

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
September 7, 2010

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

PLEDGE OF ALLEGIANCE: President Niccum led the flag salute.

ROLL CALL

Board Members Present: Trustee Ganer, Trustee Miller, Trustee Niccum, Trustee Salts

Board Members Absent: Trustee Alibrandi

Staff Present: Director Hanley, Public Services Manager Patricia Rivera, Support Services Manager Mary McCasland, Systems Services Manager Vicki Terbovich, Business Officer Victoria Sanders-Victor, Guild President Luann O'Hara, and Administrative Assistant Paula Riley

I. ACTION ON MINUTES

- a) Approval of New or Retain Old Format for Minutes

MOTION by Trustee Miller seconded by Trustee Ganer to approve the new format for Board Minutes. Trustee Ganer stated is much easier to read, follow, figure out, and don't have to go pages to find things. Motion was approved unanimously.

- b) Regular Meeting of August 3, 2010

MOTION by Trustee Ganer seconded by Trustee Miller to approve the Minutes of Regular Meeting of August 3, 2010. Motion was approved unanimously.

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

NOES:

ABSTAIN:

ABSENT: Trustee Alibrandi

II. CORRESPONDENCE

- a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations: No comments or questions

- b) Management Team Minutes: Trustee Ganer asked Director Hanley when met with other Library Directors what kind of feedback got about their financial status and what they're doing. Palos Verdes is doing pretty well and putting a lot of time and energy into fund raising. Recently held a successful fund raiser on their roof top parking area. They have a Friends Group, as well as a Foundation that does a lot of fund raising. Placentia's budget is tight for both staff and materials. They are looking at adding Polaris because feel it will be less expensive than Sirsi-Dynix Horizon have right now. One of the

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libraries did cut hours, but not sure which one. Talked quite a bit about benefits and cuts that have been made there. Palos Verdes unions have agreed to some take backs and most of the libraries, but not all, have hiring freeze and no raises or just 1% cost of living last year. Trustee Ganer stated assumed that, but just wanted to verify. Palos Verdes has been told to expect two more years of flat revenue.

Director Hanley wanted to mention from the Management Minutes that this month doing a project that involves taking people's pictures. For this month will take pictures of people who get library cards and next will take pictures of people holding their favorite book. Saw this several years ago at Palos Verdes. Want to have this project last for about six months up until around Valentine's Day. Would love to have all the Board members have their pictures taken and displayed.

Trustee Ganer stated she liked the idea of an ongoing library display at the mall.

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

- a) Revenue - \$33,205.25 and Expenditure - \$278,889.20 Budget vs. Actual Report July through August 2010

Director Hanley reported to Board that during the audit last week the auditor's stated had to reverse the entry for receipt of Redevelopment Pass Thru money from the City of Buena Park. If the money is not received within 60 days of the end of the fiscal year, it must be reversed. So our financials for FY 2009-2010 are going to show a deficit of approximately \$224,000. Victoria Sanders-Victor, Business Officer, stated will still recognize that receivable, but had to reclassify as deferred revenue because it's been over 60 days. When spoke to the manager in that City department last week, had not received the spreadsheets needed to disperse the money. An outside consulting group prepares the spreadsheets and she can't do it until gets the spreadsheets. Did not indicate they don't have the money but can't tell how much yet. If we do receive it this year, then it will be on this year's revenue and expenditure report as opposed to last year's. President Niccum interjected assume if get their act in order for coming year will have an artificially inflated pending balance this year. Victoria said that is correct. Trustee Ganer wanted to make sure that neither Victoria nor City is concerned that the money is not coming, but is only delayed and Victoria indicated that is correct. Trustee Salts asked to have this brought back each month until it is resolved. Trustee Salts stated want to know if comes to point where aren't going to get the money or substantially less than planned. President Niccum stated already suffering impact because have financial statements that show other than the true picture. Victoria said it will affect our cash flow. We did have money coming into this fiscal year, but if don't receive this will have to go into our business maximizer account at Bank of America and pay some of our bills. Trustee Salts encouraged Business Officer to not feel bad about bugging the City and to call again for an answer or have Director call her boss. Director Hanley stated that we would take half right now and the balance when total is figured.

