

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
September 6, 2016

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

PLEDGE OF ALLEGIANCE: Caroline Wilkins led the flag salute.

ROLL CALL

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

Staff Present: Library Director Mary McCasland, Circulation Department Supervisor Caroline Wilkins, Library Clerk Josephine Flordelis, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of August 2, 2016

MOTION by Trustee Salehi to approve the Minutes of the Regular Meeting of August 2, 2016 as presented.

SECOND by Trustee Ganer.

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

ABSENT: Trustee Salts.

Minutes approved.

II. ORAL COMMUNICATION

a) From the Public Concerning Non-agenda Items

Mark Monin, a candidate for 2nd Vice President of the Independent Special Districts of Orange County, addressed the Board. He stated he has not missed an ISDOC meeting in the past two years. He currently serves on the El Toro Water District Board of Directors. He has been an advocate for Orange County and would be honored if the BPLD Board voted for him for the 2nd Vice President. President Fuhrman thanked him for attending our meeting.

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

Trustee Castaneda stated she had attended a PTO and Healthy Families meeting. Trustee Fuhrman said she had attended the City Council meeting.

c) Volunteer Guild Report

The Bookstore Manager, Marilyn Lowery, could not attend tonight's meeting. The Director reported that the revenue taken in by the Bookstore and the Book Nook totaled \$3,046, which is about \$800 more than usual. Marilyn told the Director that a large portion of the total was made from the Book Nook downstairs.

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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) Recognition of BPLD Employee Service Milestones

The Director introduced Josephine Flordelis to the Board. She stated Josephine was hired as a Part-time Page in 2001 and was eventually promoted to a Library Clerk. The Director said Josephine is knowledgeable of many different departments in the Library. She works in circulation, acquisitions and is also a passport agent. President Fuhrman thanked Josephine for her service and presented her with a Certificate of Appreciation and pin.

- c) Director's Report

The Director added that the audit is still ongoing and Business Officer, Marina Tutty, has been providing the auditors with requested documents.

Systems Services Supervisor, Doug Mason, has made arrangements for new Wireless Access Points to be installed throughout the Library. Staff has noticed an increase in Wi-Fi users.

Staff is in the process of finalizing plans for the upcoming Staff Development Day in October. The Director stated the focus will be on Safety and Disaster Preparedness. There will be a 2-hour presentation by an Orange County fire fighter. The Buena Park Police Department will also assist with safety training.

Trustee Fuhrman asked if the Little Hoover Commission has completed its investigation. The Director said there had been a 3-hour meeting which was streamed on their website. She stated she had watched the CSDA's presentation. Trustee Ganer said most times the commission is focused on fee-based districts.

President Fuhrman inquired about the patron incident mentioned in the Director's report. The Director explained that a patron called the police on an inebriated patron who was inside the Library.

The Director mentioned that the Library had recently committed to doing a storytime at the new Jamboree housing development once a week.

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

- a) Balance Sheet as of August 31, 2016

No comments.

- b) Revenue – \$85,740 and Expenditures – \$428,975 Budget vs. Actual Report  
July 1, 2016 through August 31, 2016

No comments.

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c) CERBT Quarterly Statement

The Director said that the statement was unavailable at last month's meeting which is why it is included this month's board packet.

d) Check Register as of August 31, 2016

No comments.

e) Monthly Statistical Reports for August 2016

Trustee Fuhrman noted that the holds cancelled had increased. Caroline Wilkins said the number of holds cancelled had most likely increased because the Library no longer charges a fee to place a book on hold. Trustee Salehi asked if the Library has an Amnesty Day, he said he had run into a patron that wouldn't return to the Library because of the fines they owed. The Director said we once had a "Food for Fines" program. However, she stated the Library tends to be very flexible allowing patrons to make payments toward their fines. The Director said she would look into the possibility of holding an Amnesty Day.

V. NEW BUSINESS

a) Annual Report

President Fuhrman asked if the Annual Reports are given to the City Clerk to hand out. The Director said the Annual Reports are mailed out to all the local schools and other organizations and she would look into providing additional copies to the City Clerk.

MOTION by Trustee Salehi to approve the Annual Report with one spelling correction.  
SECOND by Trustee Castaneda.

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

ABSENT: Trustee Salts.

Motion approved.

b) Review and Approve Library Vehicle Policy

President Fuhrman stated the policy seemed fairly complete to her and she did not have anything to add to it. The Director said she felt the policy was suitable for the way we use the vehicle. Trustee Salehi asked if we have an exempt license plate since this is a government vehicle. The Director said she would check if our van would qualify for exempt license plates.

MOTION by Trustee Salehi to approve the Library Vehicle Policy.  
SECOND by Trustee Ganer.

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

ABSENT: Trustee Salts.

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- c) Discussion and consideration to approve bids for the 2nd floor quiet study area, shelving and furniture

The Director explained to the Board members that in order to build the quiet study area staff would need to order new shelving to accommodate the major shift of books. Due to this shift, new furniture would also need to be purchased for the 2nd floor, as well as, custom desks to go inside the quiet room. The Director stated most libraries are building group study rooms, however, since the 2nd floor is an open floor plan, our library needs an enclosed quiet area. The Director explained noise from downstairs travels up the stairwell as well as the foyer on the other end of the building preventing the 2<sup>nd</sup> floor from being a true quiet space.

Motion by Trustee Salehi to approve bids for the 2nd floor quiet study area, shelving and furniture.  
SECOND by Trustee Ganer.

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

ABSENT: Trustee Salts.

Motion approved.

- d) Election of Officers for the Independent Special Districts of Orange County (ISDOC)

Trustee Fuhrman said a lot of materials had been received from the various candidates running for office. She said the Board would need to decide if they would vote for all of the offices, some of the offices or none. Trustee Fuhrman asked for comments. Trustee Salehi said he has not met any of the candidates except for Mark Monin who spoke earlier in the meeting. Trustee Salehi said Mr. Monin appeared qualified based off of his resume and appreciated that he took the time to come speak to the Board. Trustee Salehi said he would be inclined to vote for Mr. Monin, specifically. Trustee Ganer said she would abstain from voting because she did not feel she had enough information about any of the candidate's positions. Trustee Castaneda said she would feel comfortable voting for Mr. Monin for 2nd vice president of ISDOC. The Board agreed to cast a vote for 2nd Vice President and leave the remainder of the open positions blank.

MOTION by Trustee Salehi to approve voting for Mark Monin and leaving remainder of ballot blank.  
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Salehi.

ABSTAIN: Trustee Ganer

ABSENT: Trustee Salts.

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Annual Review of the Trustee Handbook in October  
b) Audit Report presented by auditor in November

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VII. CONSENT CALENDAR

a) Personnel Action

1. New Hire, P/T Library Page, Melyssa Adams at Step 1 on the Salary Scale effective August 5, 2016.
2. New Hire, P/T Library Clerk I, Brenda Gomez at Step 1 on the Salary Scale effective August 25, 2016.

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

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

Motion approved.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:30 p.m.

Submitted by,



Irene Castaneda  
Board Secretary