

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
March 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 Heather Dillehunt, Librarian Ruth Cho and Administrative Assistant Kathy Bermosk

I. ACTION ON MINUTES

a) Regular Meeting of February 4, 2014

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of February 4, 2014.
SECOND by Trustee Salehi.

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

Minutes approved as presented.

II. ORAL COMMUNICATION

a) From Public concerning non-agenda items

President Ganer recognized Mrs. Chris Salts, who together with Trustee Dennis Salts, presented the Library with a donation of \$250 to be used for the Summer Reading program. Trustee Salts said that he frequently hears positive comments about Children's Librarian Mary Ivelia and the Library staff. As he spoke, he held a gold key which he said signified literacy. He stated that if a person is literate, they can learn anything and become successful.

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

Trustee Fuhrman said she attended the City Council meeting and saw the presentation made by a CalPERS auditor.

Trustee Salts participated in Read Across America by reading to four classrooms in three schools.

Trustee Salehi said he had a meeting with Supervisor Shawn Nelson. He also committed to making a donation to the Library. Trustee Salts thanked him and said this donation would earn him an Honored Donor Library card.

c) Volunteer Guild Report

Bookstore Manager Marilyn Lowery was unable to attend this meeting so the Director reported on her behalf. Revenue for the Bookstore and the Book Nook in February was \$2,054.50 and all hardback fiction will be on sale for \$1.00 in March. She thanked the Guild for their contribution of \$14,300 to be used for the Summer Reading program and the Buena Park Reads program. She also thanked the Guild for scheduling a volunteer in the Bookstore on Mondays.

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Trustee Fuhrman asked about the attendance on Monday, March 3. The Director reported that about 800 people came in to the Library on the first Monday we were opened in several years.

III. CORRESPONDENCE

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

No comments or questions.

- b) Director's Report

The Director introduced the two new full-time librarians, Heather Dillehunt and Ruth Cho. Both Heather and Ruth participated in the Librarians of Tomorrow program. Heather has worked here for thirteen years and Ruth for five years. They both started as library pages. Heather loves cataloging, helps with fixes on Polaris, and writes those clever Facebook posts. Ruth entertains children with her guitar playing during storytime, orders and catalogs our Korean collection, and most recently, has set up the "Readbox" display downstairs.

The Director announced that we now have downloadable audio eBooks. More than 100 eBook titles, both fiction and non-fiction, have been added to the collection.

We will receive a \$5,000 State grant for the purchase of common core books. Mary Ivelia will attend an all-day seminar on April 3 to help understand which books should be selected.

President Ganer asked if staff knew the potential cost of both the CalPERS and AT&T items. The Director said she did not have any additional information on AT&T bringing fiber optic lines into the building; however, the State Library is pushing for the CENIC Network that is currently in schools and colleges statewide to come to libraries. At the Directors Forum, she spoke with a consultant from the CENIC Network about our Library becoming part of their broadband network if the State approves funding for it.

As for CalPERS, the increases in the employer's contribution rate will be seen in FY 2015-2016.

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

- a) Balance Sheet as of February 28, 2014

No comments or questions.

- b) Revenue – \$1,595,640 and Expenditures - \$1,306,682 Budget vs. Actual Report July 1, 2013 through February 28, 2014

No comments or questions.

- c) Check Register as of February 28, 2014

No comments or questions.

- f) Monthly Statistical Reports for February 2014

The Director stated that increases will be seen now that we are open on Mondays.

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V. NEW BUSINESS

a) Approve the 2014 National Library Week Proclamation

MOTION by Trustee Miller to approve the proclamation.
SECOND by Trustee Salehi.

President Ganer suggested that the word "community" in the fourth paragraph be changed to "communities" for consistency throughout the proclamation.

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

Motion approved unanimously.

b) Approve Purchasing a Copier in the Amount of \$5,508.00

MOTION by Trustee Miller to approve the purchase of a copier.
SECOND by Trustee Salts.

The Director said that the purchase of a copier was part of the Capital Improvement Plan and budgeted for, but the new Purchasing Policy states that the Board must approve the purchase of an item costing more than \$5,000 .

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

Motion approved unanimously.

c) Approval of the Record Retention Policy

MOTION by Trustee Fuhrman to approve the Record Retention Policy.
SECOND by Trustee Miller.

The Director explained that she and the Administrative Assistant attended a record retention webinar hosted by CSDA. We reviewed our own policy and found that we have not been following the part that says records would be scanned to a CD after five years. Neither have we found any CDs with scanned records on them. Therefore, we started from scratch, using the record retention guidelines found on the California Secretary of State's web site as a model for this policy and a detailed Records Retention Schedule. The Schedule will be brought to the Board for annual review.

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

Motion approved unanimously.

d) Approval of Resolution #2014-1 Establishing a Records Retention Schedule

MOTION by Trustee Miller to approve the Resolution #2014-1 establishing a Records Retention Schedule.
SECOND by Trustee Fuhrman.

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

Motion approved unanimously.

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e) Consideration of Auditing Services

The Director stated that she did have a conversation with MGO, the auditing firm we have used for the last 5 years. While we have not yet received a formal engagement letter from them, they informed the Director that they will be charging \$4,500 more to do the audit this year.

MOTION by Trustee Salts to approve staff going out for bids for auditing services.
SECOND by Trustee Miller.

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

Motion approved unanimously.

VI. FUTURE AGENDA ITEMS

- a) Review of Capital Improvement Projects for 2014-2015 in April.
- b) Analysis of Draft Budget and Projected Income in May.
- c) Consideration of the Transmittal of Election Information for the District in May.
- d) Approval of the Candidate Statement for the November Election Ballot in May.

The Director reminded the Board that she will not be at the meeting in April. System Services Librarian Tony Dillehunt and Facilities Maintenance Supervisor Ray Garcia will come to the April Meeting to present the Capital Improvement Projects for 2014-2015.

The Director also reminded the Board to complete their Conflict of Interest Form 700 before the April 1 deadline if they haven't done so yet.

Trustee Salehi asked if staff had given any consideration to contacting other library districts throughout the state to meet and discuss relevant issues. Trustee Salts said that in years past there have been joint meetings with the Boards of the closest library districts, along with their library directors. In his estimation, there was nothing talked about that required the long travel to our library or that could not be handled with a phone call.

President Ganer said that she feels the library directors already exchange information. Trustee Miller said it would take staff time to prepare for a meeting like this and she did not think there would be any benefit coming from it. The Director said that she discusses issues with other library directors and that CSDA brings special districts together and addresses important issues.

VII. CONSENT CALENDAR

- a) Personnel Matters
 1. New Hire, P/T Library Page, Michele Pisa-Jones, at Step 1 on the Salary Scale, effective February 4, 2014.
 2. New Hire, P/T Library Page, Mavely Fajardo, at Step 1 on the Salary Scale, effective February 13, 2014.
 3. New Hire, P/T Library Page, Khadijah Jackson, at Step 1 on the Salary Scale, effective February 13, 2014.
 4. New Hire, P/T Library Page, Trevor Lepich, at Step 1 on the Salary Scale, effective February 13, 2014.
 5. New Hire, P/T Library Page, Dianne Ochoa, at Step 1 on the Salary Scale, effective February 13, 2014.

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b) Unpaid Bills Detail February 2014

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

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 6:30 p.m.

Submitted by,



Mary Fuhrman
Board Secretary