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President Niccum stated that Director Hanley made a good suggestion and they could look back and see what they paid us in the past five years and take the lowest amount there, tender that to us now and we'll wait for the rest in order to forestall having to go into our accounts for which would assume would go back to them for any loss of interest. That is a good position to take. Give us something now and will wait for rest for a few days. President Niccum thanked Director Hanley for the report. Trustee Salts suggested if not resolved by next Board meeting calendar it for further discussion. Business Officer indicated she would call again tomorrow.

President Niccum stated left both email and voicemail messages for auditor and never got any response. Trustee Ganer interjected District just saved \$53,000 on election cost and President Niccum indicated there are other things can do with that money.

- b) Balance Sheet as of August 2010: No comments or questions.
- c) Check Register as of August 2010: No comments or questions.
- d) Monthly Statistical Report for August 2010: No comments or questions.

IV. UNFINISHED BUSINESS

- a) Updated Employee Health Benefits Information

Director Hanley indicated that Business Officer prepared the spreadsheets and wants Board to see the bottom line. On first sheet premiums total \$184,400.64 with Kaiser as a benchmark. The next page shows our current premium costs of \$205,883.99. This is what we pay if no one makes a change in the current plan during upcoming open enrollment. That is a difference of \$21,483.35, which would be our approximate annual savings using a benchmark. Also, want to correct an impression that was false in Director's mind last month that only three employees would be affected - that is almost backwards. Only the folks who have Kaiser right now would not be affected. Everyone else would be affected, including Blue Shield participants and not just PERS Care because premiums are going up, e.g. Blue Shield 17%. With benchmark, all those employees would also be impacted. President Niccum thanked Director for the clarification. This information was follow up/informational only and not action right now. Trustee Ganer appreciated how clearly it was laid out.

- b) Tour of Guild Store and Storage

President Niccum asked other Board members if Item IV (b) Tour of Guild Store and Storage could be done at the conclusion of the meeting before going to Closed Session. All of the Board agreed and the item was deferred.

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V. NEW BUSINESS

a) Librarian I Job Description

Director Hanley stated that she would like to pull this from consideration tonight. Wanted to get this taken care of as there is not a Librarian I description that really meets the needs of all of our Librarian I positions. Apologize as feel like rushed it through and in previewing today not comfortable with what have presented here tonight. Would like another month to work on it and add a number of things. Trustee Ganer wondered if need a motion to withdraw it. President Niccum stated that based on the request to withdraw it that is good; however, requests when comes back to Board would like to highlight proposed revision thru italics or some manner so can see the changes. Director Hanley asked for clarification from Patricia Rivera whether we currently have one to work from that was Board approved. Current description was not Board approved. Director Hanley stated this won't be the only one and every month or so will be presenting them to Board for approval.

b) Approval of Page Position as Exception to Hiring Freeze

Director Hanley stated this was something that happened before she came here. There has been a loss of several pages and it has been included in the budget for this year. Director Hanley asked for clarification from Mary McCasland, Support Services Manger, if correct in that the money has been put into this year's budget. Mary stated it is clerks on the consent calendar that are leaving but promoted a page to a clerk and will be replacing the hours and not actually adding people. They are down a few hours and want to have a page as exception to hiring freeze and the financial impact has already been written into this year's budget. Trustee Ganer asked how many hours are requested for this position. There are 89 hours for all the pages and this position is between 11-15 hours a week.

MOTION by Trustee Miller seconded by Trustee Ganer to approve Page position as exception to hiring freeze. Motion was approved unanimously.

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

NOES:

ABSTAIN:

ABSENT: Trustee Alibrandi

c) Approval to Hire Administrative Assistant as Exception to Hiring Freeze

Director Hanley stated has a letter of resignation letter from Paula Riley, Administrative Assistant, in essence to take effect December 2010. She is very

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graciously giving us plenty of time to make plans to replace her. She is working on a desk manual of duties and procedures. Trustee Ganer suggested rejecting the letter and Trustee Miller chimed in with the same. Trustee Miller stated it made her really sad. Trustee Ganer stated it is going to be a tremendous loss and President Niccum concurred. None of the trustees wanted to make a motion. Trustee Salts stated all wish Paula success and happiness. Trustee Salts made a motion seconded by Trustee Ganer to approve the hiring as exception to hiring freeze. The motion was reluctantly approved unanimously. President Niccum stated have three more meetings to lobby Paula to change her mind and discuss at length Paula's contributions here.

