

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
May 7, 2019

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

PLEDGE OF ALLEGIANCE: President Pro Tem Castaneda led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Richard Rams, Dennis Salts, Al Salehi.

President Ganer was absent.

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Technology & Support Services Supervisor Ann Duarte, Building Supervisor Ray Garcia, Public Services Supervisor Helen Medina, System Services Supervisor Doug Mason, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of April 2, 2019

MOTION by Trustee Salehi to approve the minutes of April 2, 2019 as presented.
SECOND by Trustee Rams.

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

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

Mr. James Fisler from the Mesa Water District was present. He asked the Board to support him in his bid for the OC LAFCO Regular Special District voting seat that was vacated on April 30, 2019. Mr. Fisler currently holds the Alternate Regular Special District seat. He discussed his experience as the Alternate Regular Special District member over the past 8 years. The Board thanked him for his presentation.

Mr. Doug Davert, the President of the Orange County Water District, was present and stated he believes Mr. James Fisler would be successful as the next Regular Special District voting member and would do his best to represent Special Districts at LAFCO. Mr. Davert holds the other Regular Special District seat. He stated that ballots would be coming out shortly and he was here to ask the Board to support Mr. Fisler. The Board thanked Mr. Davert for his statement.

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

Trustee Salts stated the Buena Park Rotary Club's Teacher and Classified Employee of the Year Award luncheon would be held next week at the Walter Knott Education Center.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
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May 7, 2019

c) Volunteer Guild Report

The Director reported the Guild made \$1,842 in the month of April. The Director added the Volunteer Guild Board had approved a donation for \$18,500 to the Library for the Summer Reading Program and to pay for the murals in the Community Room.

III. CORRESPONDENCE

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

No comments.

b) Director's Report

The Director shared further details of the Centennial Events with the Board of Trustees.

Trustee Salts asked if the Library had knowledge of the expected construction on La Palma Avenue and asked if it would impact the upcoming Centennial and Summer Reading Events in June. The Director said Ray Garcia was in contact with the City and the street construction wouldn't affect our events. Trustee Salts asked if the parking lot would be completed by June. The Director said it was expected to be finished this week.

The Director added the Auditor would be at the Library on May 13 to begin working on the audit for the year ended June 30, 2019.

The Director stated staff would be conducting the annual customer service satisfaction survey later this month.

Trustee Salehi asked for an update on the new computer center computers. Trustee Salehi also asked System Services Supervisor Doug Mason about the new domain controller that was installed.

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

a) Balance Sheet as of April 30, 2019

No comments.

b) Revenue – \$3,212,800 and Expenditures – \$2,489,448 Budget vs. Actual Report July 1, 2018 through April 30, 2019

No comments.

c) Quarterly Cash Flow Trend Analysis

No comments.

d) CERBT Quarterly Statement

No comments.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
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BUENA PARK LIBRARY DISTRICT
May 7, 2019

- e) Check Register as of April 30, 2019

No comments.

- f) Monthly Statistical Reports for April 2019

No comments.

V. NEW BUSINESS

- a) Analysis of the draft Budget and projected income.

The Director stated this was a preliminary review of the budget for 2019-2020. She said once the final numbers come in, it would be brought to the Board in July for approval.

- b) Review of modified work order from Vincor Construction in the amount of \$57,237.78

The Director stated the amount being charged for these changes was within the 10% the Board had approved in December 2018. Project manager Ray Garcia was present to explain why there were changes needed. Ray Garcia stated originally the engineering drawing didn't show how they would create the new driveway approaches and once it went through the City engineers the driveway approach had to be lowered about 6 inches. He stated the contractor had to cut back 10-feet of driveway and regrade it to slope toward the lower driveway approaches. He said this issue was one of the major changes that was needed. He also stated the asphalt had deteriorated since the original plans had been made so there was additional repairs than were originally anticipated.

Trustee Rams asked about the additional work required for the irrigation system. Ray Garcia stated that there was more trenching involved than originally anticipated. Trustee Rams also asked about the types of plants used in the landscape plan. Ray Garcia stated drought tolerant plants were planted.

VI. FUTURE AGENDA ITEMS

- a) Gann Limit Resolution in June
- b) Annual Investment Policy Review in June
- c) Adoption of Final Budget in July
- d) Review of past year's Service Accomplishments in July
- e) Service Objectives for new fiscal year in July

VII. CONSENT CALENDAR

- a) Personnel Action

1. Merit increase for Librarian Nicole Hight to Step 2 on the Salary Scale effective May 10, 2019.
2. Merit increase for Librarian Gloria Nguyen to Step 2 on the Salary Scale effective May 10, 2019.
3. Merit increase for PT Clerk I Shellie McCurdy to Step 2 on the Salary Scale effective May 10, 2019.

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

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

Motion Approved.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:04 p.m.

Submitted by,



Richard Rams
Secretary