

AGENDA
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE BUENA PARK LIBRARY DISTRICT

7150 La Palma Avenue

March 3, 2015

5:30 p.m. Library Board Room

**(Distributed agenda information viewable/obtainable in Administration Office.
 Agenda and Minutes at www.buenaparklibrary.org)**

MF PG DM AS DS

CALL TO ORDER _____

PLEDGE OF ALLEGIANCE

ROLL CALL

Present	_____	_____	_____	_____	_____
Absent	_____	_____	_____	_____	_____
Also	_____	_____	_____	_____	_____

I. ACTION ON MINUTES

a) Regular Meeting of
 February 3, 2015

Motion	_____	_____	_____	_____	_____
2nd	_____	_____	_____	_____	_____
Ayes	_____	_____	_____	_____	_____
Noes	_____	_____	_____	_____	_____
Absent	_____	_____	_____	_____	_____
Abstain	_____	_____	_____	_____	_____

II. ORAL COMMUNICATIONS

- a) From Public Concerning Non-agenda Items
- b) Board Members' Reports on Conferences Attended or Meetings Scheduled
- c) Volunteer Guild Report

III. CORRESPONDENCE

- a) Patrons' Suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations
- b) Director's Report

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

- a) Balance Sheet as of February 28, 2015
- b) Revenue – \$1,768,094 and Expenditures – \$1,399,632 Budget vs. Actual Report July 1, 2014 through February 28, 2015
- c) Check Register as of February 28, 2015
- d) Monthly Statistical Reports for February 2015

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		MF	PG	DM	AS	DS
V.	NEW BUSINESS					
a)	Approval of the 2015 National Library Week Proclamation	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
b)	Annual Review of the Record Retention Policy	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
c)	Annual Review of the Record Retention Schedule	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
d)	Consideration and Approval of the Proposed Revision to the Sick Leave Section of the Employee Handbook	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
e)	Consideration and Selection of a Nominee for the Special District Risk Management Authority (SDRMA) 2015 Board of Directors Election	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
f)	Consideration and Selection of a Nominee for Seat A in the Southern Network for the California Special Districts Association (CSDA) Board of Directors Election	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___

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VI. FUTURE AGENDA ITEMS

- a) Annual Review of the Library Fund Balance and Reserve Policy in April
- b) Annual Review of Capital Improvement Projects in April
- c) Analysis of Draft Budget and Projected Income in May

VII. CONSENT CALENDAR

Motion	___	___	___	___	___
2nd	___	___	___	___	___
Ayes	___	___	___	___	___
Noes	___	___	___	___	___
Absent	___	___	___	___	___
Abstain	___	___	___	___	___

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.

- a) Personnel Action
 - 1. Merit Increase for Library Clerk I, Mavelly Fajardo, to Step 2 on the Salary Scale, effective March 20, 2015.

- b) Unpaid Bills Detail February 2015

ADJOURNMENT _____

Motion	___	___	___	___	___
2nd	___	___	___	___	___
Ayes	___	___	___	___	___
Noes	___	___	___	___	___
Absent	___	___	___	___	___
Abstain	___	___	___	___	___