

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

7150 La Palma Avenue

February 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
January 6, 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 January 31, 2015
- b) Revenue – \$1,726,845 and Expenditures – \$1,259,392 Budget vs. Actual Report July 1, 2014 through January 31, 2015
- c) Quarterly Cash Flow Trend Analysis
- d) CERBT Quarterly Statement
- e) Check Register as of January 31, 2015
- f) Monthly Statistical Reports for January 2015

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		MF	PG	DM	AS	DS
V.	NEW BUSINESS					
	a) Annual Review of Fines and Fees					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
	b) Revision of the Formulation, Adoption and Amendment of Policies Policy					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
VI.	FUTURE AGENDA ITEMS					
	a) Review of the Record Retention Policy in March					
	b) National Library Week Proclamation in March					
	c) Annual Review of the Library Fund Balance and Reserve Policy					
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. New Hire, P/T Library Page, Randy Richter, at Step 1 on the Salary Scale, effective January 14, 2015.
2. Reclassification of Dianne Ochoa to P/T Library Clerk I, at Step 1 on the Salary Scale, effective January 23, 2015.
3. Merit Increase for Library Clerk II-Circulation Assistant, Stella Galvan, to Step 7 on the Salary Scale, effective February 6, 2015.
4. Merit Increase for Facilities Maintenance Supervisor, Ray Garcia, to Step 9 on the Salary Scale, effective February 20, 2015.

b) **Unpaid Bills Detail January 2015**

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	MF	PG	DM	AS	DS
ADJOURNMENT _____					
Motion	___	___	___	___	___
2nd	___	___	___	___	___
Ayes	___	___	___	___	___
Noes	___	___	___	___	___
Absent	___	___	___	___	___
Abstain	___	___	___	___	___