move to a vote on the main motion. She asked the Board to vote on stopping the debate.

Trustee Castaneda: AYE
Trustee Salehi: NAY
Trustee Salts: NAY
Trustee Vurdien: AYE
Trustee Ganer: NAY

There were not two-thirds in favor and the debate continued.

Trustee Salehi asked if the Handbook superseded what was stated in the law. Trustee Ganer said no, the Handbook does not trump the law. Trustee Salehi asked if he understood correctly that what the Board wanted was for Trustees to notify either the President or Director of an absence as a common courtesy. Everyone agreed.

A Vote on the main motion as amended was taken.

AYES: Trustee Castaneda, Trustee Salehi, Trustee Salts, Trustee Vurdien, Trustee Ganer

MOTION approved to accept changes suggested by staff as amended.

VI. NEW BUSINESS

- a) Audit Report presented by the Auditor

Discussed above.

- b) Review and approval of recommended changes to the Library Code of Conduct.

Motion by Trustee Vurdien to approve the recommended change to the Library Code of Conduct.
SECOND by Trustee Salts.

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

Motion approved.

- c) Declaration of Qualification to Vote in the Orange County Special District Selection Committee election.

MOTION by Trustee Vurdien to nominate President Pat Ganer as the voting member for the Buena Park Library District and Trustee Dennis Salts as the alternate voting member.
SECOND by Trustee Salehi.

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

Motion approved.

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VI. FUTURE AGENDA ITEMS

- a) Election of Board Officers in December
- b) Approval of 2018 Holidays in December
- c) Mid-Year Detailed Budget Review in January
- d) Mid-Year Plan of Service Review in January

VII. CONSENT CALENDAR

a) Personnel Action

- 1. Reclassification of Brenda Gomez to F/T Library Assistant/Outreach Coordinator effective October 13, 2017.
- 2. Merit increase for F/T Library Assistant, Lynn Pence, to Step 6 on the Salary Scale effective November 24, 2017.
- 3. Merit increase for P/T Library Clerk, Lauren Beville, to Step 6 on the Salary Scale effective November 24, 2017.

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

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

Motion approved.

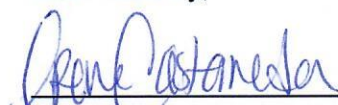
ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 7:16 p.m.

Submitted by,



Irene Castaneda
Board Secretary