

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
August 2, 2011

CALL TO ORDER: President Niccum called the meeting to order at 5:31 p.m.

PLEDGE OF ALLEGIANCE: President Niccum led the flag salute.

ROLL CALL

Board Members Present: Trustee Ganer, Trustee Miller, Trustee Niccum, Trustee Salehi and Trustee Salts

Staff Present: Linda Katsouleas, Interim Director; Patricia Rivera, Public Services Manager; Mary McCasland, Support Services Manager; and Kathleen Bermosk, Administrative Assistant.

I. ACTION ON MINUTES

a) Regular Meeting of July 5, 2011

MOTION by Trustee Ganer to approve the Minutes of the Regular Meeting of July 5, 2011.  
SECOND by Trustee Miller.

AYES: Trustee Ganer, Trustee Miller, Trustee Niccum, Trustee Salehi, Trustee Salts

Motion approved unanimously.

b) Special Meeting of July 9, 2011

MOTION by Trustee Ganer to approve the Minutes of the Special Meeting of July 9, 2011.  
SECOND by Trustee Miller.

Patti Hanley, speaking from the audience, said she told Linda Katsouleas of a correction to the Minutes. Kathleen Bermosk confirmed that Marcia Miyoshi was present and recorded the meeting.

AYES: Trustee Ganer, Trustee Miller, Trustee Niccum, Trustee Salehi, Trustee Salts

Motion approved unanimously.

c) Special Meeting of July 14, 2011

MOTION by Trustee Ganer to approve the Minutes of the Special Meeting of July 14, 2011.  
SECOND by Trustee Salehi.

AYES: Trustee Ganer, Trustee Miller, Trustee Niccum, Trustee Salehi, Trustee Salts

Motion approved unanimously.

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d) Special Meeting of July 26, 2011

MOTION by Trustee Miller to approve the Minutes of the Special Meeting of July 26, 2011.  
SECOND by Trustee Salehi.

AYES: Trustee Ganer, Trustee Miller, Trustee Niccum, Trustee Salehi, Trustee Salts

Motion approved unanimously.

II. ORAL COMMUNICATION

a) From Public concerning non-agenda items

None.

b) Board Members' Reports on conferences attended or meetings scheduled

None.

c) Volunteer Guild Report

Marilyn Lowry reported the combined sales for July from the Bookstore and Book Nook was \$2,552. Due to the increased rental cost for Filter Fresh, the Guild has purchased a Keurig coffee maker which comes with a 2-year replacement warranty. They expect to save about \$500 a year in rental costs.

During the month of August, the Bookstore is having a half-price sale on all Civil War books. They have a variety of history and photography books. VHS tapes have been marked down to 25 cents each, DVDs are now \$2.00 each and CDs are \$1.00 each.

III. CORRESPONDENCE

a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations.

No comments or questions.

b) Management Team Minutes, Director's Report and Youth Services Activities

Linda Katsouleas said she has been focused on the recruitment of the new Director. She said she was warmly welcomed upon her arrival and staff has been working closely and cooperatively with her.

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

- a) Revenue - \$22,321 and Expenditure \$80,647 - Budget vs. Actual Report July 1, 2011 through July 27, 2011

No comments or questions.

- b) Balance Sheet as of July 27, 2011

No comments or questions.

- c) Check Register as of July 27, 2011

President Niccum asked what check #6035 was for as there wasn't a notation. Director Katsouleas said she would find out and report back.

- d) Monthly Statistical Report for June 2011

Trustee Miller asked if there was an explanation for the 25% decrease in checkouts in the circulation report. There has been a 5% decrease from 2010 figures in the last few months, but last month, DVD checkout was down 67%. It has significantly affected all the statistics.

The Director pointed out that Children's programming statistics were amazing and reflected how well our team does working with the children.

V. UNFINISHED BUSINESS

- a) F.A.I.R.: Freedom of e-Information Resolution. The Buena Park Library District Board of Trustees requests the Library Director to contact the University of California Board of Regents and ask them to make their databases available to the Buena Park Library District at no cost to the District.

Trustee Salehi said he felt this would provide added value for the District if he approached the heads of the individual UC campuses or the regents to talk unofficially. If they were interested, they could talk with the Library Director about providing the library with a user name and password to access the UC data base. This would provide extra resources for the community and to the public.

MOTION by Trustee Miller that the Board of Trustees requests the Library Director to contact the University of California and do an investigation and provide a brief summary of the advantages and disadvantages and the options in terms of these databases.  
SECOND by Trustee Salehi.

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President Niccum pointed out that we have a part-time Library Director and he does not feel that this is the time to further expand the scope of her responsibilities. Trustee Miller said that based on what the Director has said in the last two minutes and what she knows already, this will not take much of her time. Trustee Salehi agreed.

Trustee Ganer said she has no problem with the investigation if it does not take a lot of time. Trustee Miller said that the investigation would show them where to go with this.

