

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 5, 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: Patti Hanley, Library Director; Patricia Rivera, Public Services Manager; Mary McCasland, Support Services Manager; and Kathleen Bermosk, Administrative Assistant.

I. ACTION ON MINUTES

a) Regular Meeting of June 7, 2011

President Niccum noted a correction of the Minutes for Item e) under New Business on page 6. The voting record shows Trustee Salts' name under both Ayes and Noes. It should be corrected by removing Trustee Salts from the Noes and adding Trustee Salehi.

MOTION by Trustee Ganer to approve the Minutes of the Regular Meeting of June 7, 2011 as corrected. SECOND by Salehi.

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

Motion was 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 that a Volunteer Guild Board meeting was held on June 22. Luann O'Hara submitted her resignation as Volunteer Guild President effective July 31,

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 5, 2011

2011. At a previous meeting, Darryl Stokes turned in her resignation which was effective June 30, 2011. Marilyn agreed to fill Darryl's position on the Guild Board for the next 1 ½ years, which is the remainder of Darryl's term, and to be the Bookstore manager at Luann's request.

The Bookstore made \$1,570 in June. The military history half-price sale begins on Friday and will last two weeks. Next month's sale will be Civil War books and the 50-cent VHS sale will continue through July. A new volunteer has been found and Marilyn has applications for two more.

Trustee Salehi asked if there was an age requirement for a Bookstore volunteer. Marilyn said she would welcome anyone 18 or older.

Trustee Ganer thanked Marilyn for stepping up and filling the position on the Guild Board and taking over as the Bookstore manager. President Niccum added that she is bringing some very good ideas to the table right away.

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

Director Hanley said that in addition to the written report in the packets she is happy to announce that a laptop has been placed in the Tween and Teen areas for catalog searching. It is now more convenient for patrons as well as staff. She is also proud to report that Patricia Rivera, Public Services Manager, and Mary Ivelia, Children's Librarian, will be making a presentation at the California Library Association meeting in Pasadena on their innovative program, Readercise. The I.R.S. business mileage reimbursement has been raised to 55.5 cents per mile. The Library will have an I.R.S. compliance check on July 12. Fullerton Public Library will have their grand re-opening from 10 a.m. to 5 p.m. on Saturday, July 23. Fullerton's main library will be open 7 days a week.

During the budgeting process this year, we were very conservative and did not plan for any monies from CLA, PLA, Literacy, or LSTA. We have found out that none of this money will be released until January 1, 2012, and it may not be released even then. It is one of the triggers that depends on how much revenue is collected.

We are off and running with the Summer Reading Program with 250 attendees last Thursday night; at the adult program there were 14 attending the author program.

Trustee Ganer asked about the Capistrano Education Academy and the Buena Park

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 5, 2011

Collaborative which were noted on the Management Team minutes. Mary McCasland explained that the Capistrano Education Academy was a home-schooling support organization. This meeting was an introductory meeting for families.

Patricia River explained that she addressed the Buena Park Collaborative which brings in agencies that provide services for Buena Park residents. St. Jude Hospitals have provided a planning grant to try to bring community members together to focus on how to improve residents' quality of life. The Community Action Partnership of Orange County actually applied for the grant; however, we submitted a portion of it. We will be getting \$20,000 so she can facilitate the Collaborative and go out into the community and speak to the stakeholders to try to get their involvement in this planning grant. It will be for \$75,000 this year for the whole grant. If it is successful, they will apply for an additional grant that will provide \$75,000 for each of the next three years. This program is trying to bring in civic engagement and to get the residents involved in making changes within their community.

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

- a) Revenue - \$2,127,713 and Expenditure \$1,724,844 - Budget vs. Actual Report July through June 2011

Trustee Miller clarified that \$283,000 has been committed to fund the OPEB unfunded liability and that it has to come out of the \$402,869 remaining from the 2010-2011 budget. Director Hanley noted that \$143,000 was a line item on the 2011-2012 budget which will be used to continue to fund the trust. President Niccum said that until the Board makes the decision tonight to open the trust there is not a place to put the \$283,000.

- b) Balance Sheet as of June 30, 2011

No comments or questions.

- c) Check Register as of June 30, 2011

President Niccum asked about the missing checks noted on the Check Register. Director Hanley said that one check was voided due to a printing error and the software program marked it as "missing checks" even though it was just one voided check.

Trustee Salehi asked how the budget looked at this point in the new fiscal year. Director Hanley stated that we will have to watch our spending throughout this year. With the mileage reimbursement increase, President Niccum suggested employees combine trips to save money.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 5, 2011

d) Monthly Statistical Report for June 2011

No comments or questions.

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 asked to table this item until next month.

- b) Discussion of Postage Expenses

Director Hanley mentioned that \$1,392 has been saved as a result of leasing a less expensive postage machine. Mary McCasland, Support Services Manager, suggested notices be sent out when books are 10 days overdue instead of 6 days. In that time period, overdue items may be returned alleviating the need for a notice. Some money will be saved; however, it is hoped that in an effort to save postage, we do not lose books. This would need to be reviewed in six months if put into practice.

An unconventional suggestion is to charge a \$1.00 processing/service fee when the first notice goes out. This could provide an estimated \$2,500 in revenue.

The final recommendation is to stop sending hold notices. When a notice goes out, the book is taken out of circulation until it is picked up. This could be a total of seven days which is a long time when newer, more popular materials are taken out of circulation. If a hold notice is only sent by email, more than \$900 could be saved. Director Hanley thanked Mary McCasland for her data collection and analysis.

