

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
February 7, 2017

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, Mary Fuhrman, Pat Ganer, Al Salehi

Trustee Salts was absent.

Staff Present: Library Director Mary McCasland, Circulation Department Supervisor Caroline Wilkins, Librarian Phyllis Nisle and Administrative Assistant Patty Salas.

At this time, Trustee Fuhrman swore in Trustee Ganer.

I. ACTION ON MINUTES

a) Regular Meeting of January 3, 2017

MOTION by Trustee Castaneda to approve the Minutes of the Regular Meeting of January 3, 2017 as presented.

SECOND by Trustee Salehi.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Salehi

ABSTAIN: Trustee Ganer

ABSENT: Trustee Salts

Minutes approved.

II. ORAL COMMUNICATION

a) From the Public Concerning Non-agenda Items

None.

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

Trustees Castaneda and Fuhrman attended the State of the City Address. Trustee Fuhrman attended the recent city council meeting.

c) Volunteer Guild Report

The Library Director reported that the Guild had made \$1,991 in the month of January.

III. CORRESPONDENCE

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

No comments or questions.

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b) Director's Report

The Director explained that State Senator Bill Dodd recently introduced legislation to support public libraries by allowing the public to approve library bonds with a 55 percent vote, instead of a two-thirds vote. She said our library is not in need of any bonds, but this is good legislation for other public libraries.

The Director mentioned Library staff had recorded a new Library video for the city's cable channel.

The Director introduced Librarian, Phyllis Nisle, to discuss the upcoming *Buena Park Reads* selection. The book selected for this year is *The Boys in the Boat* by Daniel James Brown. The book tells the story of how the rowing team from the University of Washington beat the odds and went to the 1936 Olympics, and won the Gold medal. Phyllis said she had secured viewing rights from PBS to show their documentary "The Boys of '36". She also connected with the CSULB rowing coach who will come to the library and give a presentation.

Trustee Fuhrman thanked the Volunteer Guild for their \$12,000 donation to the library. She asked if the District will continue to receive RDA funds or if this was the last installment. The Director replied it is expected to continue for a few more years, but the amount of the installments is uncertain.

Trustee Fuhrman asked why the State Department is requesting copies of documents submitted with passport applications. Caroline Wilkins said the reason given was to streamline the application process.

Trustee Fuhrman applauded Doug Mason for successfully migrating the website and email accounts to a new host provider.

Trustee Salehi asked if the Library would have any domain alternatives in regards to the website address. Director McCasland replied that Doug hadn't mentioned this, but she would ask and get back to him. Trustee Salehi also commended the staff on the Persian New Year craft.

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

a) Balance Sheet as of January 31, 2017

No comments.

b) Revenue – \$1,999,801 and Expenditures – \$1,468,171 Budget vs. Actual Report July 1, 2016 through January 31, 2017

Trustee Salehi asked if the new passport regulations (requiring additional copies) will impact the budget. The Director replied at this time staff does not believe it will have a large impact on the budget.

c) Quarterly Cash Flow Trend Analysis

The Director mentioned that the District received approximately \$3 million over the past four years as a result of the RDA dissolution.

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d) CERBT Quarterly Statement

No comments.

e) Check Register as of January 31, 2017

No comments.

f) Monthly Statistical Reports for January 2017

The Director said attendance in January and circulation had been down. She said staff believes the rain may have deterred patrons from attending events.

V. NEW BUSINESS

a) Review of Fines and Fees

The Director said staff is not recommending any changes to current fines and fees. No motion was necessary as there were no changes suggested.

VI. FUTURE AGENDA ITEMS

- a) National Library Week Proclamation request in March
- b) Annual Review of the Record Retention Policy in March
- c) Annual Evaluation of staffing levels in April
- d) Review of Salary Comparisons in April
- e) Annual Review of BPLD Library Fund Balance and Reserve Policy in April
- f) Review of Capital Improvement Projects in April

VII. CONSENT CALENDAR

a) Personnel Action

1. New Hire, P/T Library Clerk I, Nancy Rubalcaba, to Step 1 on the Salary Scale effective January 10, 2017.
2. Merit increase for F/T Library Assistant, Stella Galvan, to Step 7 on the Salary Scale effective February 03, 2017.
3. Merit increase for P/T Library Page, Ingrid Adams, to Step 3 on the Salary Scale effective February 03, 2017.
4. Merit increase for P/T Library Page, Tomas Moran, to Step 3 on the Salary Scale effective February 03, 2017.
5. Merit increase for P/T Library Page, Melyssa Adams, to Step 2 on the Salary Scale effective February 17, 2017.
6. Merit increase for Facilities Maintenance Supervisor, Ray Garcia, to Step 9 on the Salary Scale effective March 03, 2017.

MOTION by Trustee Fuhrman to approve the Consent Calendar.

SECOND by Trustee Salehi.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salehi.

ABSENT: Trustee Salts

Motion approved.

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ADJOURNMENT

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

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salehi

ABSENT: Trustee Salts

Motion approved. The meeting stood adjourned at 6:08 p.m.

Submitted by,



Mary Fuhrman
Board Secretary