MOTION by Trustee Salts seconded by Trustee Ganer to approve hiring of Administrative Assistant as exception to hiring freeze.

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

NOES:

ABSTAIN:

ABSENT: Trustee Alibrandi

d) Review and Discussion Draft of Strategic Plan

Director Hanley confirmed this is for discussion only and not action since it is a draft. The community, the Board, the staff and management team has been working on this since well before Director Hanley arrive, but it feels really good to get it on paper. If the Board has any questions or concerns would love to address them now and possibly approve it at the next meeting since plan is for one fiscal year and are already several months into it and are actually moving along with some of the things. It would be great to get it approved next month and move it along.

Trustee Ganer was very impressed by the work that went into this. Obviously it has been very thought through. Concerned whether the staff feels have bitten off more than can chew in one year period. Knows that can happen when doing Strategic Plan as get all excited and then realize what committed selves to. Wants to know if staff feels comfortable with it. Vicki Terbovich, Systems Services Manager, stated had meetings where went through them point by point and did have discussions about that on whether pushing too hard or aggressive with thinking and we made adjustments. Director Hanley noted it was ten pages and is now eight so did liberally use the delete key. Trustee Ganer was just concerned as sometimes if lay out too much and people don't reach it can get discouraged instead of looking at how much did get done.

Trustee Miller stated liked format, organized and easy to follow. Really liked the analysis of weaknesses and challenges. Thinks is really important and good thing to be looking at. Liked the section on community and staff input from focus groups to

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identify goals and objectives. Particularly liked the analysis of library trends. Already knows a lot of this, but was very useful and interesting. Put a star by the goals in terms of Objective 1.1. Like the idea of making sure engage staff in marketing and branding of the library. Explore marketing opportunities using social networking sites and obviously all the things that relate to technology. Liked Goal 4 regarding adding to the appeal, comfort, functionality, and ease of use of the Library. Feels we already do that a lot, but is wonderful want to do even more in terms of that. Really liked Goal 5 in terms of appreciating and acknowledging of staff and opportunities for professional development. Really like the idea of an employee recognition program. Obviously Goal 6 has to continue to ensure the safety and fiscal integrity of the Buena Park Library District. Understands Trustee Ganer's point and thinks it's possible, but what is really wonderful is that in these hard times all of the staff still has all this energy and desire to do fabulous things. Staff has energetic, exciting, community focused goals and mentality even in really hard times. Trustee Miller wants to make sure that thank you is extended to everybody for exhibiting this energy and it is amazing and wants that message passed along. Trustee Ganer interjected she got a huge kick out of part of Vision being "wildly popular". Director Hanley thanked Mary McCasland for throwing in that whimsy.

Director Hanley handed the Board members a list of words called a woordle. At the last staff meeting asked staff to come up with words that were indicative of what we do or what's important about what we do. In woordle the more often you type the word, the bigger the word comes out. So as can see, "community" was the word that was biggest for our staff. This is helping Director, managers and staffs to get a very good visual on what words are most important to us. Director stated will probably use something like this for our values statement.

Director Hanley stated will plan on putting the Strategic Plan on the agenda as an action item next month.

VI. ORAL COMMUNICATION

- a) From Public concerning non-agenda items: No comments or discussion.
- b) Board Members' Reports on conferences attended or meetings scheduled: No comments or discussion.
- c) Volunteer Guild Report

Luann O'Hara, Guild President, reported had an excellent week last week. Saturday made \$130 and for a holiday week usually it's down so that is really good. Upstairs made \$405 in a week and don't have the downstairs figures yet. Next

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Saturday on the third Saturday of the month everything will be 99 cents. The following month the first full week of October the Library is having Snapshot Day – a library recognition and appreciation day - so we are having a BOGO sale all week to work in with that. Our last one was very successful. Trustee Ganer inquired with the books being placed out front rather than further back whether has seemed to affect the traffic it draws. Luann stated don't know yet as last week was such a good week and the location change didn't happen until Thursday. Luann only heard one negative thing about downstairs from a customer. Luann thinks it looks nice and doesn't know whether it will affect the upstairs sales or add to them.