Tony Dillehunt indicated that Polaris does not have the ability for service charges at this time. Mary McCasland told the Board that sending notices has been reduced by 47% since 2009, so staff is heading in the right direction.

After a discussion of potential problems and solutions, Trustee Salts suggested continuing to send notification of holds in the same manner as it has been done. Trustee Ganer said she thinks it would be helpful if patrons were told that there is a charge for holds, but that it would be waived if an email address was provided. Trustee Miller suggested leaving staff to determine the changes that need to be made.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 5, 2011

VI. NEW BUSINESS

a) Discussion and Review of Credit Card Administrative Fees

Director Hanley stated that Trustee Salehi asked for this item to be discussed. A chart was provided giving the total fees per month for credit cards used by the Library customers. The minimum amount that a credit card can be used is \$2.00. Trustee Salts said there is not enough volume for the costs to be a problem for the Library and further action should not be necessary.

b) Discussion and Review of Technology Plan

Director Hanley introduced Tony Dillehunt, Technical Services Library Clerk II, who just received his degree from library school. Board members extended congratulations and thanked him for the Technology Plan. Director Hanley said that Tony jumped in when the systems services manager left. Trustee Salehi asked if there was an advantage to leasing computers instead of buying them. Tony said he would be looking into it. Director Hanley said that staff will have hands-on training with e-books in August.

c) Contract with CalPERS to Open and Fund a Post-Employment Benefit Trust

Director Hanley stated that both she and President Niccum had, at different times, attended workshops about OPEB trusts. CBERT is part of CalPERS. Administrative costs are about 1%. She was very impressed with the program. President Niccum said that the actuarial report will be sent to CalPERS and they will read it before sending a contract for Board review. It is important to get started as soon as possible.

MOTION by Trustee Miller to approve. SECOND by Trustee Ganer.

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

Motion was approved unanimously.

d) Acceptance of Auditor's Bid for Fiscal Year 2010-2011 from Macias, Gini & O'Connell or Charles Z. Fedak & Company

Director Hanley said she received bids from both firms. Trustee Ganer asked how long had Macias, Gini & O'Connell been our auditors and if it was time to shift again. She remembered that a shift occurred so that another company could take a look at our books. President Niccum said it had been two or three years.

He agreed with Trustee Ganer that auditors should be changed every few years. His recommendation was that we continue with our current auditors for the next cycle and that

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 5, 2011

the next time around we entertain bids from a number of firms.

MOTION by Trustee Miller to accept the bid from Macias, Gini & O'Connell. SECOND by Trustee Ganer.

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

Motion was approved unanimously.

- e) Election of a Representative for Region 6, Seat C of the California Special Districts Association (CSDA) Board of Directors

As the Board was not aware of or had knowledge of any of the candidates, they passed over this item.

VII. FUTURE AGENDA ITEMS

- a) F.A.I.R.
- b) Request for Study Session(s)

Trustee Miller asked when study sessions could be scheduled. She did not want them to be overlooked as there was important information to be studied by Board members and the public. President Niccum recommended keeping this as a continuing Future Agenda Item until it can be placed on the agenda, perhaps in September.

VIII. CONSENT CALENDAR

Trustee Ganer asked that Item b) be pulled from the Consent Calendar for separate discussion.

- a) Unpaid Bills Detail June 2011

MOTION to approve Item a) of the Consent Calendar by Trustee Miller. Second by Trustee Ganer

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

- b) New Hire, P/T Business Officer, Marina Tutty at Step 1 on the Salary Scale effective June 20, 2011.

Trustee Ganer said the reason for pulling this item from the Consent Calendar was not

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 5, 2011

related to this particular person. She asked if there was a possibility of a brief introduction to a new employee and their background information be placed in the Board packet so the Board knows who is being hired. Trustee Miller said that at her other board, there is no information provided in the public agenda about any new hires. Trustee Salts recommended that the person be introduced at a Board meeting. Trustee Miller suggested that it be voted on in the same way it has been done in the past based on the recommendation by the Library Director, but perhaps a written summary of the person's background and an introduction could be presented at the following meeting. President Niccum said that an introduction before the Board approved the position would be a violation of the Brown Act.

MOTION by Trustee Salts to approve Item b) of the Consent Calendar. SECOND by Trustee Miller.

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

Motion was approved unanimously.

IX. CLOSED SESSION

a) Personnel Matters (Pursuant to Gov. Code Section 54957)

The Board recessed into Closed Session at 6:49 p.m.

The Board reconvened into Open Session at 8:29 p.m.

President Niccum reported that two reportable actions took place in Closed Session. The first was to schedule a Special Meeting on Saturday, July 9 at 1:00 p.m. with an Open Session with Oral Communication and a Closed Session on the topic of Personnel Matters pursuant to a Government Section which he will provide to staff tomorrow for the posting of the notification. The topic will be specifically, Library Director.

The second reportable action is that the Library Director is being placed on paid administrative leave effective immediately.

As President Niccum requested a motion to adjourn the meeting, Director Hanley asked to make a statement. She believed the Board was acting in violation of the Brown Act by not allowing her access to any and all paperwork that was filed that led the Board to this conclusion. She is making the request now and will renew it in writing. She asked that Brown Act procedures be followed by the Board.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 5, 2011

ADJOURNMENT

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

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

Motion was approved unanimously.

The meeting stood adjourned at 8:32 p.m.

Submitted by,

Patricia M. Ganer
Board Secretary