

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
August 4, 2020

**\*\*Due to Governor of California's Executive Order N-33-20 (Stay at Home order) this meeting was held online via zoom.\*\***

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, Pat Ganer, Rick Rams, Al Salehi, Dennis Salts

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Public Services Supervisor Helen Medina, Tech Services Supervisor Ann Duarte, Circulation Services Supervisor Caroline Wilkins, Librarians Nicole Hight, Helen Koo, and Gloria Nguyen, IT Systems Specialist Martin Lebria and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of July 7, 2020

MOTION by Trustee Salehi to approve the minutes of July 7, 2020, as presented.  
SECOND by Trustee Rams.

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

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

None.

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

None.

III. CORRESPONDENCE

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

None.

Approved on 9/1/2020

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b) Director's Report

The Director said the State Library is offering another grant opportunity for libraries to receive funds to purchase additional e-resources. Public Services Supervisor Helen Medina has submitted an application.

The Summer Reading Program ended on August 1, 2020. Staff has begun calling kids who won prizes.

Reference staff is looking to create a new reading program (also on the Bean Stack program) that will begin in the fall.

Trustee Ganer asked what the re-opening plan involved so far. The Director stated there will be a plan to assign a staff member to the front door, to remind people to social distance, and to provide masks (if necessary). She said we may need to assign a staff member to assist patrons with the self-checkout kiosks. Trustee Ganer asked what staff planned to do if someone refuses to wear a mask. The Director said if someone does not want to wear a mask, staff would ask them to please wait outside and staff would assist them by bringing the items to them. The Director added that the few libraries which are open have not experienced problems with people not wanting to wear a mask. Trustee Ganer said she was concerned because there have been cases of people resorting to violence over the use of masks.

Trustee Ganer stated she was impressed with the amount of educational webinars staff continues to attend.

Trustee Salehi asked about the quotes received for Plexiglas installation.

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

a) Balance Sheet as of July 31, 2020

No comments.

b) Revenue – (\$19.00) and Expenditures - \$146,386 Budget vs. Actual Report  
July 1, 2020 through July 31, 2020

The Director reported that the OC Treasurer Tax Collector said property tax payments for the 2<sup>nd</sup> installment are only slightly behind last year. We're not sure how the pandemic will affect the current fiscal year's 1<sup>st</sup> installment in December.

c) Quarterly Cash Flow Trend Analysis

No comments.

d) Check Register as of July 31, 2020

No comments.

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e) Monthly Statistical Reports for July 2020

Staff continues to see social media reach increase, along with holds and pickups, and eBook checkouts.

V. NEW BUSINESS

a) Consideration and approval of expenses above the budgeted figures in various budget categories

MOTION by Trustee Salehi to approve expenses above the budgeted figures in the following budgeted categories: Salaries & Benefits, Liability Insurance, and Books/Library Materials.

SECOND by Trustee Castaneda.

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

MOTION approved.

b) Consideration and approval to purchase touchless self-checkout kiosks from Bibliotheca in the amount of \$34,985.25

Trustee Salts asked if this is the right time to spend that large of amount. The Director explained the Library's current self-checkout is at the end of its life and needs to be replaced. When the Library reopens many people will want a contactless option. She also said funds for this would come from the Library's capital improvement fund.

MOTION by Trustee Salts to approve the purchase of the self-checkout kiosks in the amount of \$34,985.25

SECOND by Trustee Salehi.

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

MOTION approved.

c) Biennial review of the District's Conflict of Interest Code

MOTION by Trustee Salehi to approve the recommended changes to the District's Conflict of Interest Code

SECOND by Trustee Rams.

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

MOTION approved.

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VI. FUTURE AGENDA ITEMS

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

VII. CONSENT CALENDAR

- 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 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 8 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.

MOTION by Trustee Salehi to approve the consent calendar.  
SECOND by Trustee Salts.

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

Motion approved.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:00 p.m.

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Submitted by,

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Richard Rams  
Secretary

Approved on 9/1/2020