

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
October 4, 2016

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

PLEDGE OF ALLEGIANCE: President Fuhrman led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Mary Fuhrman, Patricia Ganer and Dennis Salts.
Trustee Salehi was absent.

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Circulation Department Supervisor Caroline Wilkins, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of September 6, 2016

MOTION by Trustee Ganer to approve the Minutes of the Regular Meeting of September 6, 2016 as presented.

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer.

ABSTAIN: Trustee Salts.

ABSENT: Trustee Salehi.

Minutes approved.

II. ORAL COMMUNICATION

a) From the Public Concerning Non-agenda Items

None.

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

Trustee Salts said Buena Park Goes to College was well attended. He said the Library had a table at the event. The Director said the Library had purchased an ad in the Buena Park Goes to College program.

Trustee Castaneda said she has been attending the Library's Wiggle, Read and Explore program on Saturdays. She said there is a good group that attends and she really enjoys it.

President Fuhrman noted that the Library had received two "President's Special Acknowledgment" Certificates from SDRMA, recognizing our District for not having any "paid claims" in the past 5 years.

c) Volunteer Guild Report

The Bookstore Manager, Marilyn Lowery, could not attend tonight's meeting. The Director reported the revenue taken in was \$2,377 with \$259 being from Amazon sales. One book had sold for \$80. The Director also said the Bookstore will hold their Annual Meeting on October 18, 2016.

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III. CORRESPONDENCE

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

No comments.

- b) Director's Report

The Director mentioned the Library had received a donation from the Patel family in the amount of \$333. She said the Patel Family has donated annually for over 5 years.

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

- a) Balance Sheet as of September 30, 2016

No comments.

- b) Revenue – \$168,718 and Expenditures – \$604,953 Budget vs. Actual Report July 1, 2016 through September 30, 2016

No comments.

- c) Check Register as of September 30, 2016

Trustee Fuhrman commented that the Southern CA Edison bill seemed high at \$9000. The Director said this cost was normal for a Summer month due to heavy use of the air conditioning, she said the bill would lower to about \$3,000 per month once the outdoor temperatures cool.

- d) Monthly Statistical Reports for September 2016

Director McCasland commented that eBook checkouts have increased.

V. NEW BUSINESS

- a) Annual Review of the Trustee Handbook

The Director said she reviewed the SDRMA handbook and noticed they had a Code of Ethics in theirs. She said our previous handbook said "Guidelines" when they were really more than that.

MOTION by Trustee Salts to approve the revisions to the Trustee Handbook.
SECOND by Trustee Ganer.

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

Motion approved.

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- b) Review and approve revised Fines and Fees schedule to include Ukulele lending

Trustee Ganer asked if this is a proactive move or a response to problems. The Director said this is a proactive move as we have not begun lending the ukulele's out yet. The Director said the total cost for the instrument, tuner and case was \$115 on Amazon.

MOTION by Trustee Ganer to approve the revised Fines and Fees policy.
SECOND by Trustee Salts.

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

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Audit Report presented by auditor in November
b) Election of Board Officers in December

VII. CONSENT CALENDAR

- a) Personnel Action

1. Merit increase for P/T Clerk I, Melissa Vasquez, to Step 2 on the Salary Scale effective October 14, 2016.
2. Merit increase for Librarian I, Ann Duarte, to Step 3 on the Salary Scale effective October 28, 2016.

MOTION by Trustee Salts to approve the Consent calendar.
SECOND by Trustee Ganer.

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

Motion approved.

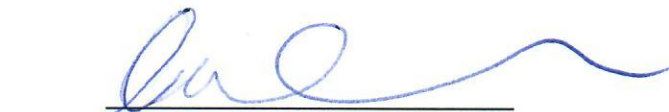
ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 5:50 p.m.

Submitted by,



Irene Castaneda
Board Secretary