

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
November 13, 2024

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Ms. Brenda Estrada, Dr. Pat Ganer, and Mrs. L. Carole Jensen.  
Absent: Dr. Richard Rams (excused), Mrs. Cheyenne Traut (excused).

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

**ACTION ON MINUTES**

4. Regular Meeting of October 1, 2024

This item was tabled until the December meeting.

**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

The Director noted the Library had received comments about the mess birds left on the ground. She stated Library staff washed the walkways and also hired a company to power wash the walkways. However, this is an ongoing issue and staff is hopeful the birds will move on eventually.

8. Director's Report

Director Medina stated the Library's new website launched about a month and half ago. The new Contact Us page has been very helpful and has cut down on the amount of spam that has been received. The new website makes it easier to post our compliance documents.

Library staff submitted answers for the Annual Public Libraries Survey.

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The District was awarded a Zip Book grant. This is a program that allows patrons to request books that are delivered to their home, and then they return them after they are read.

The Vote Center was very popular at our library. At one point there was a three-hour long wait. The Orange County Registrar of Voters ran the Vote Center, but library staff handled the queue and assisted people with disabilities. It was a nice opportunity to interact with the community that day. Library staff worked together to ensure people could vote in an orderly manner.

#### **FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR**

9. October 2024 Payment Register

No comments.

10. CERBT Account Update Summary

No comments.

11. Monthly Statistical Reports

There were quite a few school tours throughout the month of October. Ebooks continue to rise in popularity. HelpNow Resource has also grown in popularity. Library staff worked to promote this database.

#### **NEW BUSINESS**

12. Review and approve updates to the CSDA Bylaws

MOTION by Trustee Ganer to approve the updates to the CSDA Bylaws.  
SECOND by Trustee Estrada.

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

MOTION approved.

13. Adoption of Resolution 2024-10 Establishing Operating Hours and Holiday Closures for calendar year 2025

MOTION by Trustee Ganer to adoption of Resolution 2024-10.  
SECOND By Trustee Estrada.

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

MOTION approved.

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14. Review and approve changes to the Conflict of Interest Code (Biennial Review)

MOTION Estrada by Trustee to approve the changes to the Conflict of Interest Code.  
SECOND By Trustee Ganer.

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

MOTION approved.

15. Discuss and provide direction to the Library Director about utilizing grant writing services to pursue funding opportunities

Director Medina explained the District has a need for additional funds to cover the necessary upgrades and maintenance for our building. She noted many agencies use grant writing services, some on a by-project basis, others on an on-going basis to secure funds for their projects. Over the past few years, many agencies have received millions of dollars by utilizing grant writers. She asked if grant writing services would be something the Board is interested in pursuing.

MOTION by Trustee Estrada to utilize grant writing services to pursue funding opportunities.  
SECOND By Trustee Ganer.

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

MOTION approved.

16. Authorize the Library Director to negotiate and execute a professional services agreement with Regional Government Services (RGS) for consulting services for an amount not-to-exceed \$130,000.

MOTION by Trustee Ganer to authorize the Director to negotiate and execute a professional services agreement with RGS.  
SECON By Trustee Estrada.

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

MOTION approved.

**FUTURE AGENDA ITEMS**

17. Agenda preparation for next regular date meeting which will be held on December 3, 2024, unless rescheduled by the Library Board of Trustees

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**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. None.

19. Acceptance of grant from the California State Library in the amount of \$1,638 for Zip Books

MOTION by Trustee Ganer to approve the Consent Calendar.

SECOND by Trustee Estrada.

AYES: Trustee Estrada, Trustee Ganer, and Trustee Jensen.

ABSENT: Trustee Rams and Trustee Traut.

MOTION approved.

**CLOSED SESSION**

20. Public Employee Performance Evaluation (Gov. Code, 54957)

Title: Library Director

21. Conference with Labor Negotiators (Gov. Code, 54957)

Unrepresented employee: Library Director

The Trustees agreed to table these items until the next meeting in December.

**ADJOURNMENT**

22. Adjournment

MOTION by Trustee Estrada to adjourn the meeting.

SECOND by Trustee Ganer.

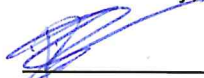
AYES: Trustee Estrada, Trustee Ganer, and Trustee Jensen.

ABSENT: Trustee Rams and Trustee Traut.

MOTION approved.

The meeting was adjourned at 6:10 p.m.

Submitted by,



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Brenda Estrada  
Secretary