

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
June 1, 2021

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

CALL TO ORDER: President Rams called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE: President Rams led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Pat Ganer, L. Carole Jensen, Richard Rams, Al Salehi.

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

I. ACTION ON MINUTES

- a) Regular Meeting of May 4, 2021.

MOTION by Trustee Ganer to approve the minutes of May 4, 2021, as presented.
SECOND by Trustee Salehi.

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

MOTION approved.

II. ORAL COMMUNICATIONS

- a) From Public Concerning Non-agenda Items

No comments.

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

No comments.

III. CORRESPONDENCE

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

None.

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b) Director's Report

The Director stated the Library had received a \$1,000 donation from long time Library supporters Harriet and Michael Moses.

Helen Medina and the Director would be attending the City of Buena Park's Human Relations committee meeting.

The Director clarified some information regarding mask mandates for employees.

The Summer Reading Program will begin soon. Public Services Supervisor Helen Medina stated this year's program will be different but a lot better compared to last year. Staff has purchased exciting prizes for all age levels to encourage participation this summer.

Trustee Ganer asked if there was any additional information on receiving money from the American Rescue Act? The Director stated CSDA continues to work on this matter and advocate for Special Districts.

The Director stated the OC Mobile Stop had a successful month at the Library. They will continue to set up weekly at the Library in the upcoming months.

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

a) Balance Sheet as of May 31, 2021

No comments.

b) Revenue – \$3,553,286 and Expenditures - \$2,446,815 Budget vs. Actual Report July 1, 2020 through May 31, 2021

No comments.

c) Check Register as of May 31, 2021

No comments.

d) Monthly Statistical Reports for May 2021

The Director stated staff has noticed more patrons inside the building as well as an increase in the Wi-Fi logins.

V. NEW BUSINESS

a) Gann Limit Resolution

MOTION by Trustee Ganer to approve the Gann Limit Resolution (2021-02) in the Amount of \$12,905,324.

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SECOND by Trustee Salehi.

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

MOTION approved.

b) Annual Investment Policy Review

No changes were recommended.

c) Adoption of Resolution #2021-03 Intent to transition governing board elections from at-large to by-trustee area elections

MOTION by Trustee Ganer to approve the adoption of Resolution No. 2021-03 as presented on screen.

SECOND by Trustee Salehi.

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

MOTION approved.

d) Consideration and approval of 2021-22 Agreement for Professional Services with Dannis Woliver Kelley

MOTION by Trustee Ganer to approve the agreement for professional services with Dannis Woliver Kelley.

SECOND by Trustee Castaneda.

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

MOTION approved.

e) Approval of funds transfer from General Account to Orange County Investment Pool (OCIP)

MOTION by Trustee Salehi to approve the funds transfer from the General Account to OCIP.
SECOND by Trustee Castaneda.

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

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Adoption for Final Budget in July
- b) Review of past year's Service Accomplishments in July
- c) Service Objectives for new fiscal year in July

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VII. CONSENT CALENDAR

a) Personnel Action

1. Reinstatement of Angelina Fuentes as PT Library Clerk at Step 7 on the Salary Scale effective April 12, 2021.
2. Leave of absence for PT Library Clerk Marjorie Portillo from June 2, 2021 through August 28, 2021.
3. Merit increase for PT Library Page Tiffani Hutto to Step 2 on the Salary Scale effective June 4, 2021.
4. Merit increase for Library Director Mary McCasland to Step 7 on the Salary Scale effective June 4, 2021.
5. Merit increase for PT Library Page Karla Ochoa to Step 2 on the Salary Scale effective June 4, 2021.
6. Merit increase for PT Library Clerk Yocelin Ruiz to Step 3 on the Salary Scale effective June 4, 2021.
7. Merit increase for PT Library Page Perla Salazar to Step 2 on the Salary Scale effective June 4, 2021.
8. Merit increase for PT Library Clerk Nancy Sanchez to Step 4 on the Salary Scale effective June 4, 2021.
9. Merit increase for PT Library Clerk Tomas Moran to Step 5 on the Salary Scale effective June 18, 2021.
10. Merit increase for PT Library Clerk Trevor Lepich to Step 7 on the Salary Scale effective June 18, 2021.

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

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

Motion approved.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 5:53 p.m.

Submitted by,

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Irene Castaneda
Secretary

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