

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
May 5, 2015

CALL TO ORDER: President Miller called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE: President Miller led the flag salute.

ROLL CALL

Board Members Present: Mary Fuhrman, Patricia Ganer, Donna Miller, Al Salehi, Dennis Salts

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

I. ACTION ON MINUTES

- a) Regular Meeting of April 7, 2015

MOTION by Trustee Ganer to approve the Minutes of the Regular Meeting of April 7, 2015.  
SECOND by Trustee Salehi.

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

ABSTAIN: Trustee Salts

Minutes approved as presented.

II. ORAL COMMUNICATION

- a) From the Public Concerning Non-agenda Items

No comments.

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

Trustee Fuhrman said she attended a Buena Park City Council meeting. In their study session, the council decided to establish four districts within the city. Two council positions will be up for re-election in 2016 and two will be up in 2018. The mayor will represent the entire city and be elected to a two-year post.

- c) Volunteer Guild Report

The Bookstore Manager could not attend tonight's meeting, so the Director reported that the revenue taken in by the Bookstore and the Book Nook totaled \$2,472 in April.

III. CORRESPONDENCE

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

President Miller noted that there were more requests this month. Trustee Ganer noticed more foreign language books had been requested.

- b) Director's Report

The Director reported that the Salts family made a generous donation to support the Summer Reading Program.

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The Rotary Club received a grant for a book giveaway program. They gave away books to the children that attended four different storytimes. The children and parents were delighted to receive the free books.

We finished the *Buena Park Reads Together* program for this year. The book, *The Invention of Wings*, was checked out 177 times. Over 20 attended the book discussion. Librarian Phyllis Nisle will oversee the joining of the separate story squares that were made to create a community story quilt. Once finished, it will be hung in the Library.

On May 14, the Director will attend a CalPERS webinar about GASB 68 and the financial recording requirements that are coming.

Trustee Fuhrman said that a CalPERS representative spoke at a City Council meeting she attended. He suggested paying the liability to about 95% to allow for market fluctuations. The Director said that both the OPEB and pension liability will be on our audit in the next couple of years. She said that some of the reserves from the RDA dissolution could be used to pay down the liability. She suggested that when the time comes, a committee be formed to research this and make recommendations to the Board. The auditor will also provide guidelines to follow.

Trustee Fuhrman said she was impressed with the Model Innovation Cities information that the Director shared. The Director added that although the program is being introduced by the Buena Park School District, all children coming to the Library will benefit. President Miller said she was impressed and excited about this program.

President Miller said she was also impressed with staff's long list of activities and the connections being made out in the community. The Director said that the more staff goes out into the community, the more calls we receive for other outreach opportunities.

Trustee Salts said that 650 books were given to children as part of the Rotary Club's book giveaway program. He said that the children's eyes would light up when they were given a book, and he was proud that the Rotary Club matched with them, Scholastic Books partnered with them, and the Library facilitated the program during storytimes.

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

- a) Balance Sheet as of April 30, 2015

No comments or questions.

- b) Revenue – \$2,566,325 and Expenditures - \$1,735,323 Budget vs. Actual Report July 1, 2014 through April 30, 2015

The Director stated that almost \$600,000 in property tax revenue was received this month. In answer to Trustee Fuhrman's question about the County of Orange fees, the Director explained that this was the cost of the November election, and that there are sufficient funds to cover this expense so it will not have to come out of reserves.

- c) Quarterly Cash Flow Trend Analysis

The Director said that the increase in the cash in the treasury is mostly due to the RDA dissolution.

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d) CERBT Quarterly Statement

The Director said that since this fund was opened, we have put in \$667,000 and have made \$157,000 in interest.

e) Check Register as of April 30, 2015

No comments or questions.

f) Monthly Statistical Reports for April 2015

No Comments or questions.

V. NEW BUSINESS

a) Analysis of the Draft Budget and Projected Revenue for Fiscal Year 2015-2016

President Miller stated this analysis is for information only and will not require a motion.

Trustee Ganer said that the Director's memo was thorough showing her thoughts regarding the budget, which will make it easier for them to understand the actual budget when presented.

President Miller said it was clear that staff had taken a conservative approach with the budget. She noticed that where funds were needed, they have been added appropriately. While some increases were necessary, the draft budget remained conservative.

The Director added that last year's revenue projections were between three and five percent. Staff used the middle number, four percent, for budget projections. It turned out that revenue increased only two percent after all, so staff used two percent for projections this year.

b) Approval of the Understanding of the Engagement by Charles Z. Fedak & Company for Auditing Services for the Year Ended June 30, 2015

MOTION by Trustee Fuhrman to approve the Understanding of the Engagement.  
SECOND by Trustee Salehi.

The Director informed the Board that the auditor we had last year is no longer with the company, and that the understanding of engagement contains the same wording as last year's.

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

Motion approved unanimously.

c) Selection of an Actuary for the GASB 68 Other Post-Employment Benefits (OPEB) Valuation as of July 1, 2015

MOTION by Trustee Salts to approve the recommendation.  
SECOND by Trustee Salehi.

The Director recommended Bickmore Actuarial Services. The thorough level of detail in their proposal was very specific to the needs of the District.

President Miller and Trustee Ganer agreed that since we are early in the process, we may want more detail at first.

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AYES: Trustee Fuhrman, Trustee Ganer, Trustee Miller, Trustee Salehi, Trustee Salts  
Motion approved.

**VI. FUTURE AGENDA ITEMS**

- a) Gann Appropriations Limit Resolution in June
- b) Annual Investment Policy Review in June
- c) Adoption of the Final Budget for Fiscal Year 2015-2016 in July
- d) Review of the Past Year's Service Objectives in July
- e) Service Objectives for Fiscal Year 2015-2016 in July

The Director stated that the Footsteps2Brilliance Resolution will be on the June agenda. She further stated that Greg Magnuson, Superintendent of the Buena Park School District, is willing to make a presentation to the Board about the program and answer their questions. The Board asked the Director to contact Mr. Magnuson to see if he would be available for the June meeting. They also stated that they were comfortable with the program if he was unable to attend.

President Miller asked if there were any items to be added to the Future Agenda Items. No other items were suggested by the Board.

**VII. CONSENT CALENDAR**

- a) Personnel Matters
  1. Merit Increase for P/T Library Page, Diane Kim, to Step 2 on the Salary Scale, effective May 15, 2015.
- b) Unpaid Bills Detail April 2015

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

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Miller, Trustee Salehi, Trustee Salts  
Consent Calendar approved.

**ADJOURNMENT**

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

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

Motion approved. The meeting stood adjourned at 5:55 p.m.

Submitted by,



Dennis Salts  
Board Secretary