

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
January 9, 2024

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Brenda Estrada, Pat Ganer, Richard Rams, Cheyenne Traut.
President L. Carole Jensen was absent (excused).

Staff Present: Library Director Helen Medina, Business Officer Marina Tutty, Circulation Services Supervisor Caroline Wilkins, Interim Library Services Supervisor Ann Duarte, and Administrative Assistant Patty Salas.

Also Present: Members of the Volunteer Guild: Wendy Erdtsieck, Marilyn Lowry, and Alina Macri.

ACTION ON MINUTES

4. Regular Meeting of December 5, 2023

MOTION by Trustee Estrada to approve the minutes of December 5, 2023, as presented.

SECOND by Trustee Rams.

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

ABSENT: Trustee Jensen.

MOTION approved.

ORAL COMMUNICATIONS

5. From Public Concerning Non-agenda Items

No comments.

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

No comments.

CORRESPONDENCE

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

No comments.

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8. Buena Park Library District Volunteer Guild Report

Bookstore Manager Marilyn Lowry addressed the Board of Trustees and provided a brief update.

9. Director's Report

The Director notified the Board that the State Library intends to offer the library a \$19,150 grant for Lunch at the Library programming. Staff has submitted a budget to the State Library for approval.

The Director also noted the District had signed a lease for a new postage meter which should result in significant savings on postage rates.

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

10. Balance Sheet as of December 31, 2023

No comments.

11. Revenue – \$1,407,151 and Expenditures - \$1,795,514 Budget vs. Actual Report
July 1, 2023, through December 31, 2023.

The Director noted the District had received two installments of secured property taxes in the month of November.

12. Check Register from December 31, 2023

No comments.

13. Monthly Statistical Reports

The Director pointed out that a particular database called "Teaching Books" is used frequently by employees and library patrons to generate reading lists.

NEW BUSINESS

14. Mid-Year Detailed Budget Review (Receive and File)

Staff reviewed the annual budget and do not have any recommended changes at this time.

15. Mid-Year Plan of Service Review (Receive and File)

The Director stated staff decided to present the Mid-Year Plan of Service Review in a new format. The new format was well-received by the Board of Trustees.

16. Approval of changes to Sick Leave policy for Part-time employees to be compliant with California law

MOTION by Trustee Ganer to approve changes to the Sick Leave policy as presented.

SECOND by Trustee Rams.

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

ABSENT: Trustee Jensen.

MOTION approved.

17. Approval to extend the Appointment of Ann Duarte as Interim Services Supervisor

A brief discussion was held to determine the next steps in reassessing this position.

MOTION by Trustee Ganer to approve the extension of the appointment of Ann Duarte as Interim Services Supervisor

SECOND by Trustee Estrada.

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

ABSENT: Trustee Jensen.

MOTION approved.

FUTURE AGENDA ITEMS

18. Agenda preparation for the November regular date meeting which will be held on February 6, 2024, unless rescheduled by the Library Board of Trustees

- Review of Fee Schedule
- Status of Volunteer Guild

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.

19. Personnel Action

- a. Resignation of PT Clerk, Audra Anderson, effective January 31, 2024.

MOTION by Trustee Ganer to approve the Consent Calendar.

SECONDED by Trustee Rams.

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

ABSENT: Trustee Jensen

MOTION approved.

ADJOURNMENT

20. Adjournment

MOTION by Trustee Estrada to adjourn the meeting.

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SECOND by Trustee Rams.

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

ABSENT: Trustee Jensen.

MOTION approved. The meeting was adjourned at 6:03 p.m.

Submitted by,



Brenda Estrada
Secretary