

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
February 4, 2014

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: Mary Fuhrman, Patricia Ganer, Donna Miller, Al Salehi and Dennis Salts

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Librarian Phyllis Nisle, Librarian Mary Ivelia, Circulation Department Supervisor Caroline Wilkins, and Administrative Assistant Kathy Bermosk

I. ACTION ON MINUTES

a) Regular Meeting of January 7, 2014

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of January 7, 2014.  
SECOND by Trustee Salehi.

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts  
ABSTAIN: Trustee Miller

Minutes approved as presented.

President Ganer asked that agenda item b) Recognition of BPLD Employee Service Milestone under Correspondence be moved to this point in the meeting. She stated that presenting this 15-year service milestone to Children's Librarian Mary Ivelia gave her great pleasure. When she became a trustee, she had hoped that children's services could be amplified. Mary has been a huge part of making that happen. On behalf of the Board, President Ganer gave Mary a certificate of appreciation and a 15-year service pin. The Director stated that Mary is a natural at her job, and she has become the face of the Library throughout the Buena Park community.

II. ORAL COMMUNICATION

a) From Public concerning non-agenda items

None.

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

Trustee Fuhrman said she interviewed Assemblywoman Sharon Quirk-Silva concerning money, politics, Local Control Funding Formula (LCFF), water and jobs. She also attended the city council meetings.

Trustee Salehi stated he attended the debate between Assemblyman Allan Mansoor and State Board of Equalization member, Michelle Steel, who are running for a seat on the Orange County Board of Supervisors. A week later, he met with Assemblyman Mansoor regarding the homeless population in the Santa Ana area. He went to a Buena Park City Council meeting to communicate his concerns about city ordinance number 1399, which makes it unlawful for motel owners to rent

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a room to the same guest for 60 days or more in any 180 consecutive day period. He also attended a meeting in West Anaheim where they have put together a task force to help with the homeless issue.

c) Volunteer Guild Report

Bookstore Manager, Marilyn Lowery, reported that revenue between the Bookstore and the Book Nook totaled \$2,949 in January. Of that amount, \$185 was from the sale of items donated by the In Stitches Knitting and Crochet Club. Three books sold for \$40 in the Silent Auction. She has new volunteer applicants for the Bookstore. In observance of Valentine's Day, romance paperbacks will be on sale in February.

III. CORRESPONDENCE

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

No comments or questions.

b) Recognition of BPLD Employee Service Milestone

This item was address earlier in the meeting.

c) Director's Report

The Director added that CSDA Board member, Bill Nelson, and Miryam Mora-Barajas, a Public Affairs Specialist in Kyle Packham's Advocacy & Public Affairs Department, toured the Library on January 30. They were doing tours of several special districts after Ms. Mora-Barajas delivered a CSDA update at the ISDOC meeting.

The Director reminded the trustees to complete their required AB1234 Ethics Training before the February 28 deadline.

The Director asked Librarian Phyllis Nisle to present the book for this year's Buena Park Reads program. Phyllis announced that the book selected with be *Weekends with Daisy* by Sharon Luttrell. This is a true story about service dogs. Sharon is part of NEADS Prison PUP Program. Prisoners in a Rhode Island prison keep a dog during the week training them to turn on lights or open doors and other obedience skills. During the weekends, a foster parent would need to train the dog how to act in public. The author was one of these foster parents. Her job was to socialize a dog by taking it to parks, grocery stores and on public transportation. After passing the program, the dogs receive additional training before they are matched with a mobility-impaired or hearing-impaired individual or a child with special needs.

Programs are planned for the month of April around this theme and include:

- A visit from BARK, a group that does the "read to a dog" program.
- A representative of Pathways to Hope, an Orange County group similar to NEADS, will come to speak. Pathways to Hope take shelter dogs to be trained by Orange County jail inmates and then the dogs are adopted out.

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- Orange County Animal Care will present a program to children and their parents about responsible pet ownership.
- Pet Prescription Team will present how they take their dogs to hospitals for patient therapy.
- The book group will discuss *Weekends with Daisy*.
- In the Children's Area, Mary Ivelia will do a week of programs about dogs and Lynn will do a special Fantabulous Friday about dogs.

Phyllis said she would be ordering more of the books as they are flying off the shelf.

