

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
January 9, 2018

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, Patricia Ganer, Dennis Salts, Rajen Vurdien  
Absent: Al Salehi

Staff Present: Library Director Mary McCasland, Public Services Supervisor Kathy Billings, Support Services Supervisor Doug Mason, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, and Interim Administrative Assistant Kathleen Bermosk

I. ACTION ON MINUTES

a) Regular Meeting of December 5, 2017

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of December 5, 2017, as presented.

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts, Trustee Vurdien

ABSENT: Trustee Salehi

ABSTAIN: Trustee Vurdien

Minutes approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

No comments.

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

President Ganer stated that even though Marcia Miyoshi is not attending the meeting tonight, the Board is celebrating her 30th anniversary with the Library, and they are thankful and grateful to her for her long years of service.

President Ganer told the Board that it was time again to review the Library Director. A list of questions that had been used previously was supplied to her by the Administration office. She asked that each trustee look over the questions, and later in the meeting, she would ask if there were any suggestions for additions or deletions. She further explained that this list of questions goes to the staff for their input. The questionnaires are returned anonymously, and the Board has always taken the answers into consideration when reviewing the Library Director. If the Board agrees, a Closed Session will be scheduled for the February meeting to review the material.

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c) Volunteer Guild Report

The Director reported that the Volunteer Guild had made over \$1,880 in the month of December even though the bookstore was closed on two Saturdays during the holidays.

III. CORRESPONDENCE

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

The Director reported that the Korean books are both fiction and non-fiction titles.

b) Director's Report

The Director added that a \$100 donation was received from another regular patron.

She informed the Board that we received notice that the Orange County Clerk of the Board will be sending emails to those who are required to file a Conflict of Interest Form 700. The deadline for filing is April 2, 2018.

At this point, the Director presented Librarian Phyllis Nisle who discussed the selection for the next Buena Park Reads program. Phyllis stated that this was the 8<sup>th</sup> year for the program. The selection is, *A Man Called Ove*, a story about community and how people can work together to help each other. She said there are plans for a Taste of Sweden, a book discussion and other activities. While the program is scheduled for April, books will be on display and ready for checkout later this week.

The Director added that she is appreciative of Phyllis for picking the Buena Park Reads selections each year. She also passed out the Librarian Picks for 2017 that both Phyllis and Kathy Billings developed.

President Ganer noted that the CalPERS annual required contribution was reduced. She also commented on the \$3,000 donation made by a patron who wants to remain anonymous.

The Director explained the proposed plans for a parking garage for the Library's van and earthquake supplies. The architect drew the plans, placing the garage in the far corner of the parking lot. Now it must go to the City for approval. Surprisingly, it has a significant impact on the parking lot improvement plans. The neighbors on either side of the garage must be considered also. After the plans are approved, staff will determine if the garage is something that needs to be built at this time or in the future.

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

a) Balance Sheet as of December 31, 2017

No comments.

b) Revenue – \$1,248,896 and Expenditures – \$1,247,759 Budget vs. Actual Report July 1, 2017 through December 31, 2017

The Director stated that larger than normal tax revenue is expected from Orange County this year.

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- c) Check Register as of December 31, 2017

No comments.

- d) Monthly Statistical Reports for December 2017

No comments.

V. NEW BUSINESS

- a) Mid-Year Budget Review

The Director stated that the budget is on track.

- b) Mid-Year Plan of Service Review

President Ganer said that she appreciates the synopsis presented as it shows how much the Library does.

The Director stated that the programming the Library continues to have year after year is what our patrons enjoy the most. In the next six months, several technology issues will be addressed. Support Services Supervisor Doug Mason will be meeting with an IT vendor regarding improvement plans for the Computer Center.

Trustee Salts said he continues to be proud of being associated with this library.

- c) Consideration and Approval of the Service Animals Policy

MOTION by Trustee Vurdien.  
SECOND by Trustee Salts.

The Director explained that staff wanted a policy in place to explain the law regarding service animals and to define the difference between service animals and comfort animals.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts, Trustee Vurdien  
ABSENT: Trustee Salehi

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Review of Fees and Fines in February  
b) National Library Week Proclamation in March  
c) Annual Review of the Record Retention Policy in March

President Ganer stated that a Closed Session to review of the Library Director will be on February's agenda. No changes were made to the employee questionnaire.

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VII. CONSENT CALENDAR

a) Personnel Action

1. Resignation of P/T Library Clerk, Nancy Rubalcaba, effective December 20, 2017.
2. Reclassification of Pamela Pedro to P/T Library Clerk at Step 1 on the Salary Scale, effective December 22, 2017.
3. Merit increase for P/T Library Clerk I, Alberto Rios, to Step 5 on the Salary Scale, effective January 5, 2018.
4. Merit increase for Children's Librarian, Mary Ivelia, to Step 7 on the Salary Scale, effective January 5, 2018.
5. Merit increase for F/T Library Clerk II, Ashley Parker, to Step 6 on the Salary Scale, effective January 22, 2018.

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

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts, Trustee Vurdien  
ABSENT: Trustee Salehi

Motion approved.

Trustee Salts suggested that birthday wishes be sung to Trustee Castaneda and all agreed.


ADJOURNMENT

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

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts, Trustee Vurdien  
ABSENT: Trustee Salehi

Motion approved. The meeting stood adjourned at 6:07 p.m.

Submitted by,

  
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Dennis Salts  
Board Secretary