

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
August 7, 2018

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

PLEDGE OF ALLEGIANCE: President Ganer led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Patricia Ganer, Al Salehi, Dennis Salts
Absent: Rajen Vurdien

Staff Present: Library Director Mary McCasland, Librarian Phyllis Nisle, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of May 1, 2018

MOTION by Trustee Salts to approve the minutes of May 1, 2018 as presented.
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi, Trustee Salts
ABSENT: Trustee Vurdien

b) Regular Meeting of July 3, 2018

MOTION by Trustee Salehi to approve the minutes of July 3, 2018 as presented.
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi, Trustee Salts
ABSENT: Trustee Vurdien

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

No public comments.

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

No comments.

c) Volunteer Guild Report

The Director reported the Guild had made \$2,491 in the month of July. \$150 of sales came from Amazon.com.

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III. CORRESPONDENCE

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

No comments.

- b) Director's Report

President Ganer asked for clarification about CalPERS valuation reports.

There was a brief discussion regarding days and hours of operation.

Librarian Phyllis Nisle was present to report the success of the Summer Reading Program to the Board of Trustees.

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

- a) Balance Sheet as of July 31, 2018

No comments.

- b) Revenue – \$29,833 and Expenditures – \$235,686 Budget vs. Actual Report July 1, 2018 through July 31, 2018

No comments.

- c) Check Register as of July 31, 2018

No comments.

- d) Monthly Statistical Reports for July 2018

Trustee Salehi commented on the Facebook statistics.

V. NEW BUSINESS

- a) CSDA Board of Directors Seat A Election

Following a brief discussion, the following motion was made.

MOTION by Trustee Salehi to vote for Jo Mackenzie.

SECOND by Trustee Castaneda.

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

ABSENT: Trustee Vurdien.

Motion approved.

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b) Review and approval of recommended changes to the Bulletin Board Policy

The Director stated the policy needed some minor updates to provide staff with a bit more guidance.

MOTION by Trustee Salts to approve the recommended changes to the Bulletin Board Policy.
SECOND by Trustee Salehi.

After a brief discussion of the revisions to the policy, the Board took a vote on the motion.

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

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Annual Report in September
- b) Annual Review of the Trustee Handbook in October

VII. CONSENT CALENDAR

a) Personnel Action

1. Resignation of P/T Page, Norma Ramos, effective July 6, 2018.
2. Reclassification of Pamela Pedro to Library Assistant, at Step 1 on the Salary Scale Effective July 6, 2018.
3. Reclassification of Martin Lebria to Library Assistant, at Step 1 on the Salary Scale Effective July 6, 2018.
4. Merit increase for P/T Page, Fahmeeda Simjee, to Step 9 on the Salary Scale effective August 3, 2018.
5. Merit increase for P/T Clerk I, Diane Kim, to Step 3 on the Salary Scale effective August 17, 2018.
6. Merit increase for P/T Clerk I, Stepanie Magana, to Step 6 on the Salary Scale effective August 17, 2018.
7. Merit increase for P/T Clerk I, Angelina Fuentes, to Step 6 on the Salary Scale effective August 17, 2018.
8. Merit increase for Circulation Department Supervisor, Caroline Wilkins, to Step 9 on the Salary Scale effective August 17, 2018.
9. Merit increase for P/T Page, Mario Delgado, to Step 2 on the Salary Scale effective August 31, 2018.
10. Merit increase for Librarian, Ruth Cho, to Step 6 on the Salary Scale effective August 31, 2018.

MOTION by Trustee Salts to approve the Consent Calendar.
SECOND by Trustee Salehi.

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

Motion approved.

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ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 5:57 p.m.

Submitted by,



Patricia Ganer
President