Trustee Salehi asked if, historically, there had ever been a conference between the special districts libraries. The Director said we occasionally interact with Palos Verdes Library District, Placentia Library District and Alta Dena Library District.

President Ganer said that in the past we have had a couple of meetings here at the Library with the other local library districts. Trustee Salehi thought it would be beneficial for the districts to interact.

In answer to Trustee Salehi's question about the reimbursement for the Library Directors Forum in Sacramento, the Director said that the reimbursement comes through the California State Library, the organizer of the forum.

The Director said she would write a press release to announce that the Library will be open on Mondays beginning on March 3, 2014.

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

##### a) Balance Sheet as of January 31, 2014

No comments or questions.

##### b) Revenue - \$1,558,569 and Expenditures - \$1,158,786 - Budget vs. Actual Report July 1, 2013 through January 31, 2014

Trustee Fuhrman asked for clarification of the amount donated by the Guild. The Director explained that the amount reported as revenue is the actual amount requested by the Library and approved by the Guild Board. It is not the amount that the Guild has reported each month as revenue.

The Director explained that passport services have increased 25% over last year. Circulation Department Supervisor Caroline Wilkins stated that because we are open on Saturdays, we get many applicants who have been referred to us. The Director stated that staff is invested in the success of the program because the money received helps the Library.

##### c) Quarterly Cash Flow Trend Analysis

The Director explained that the expenses includes \$99,000 for carpeting and \$60,000 for OPEB. This was one-time money that was spent.

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d) CERBT Quarterly Statement

The Director stated that the auditor suggested that this report be given to the Board on a quarterly basis.

e) Check Register as of January 31, 2014

No comments or questions.

f) Monthly Statistical Reports for January 2014

No comments or questions.

V. NEW BUSINESS

a) Review of Fees and Fines

As there were no changes to the Fees and Fines schedule, no further action was required.

To Trustee Salehi's questions, the Director explained that if a patron owes \$50 or more and has not paid the fines for over 120 days, they are referred to a collection agency. The fines must be paid before the patron can check out more books. The information is not shared with other libraries. About 51% will respond once they are referred to the collection agency. The average collection account is about \$100. Staff has found that "patron aging," allowing new patrons to take out only five books at first and then gradually increasing, helps patrons develop a pattern of returning items on time.

b) Consideration of Changing the Date of the April Board Meeting

The Library Director is scheduled to be on vacation on the date of the April Board meeting. Trustee Miller asked if there was any item to be presented at the April Board meeting that only the Director could handle, or would it be possible for someone else sit in her place. The Director said that she knew of nothing that would keep another staff member from filling in for her. President Ganer said that if something critical comes up, a special meeting could be called when she returns.

VI. FUTURE AGENDA ITEMS

a) National Library Week Proclamation Request in March

President Ganer asked if any other items should be added to the Future Agenda Items list.

None were suggested.

VII. CONSENT CALENDAR

a) Personnel Matters

1. Resignation of P/T Library Assistant, Katrina Lacerna, effective January 22, 2014.
2. Reclassification of Ivette Delgado to P/T Library Clerk I at Step 1 on the Salary Scale effective February 7, 2014.

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3. Reclassification of Angelina Fuentes to P/T Library Clerk I at Step 1 on the Salary Scale effective February 7, 2014.
4. Reclassification of Stephanie Castellon to P/T Library Clerk I at Step 1 on the Salary Scale effective February 7, 2014.
5. Merit Increase for Systems Services Librarian, Antonio Dillehunt, to Step 2 on the Salary Scale effective February 21, 2014.
6. Merit Increase for Facilities Maintenance Supervisor, Raymond A. Garcia, to Step 8 on the Salary Scale effective February 21, 2014.
7. Reclassification of Heather Dillehunt to F/T Librarian at Step 2 on the Salary Scale effective February 21, 2014.
8. Reclassification of Ruth Cho to F/T Librarian at Step 1 on the Salary Scale effective February 21, 2014.

b) Unpaid Bills Detail January 2014

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

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

Motion approved unanimously.

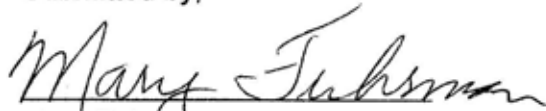
ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:40 p.m.

Submitted by,



Mary Fuhrman  
Board Secretary