

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
December 3, 2019

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, Pat Ganer, Rick Rams, Dennis Salts,
Trustee Al Salehi was absent.

Staff Present: Library Director Mary McCasland, Public Services Supervisor Helen Medina,
Circulation Supervisor Caroline Wilkins, Tech Support Supervisor Ann Duarte,
Librarians Helen Koo, Mary Ivelia, Yoonha Hwang, Library Assistant Joe
Famolaro, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of November 5, 2019

MOTION by Trustee Salts to approve the minutes of November 5, 2019, with a minor correction on page 4.

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts.

ABSTAIN: Trustee Rams

ABSENT: Trustee Salehi.

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

None.

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

Trustee Salts stated he attended Cypress College's Americana Award kick-off event.

c) Volunteer Guild Report

The Director reported the Guild made \$1,384 in the month of November.

III. CORRESPONDENCE

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

No comments.

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b) Director's Report

The Director stated three new pages and two clerks were hired to replace employees that had left over the past few months.

c) BPLD Time Capsule Presentation

The Director introduced the Time Capsule Committee which consisted of Library Assistant Joe Famolaro, Librarians Mary Ivelia and Yoonha Hwang, and Public Services Supervisor Helen Medina. Joe presented a letter and items that would be included in the Library's time capsule. The time capsule will be sealed beneath a stairwell and will be opened in 2044.

The Director stated everyone was welcome to join them in sealing the time capsule after the meeting.

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

a) Balance Sheet as of November 30, 2019

No comments.

b) Revenue – \$371,282 and Expenditures - \$1,109,866 Budget vs. Actual Report
July 1, 2019 through November 30, 2019

The Director stated the District received \$322,000 in secured property tax this month.

c) Quarterly CERBT Summary

No comments.

d) Check Register as of November 30, 2019

No comments.

e) Monthly Statistical Reports for November 2019

The Director noted checkouts have increased over the past year.

V. NEW BUSINESS

a) Election of Board Officers

On nominations duly made, the following officers were elected:

Pat Ganer, President
Dennis Salts, President Pro Tem
Richard Rams, Secretary

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- b) Review and approve the revised pay scale for the Library Page position (in compliance with state minimum wage laws)

MOTION by Trustee Salts to approve the new salary scale effective December 20, 2019.
SECOND by Trustee Castaneda.

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

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Mid-year Detailed Budget Review in January
- b) Mid-year Plan of Service Review in January
- c) Bi-annual evaluation of Library Director in February

VII. CONSENT CALENDAR

a) Personnel Action

1. New Hire, Fiorella Casella, PT Library Clerk at Step 1 on the Salary Scale effective November 12, 2019.
2. Merit increase for Library Assistant, Joe Famolaro, to Step 8 on the Salary Scale effective November 22, 2019.
3. New Hire, Tiffani Hutto, PT Page at Step 1 on the Salary Scale effective November 26, 2019.
4. New Hire, Karla Ochoa, PT Page at Step 1 on the Salary Scale effective November 26, 2019.
5. New Hire, Perla Salazar, PT Page at Step 1 on the Salary Scale effective November 26, 2019.
6. New Hire, Yocelin Ruiz, PT Clerk I at Step 1 on the Salary Scale effective November 26, 2019.
7. Merit increase for Business Officer, Marina Tutty, to Step 7 on the Salary Scale effective December 20, 2019.
8. Merit increase for PT Clerk I Alberto Rios, to Step 7 on the Salary Scale effective January 3, 2020.

MOTION by Trustee Rams to approve the consent calendar.
SECOND by Trustee Castaneda.

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

Motion approved.

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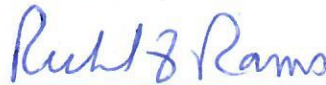
ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 5:51 p.m.

Submitted by,



Richard Rams
Secretary