AYES: Trustee Ganer, Trustee Miller, Trustee Salehi, Trustee Salts  
NOES: Trustee Niccum

Motion approved.

## VI. NEW BUSINESS

### a) Review of Strategic Plan

Director Katsouleas stated that Patricia Rivera and Mary McCasland were here to give any feedback the Board might want on the Strategic Plan. As a management team, they have agreed to continue with the items not yet completed and will wait until the new Director is here to draft a new strategic plan. She invited additional comments from Patricia and Mary. Mary stated that staff has worked very hard to complete the tasks on the list and will continue to do that.

Trustee Miller asked about Random Acts of Chocolate. Mary explained that managers purchased boxes of chocolates. Each staff member got two boxes of candy on Library Workers Day – one for themselves and one to give to a patron at random. It was received very well by both staff and the patrons.

Trustee Ganer asked Patricia about the community response to the English conversation classes. Patricia said there were two volunteers and 3 classes with an average attendance of about 10 participants. They are enjoying the classes as they practice English without the feeling of being judged. Initially, more people wanted to attend but scheduling has been a problem. Trustee Ganer asked if there was a variety of languages. Patricia answered there was variety, with Asian languages, as well as Persian and Spanish-speaking attendees. Plans were in the works to go and speak at the ESL organizations to promote the classes.

Trustee Miller commended staff on the reduction of mailers by 47% through collection of email addresses. Mary said that as a result of the changes made between June and July, notices have been reduced by another 500.

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President Niccum explained that an unscheduled item had come to the attention of the Board too late to post on the Agenda. CalPERS requires an approval by the Board in order to process the application for the OPEB Trust. To comply with the provisions of the Brown Act, he asked for Board approval to place this on tonight's agenda as an emergency item.

MOTION by Trustee Ganer to place this on the agenda as an emergency item.  
SECOND by Trustee Salehi

AYES: Trustee Ganer, Trustee Miller, Trustee Niccum, Trustee Salehi, Trustee Salts

President Niccum said that the item before them was the Delegation of Authority to Request Disbursements which is an additional form required by CalPERS for the Other Post-Employment Benefit trust. It authorizes Library representatives to make requests on behalf of the District.

MOTION by Trustee Miller to give authorization to the Library Director and the Business Officer to request disbursements from the Other Post Employment Prefunding Plan and to certify the purpose for which the disbursed funds will be used.  
SECOND by Trustee Ganer.

AYES: Trustee Ganer, Trustee Miller, Trustee Niccum, Trustee Salehi, Trustee Salts

Motion approved unanimously.

VII. FUTURE AGENDA ITEMS

a) Request for Study Session

President Niccum stated that a study session in September had been requested by Trustee Miller for budget issues; however, since recruitment activities will be taking place in September, the study session should probably be pushed back to October so the new Library Director can participate in the process.

In answer to President Niccum's request for other future agenda items, Trustee Salehi said that he would like the potential starting salary of the new director on an agenda so they can have a proper discussion about it. Trustee Miller asked if this would be discussed in this evening's Closed Session. At this point, Patti Hanley commented from the audience that the Brown Act specifically denies a Board discussion of salary in Closed Session. President Niccum noted for the record that this was former Library Director, Patti Hanley, speaking. She continued saying that the emergency provision that was just made is also not allowed. She said she wanted her comments on the record because the Brown Act will become crucial to the Buena Park Library District in the near future; and added you cannot discuss it in Closed Session. President Niccum thanked her and asked if she had any other comments. She said she did not.

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Trustee Salehi asked for an item to be placed on the table. He explained that his family has businesses in Buena Park and Anaheim. During Thanksgiving and Christmas, several local churches need a place to disburse food that has been donated for those less fortunate. Since the Library is closed on Sundays and Mondays, he suggested extending use of space as a gesture of goodwill.

VIII. CONSENT CALENDAR

- a) Unpaid Bills Detail July 2011

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

AYES: Trustee Ganer, Trustee Miller, Trustee Niccum, Trustee Salehi, Trustee Salts

Motion approved unanimously.

IX. CLOSED SESSION

Personnel Matters (Pursuant to Gov. Code Section 54957)

- a) Public Employee Appointment  
-Library Director
- b) Public Employee Discipline/Dismissal/Release

The Board recessed into Closed Session at 6:00 p.m.

The Board reconvened into Open Session at 7:33 p.m.

President Niccum stated that there was no reportable action taken during Closed Session.

ADJOURNMENT

MOTION by Trustee Ganer to adjourn the meeting.  
SECOND by Trustee Salts.

AYES: Trustee Ganer, Trustee Miller, Trustee Niccum, Trustee Salehi, Trustee Salts

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The meeting stood adjourned at 7:34 p.m.

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Submitted by,

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Patricia M. Ganer  
Board Secretary