

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
February 2, 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, Rick Rams, Al Salehi.

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

I. ACTION ON MINUTES

- a) Regular Meeting of January 5, 2021

MOTION by Trustee Ganer to approve the minutes of January 5, 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 that the Governor of California had lifted the Stay at Home Order, which means the Library could begin to allow up to 25 people in at one time.

The Director also stated Library staff had participated in Koff & Associates' kickoff meeting regarding the Classification and Compensation Study. It was a successful turnout with 35 out of 38 staff logging into the Zoom meeting.

Trustee Ganer asked if the staff was receptive to what they were being told by Koff & Associates. The Director stated yes, and that staff was assured that this was not a job interview or evaluation of their performance. Staff seemed motivated to be a part of the process.

Trustee Ganer thanked the staff for all their outreach efforts. She said it was very impressive. Trustee Rams stated the Library's social media presence is outstanding and highlights the Library quite well.

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

a) Balance Sheet as of January 31, 2021

No comments.

b) Revenue – \$2,064,312 and Expenditures - \$1,482,688 Budget vs. Actual Report  
July 1, 2020 through January 31, 2021

No comments.

c) Cash Flow Trend Analysis

No comments

d) Quarterly CERBT Statement

The Director explained that this statement shows the Library's funded status for Other-Post Employment Benefits (OPEB). Currently, the District is 105% funded, which is good.

e) Check Register as of January 31, 2021

No comments.

f) Monthly Statistical Reports for January 2021

The Director stated physical book checkouts is at 50% compared to last year. She stated this is good considering the Library is operating at a reduced capacity in comparison to February 2020.

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V. NEW BUSINESS

a) Review of Fees Schedule

No changes to the Fee Schedule were recommended. Received and filed.

b) Consideration and approval of the Crime Victim's Leave Policy

Trustee Ganer asked if staff could use both unpaid and paid time off for this leave. The Director confirmed that staff could utilize any combination of paid leave they have available, as well as take unpaid time off. Trustee Ganer suggested a minor change to ensure this was more clear in the policy.

MOTION by Trustee Ganer to approve the policy with the minor change as suggested  
SECOND by Trustee Castaneda.

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

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) National Library Proclamation in March
- b) Annual Review of the Record Retention Policy in March
- c) Annual Review of BPLD Library Fund Balance and Reserve Policy in April
- d) Review of Capital Improvement Projects in April

VII. CONSENT CALENDAR

a) Personnel Action

1. Merit increase for Facility Maintenance Supervisor, Ray Garcia, to Step 9 on the Salary Scale effective February 26, 2021.

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

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 Ganer.

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

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Motion approved. The meeting stood adjourned at 5:54 p.m.

Submitted by,

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Irene Castaneda  
Secretary

Approved on March 2, 2021