

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
October 1, 2024

CALL TO ORDER: President Jensen called the meeting to order at 5:31 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Ms. Brenda Estrada was absent (excused).

Staff Present: Helen Medina, Library Director; Patty Salas, Administrative Assistant; Ann Thompson, Interim Library Services Supervisor; and Caroline Wilkins, Circulation Services Supervisor.

ACTION ON MINUTES

4. Regular Meeting of September 3, 2024

MOTION by Trustee Rams to approve the minutes of September 3, 2024, as presented.

SECOND by Trustee Traut.

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

ABSTAIN: Trustee Ganer.

ABSENT: Trustee Estrada.

MOTION approved.

ORAL COMMUNICATIONS

5. From Public Concerning Non-agenda Items

No comments.

6. Board Members' Reports on Conferences Attended or Meetings Scheduled

Trustee Jensen stated she was a judge for the Miss Silverado Days contest.

CORRESPONDENCE

7. Patrons' suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations

No comments.

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8. Director's Report

Director Medina gave a brief overview of the different maintenance issues staff has had to handle throughout the past month.

She reported that Hobbit Day celebration was well-attended by the community.

Trustee Rams appreciated the Ballet Folklorico event that was held at the Library in honor of National Hispanic American Heritage Month.

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

9. September 2024 Payment Register

No comments.

10. Monthly Statistical Reports

Director Medina stated the following databases would no longer be funded by the State Library: Learning Express, LinkedIn Express and Coursera. They will be discontinued. Staff is working on getting the statistics for Newsbank.

NEW BUSINESS

11. Accept and File 2023-2024 Annual Report

The Annual Report provides an overview of some of our activities throughout the year. It's not a comprehensive report of all our activities. Staff is currently working on the California Public Libraries Survey which is a much more comprehensive count of our programming and numbers for the previous year.

12. Adoption of Resolution 2024-9 updating the Delegation of Authority to Request Disbursements from California Employers' Retiree Benefit Trust (CERBT)

Director Medina explained that this is the trust that holds funds for retiree health benefits. In order to receive disbursements the District needs to have two authorized signers on the account. This resolution will allow the District to update the authorized signers. The District does not anticipate requesting a disbursement anytime soon, but the form needs to be updated.

MOTION by Trustee Ganer to adoption of Resolution 2024-9.

SECOND By Trustee Rams.

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

ABSENT: Trustee Estrada.

MOTION approved.

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13. Authorize the Library Director to dispose of abandoned and unwanted property through sale to ENJ eCommerce in the amount of \$500

MOTION by Trustee Rams to authorize the Library Director to dispose of abandoned and unwanted property.
SECOND By Trustee Traut.

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

MOTION approved.

14. Discuss and approve rescheduling of November 2024 Board meeting

MOTION by Trustee Rams to rescheduling the November meeting to November 13, 2024 at 5:30 p.m.
SECOND By Trustee Traut.

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

MOTION approved.

15. Approval of changes to Library Board of Trustees Policies and Procedures Manual

The Director stated these are not significant changes – it is mostly updates to the informational portion of the Manual. The Library Bill of Rights used was an outdated version.

MOTION by Trustee Traut to approve changes to the Library Board of Trustees Policies and Procedure Manual.
SECON By Trustee Ganer.

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

MOTION approved.

16. Provide direction to the Library Director about whether a Donor Recognition Program should be incorporated in future library renovation plans

MOTION by Trustee Ganer to include a Donor Recognition Program in future library renovation plans.
SECOND by Trustee Traut

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

MOTION approved.

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FUTURE AGENDA ITEMS

17. Agenda preparation for next regular date meeting which will be held on November 13, 2024, unless rescheduled by the Library Board of Trustees

CONSENT CALENDAR

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.

18. Personnel Action
a. Merit increase for PT Library Clerk, Alexandra Garcia, to Step 2 on the Salary Scale effective October 4, 2024.

MOTION by Trustee Rams to approve the Consent Calendar.
SECOND by Trustee Ganer.

AYES: Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.
ABSENT: Trustee Estrada.

MOTION approved.

CLOSED SESSION

19. Public Employee Performance Evaluation (Gov. Code, 54957)
Title: Library Director
20. Conference with Labor Negotiators (Gov. Code, 54957)
Unrepresented employee: Library Director

MOTION by Trustee Rams to enter closed session at 5:59 p.m.
SECOND by Trustee Traut.

AYES: Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.
ABSENT: Trustee Estrada.

MOTION approved.

MOTION by Trustee Ganer to return to Open Session at 6:58 p.m.
SECOND by Trustee Rams.

AYES: Trustee Ganer, Trustee Jensen, Trustee Rams, and Trustee Traut.
ABSENT: Trustee Estrada.

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MOTION approved.

There was no reportable action taken during the Closed Session.

ADJOURNMENT

21. Adjournment

MOTION by Trustee Rams to adjourn the meeting.


SECOND by Trustee Traut.

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

ABSENT: Trustee Estrada.

MOTION approved. The meeting was adjourned at 6:59 p.m.

Submitted by,



Brenda Estrada
Secretary