Director Hanley wanted to give a “shout out” to Luann as she has worked very hard in the last month in organizing her storage area and it is looking very good back there.

Director Hanley reminded Luann do not have an Annual Financial Report from June 2009 to June 2010. Luann stated that will be given out at annual meeting in September. Same as year before went into reserves so could approve things library had on wish list. Everything that was on the wish list from last year was approved and paid out.

Director Hanley confirmed whether the Guild Board meeting will be held this month as last two were cancelled. Luann confirmed it would be held. Director stated will have wish list ready. Luann stated have a draft and everyone has had a chance to look at it and it's not a problem.

1. d) Items of interest to the

Director Hanley mentioned earlier the meeting she attended meeting with other Special District Library Directors. It was a fabulous meeting and very good use of time. The Chamber of Commerce held a Mixer at Boys and Girls Club and they are planning an ambitious capital campaign in hopes of getting about eight million dollars. Director and Patricia Rivera went to a Senior Saturday program and sold \$28 worth of books and gave out a lot of pencils, chocolate and book bucks. Patricia did a demonstration of our language database Mango.

Director mentioned the library received \$182 from the Amazon link on our website. Also, as mentioned in the Strategic Plan, we started doing employee recognition at our monthly staff meeting and gave two employees \$25 gift cards for work that they did. Mary Ivelia was acknowledged for her recent graduation from library school.

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2. Youth Services Report

Twelve story times or special programs were held. The Summer Reading Program had over 2,000 people sign up. For the Amazing Race, we had as many volunteers as participants. They had a very nice volunteer recognition program and 68 people showed up to be recognized. They had 76 volunteers who worked 680 hours. The teens had five programs with attendance of 136. Over 300 teens signed up.

VII. FUTURE AGENDA ITEMS

Noted for future item an update on the receipt of City of Buena Park pass thru money if that has not materialized by then. Director Hanley mentioned that the Librarian I job description and Strategic Plan will also be on next month's agenda.

VIII. CONSENT CALENDAR

MOTION by Trustee Ganer seconded by Trustee Salts to approve Consent Calendar as presented. Consent Calendar was approved unanimously:

- a) Unpaid Bills Detail August 2010
- b) Personnel Matters
 - 1. Resignation of P/T Library Clerk I, Sarah Anderson, effective July 28, 2010.
 - 2. Resignation of P/T Library Clerk I, Cindy Morales, effective September 11, 2010.

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

NOES:

ABSTAIN:

ABSENT: Trustee Alibrandi

IV. UNFINISHED BUSINESS

- b) President Niccum stated will now return to item IV(b) Tour of Guild Store and Storage before going on to the Closed Session on tonight's agenda. The Closed Session is on the topic of Personnel Matters pursuant to Gov Code Section 54957. At the end of Closed Session will reconvene in Open Session and report any reportable actions taken in Closed Session and will there upon adjourn the meeting. At 6:14 p.m. the Director guided the Board of Trustees on the tour accompanied by Luann O'Hara, Guild President.

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IX. CLOSED SESSION

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

After the tour, the Board recessed into Closed Session at 6:30 p.m. The Board reconvened into Open Session at 7:01 p.m. In Closed Session, the Board reviewed Personnel Matters pursuant to Gov. Code Section 54957. The Board took no reportable action in Closed Session.

ADJOURNMENT

MOTION by Trustee Ganer seconded by Trustee Miller to adjourn the meeting. Motion was approved unanimously and meeting stood adjourned at 7:07 p.m.

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

NOES:

ABSTAIN:

ABSENT: Trustee Alibrandi

Submitted by,

Donna Miller
Board Secretary