

AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE BUENA PARK LIBRARY DISTRICT

7150 La Palma Avenue

August 2, 2016

5:30 p.m. Library Board Room

**(Distributed agenda information viewable/obtainable in Administration Office.
Agenda and Minutes at www.buenaparklibrary.org)**

MF PG IC AS DS

CALL TO ORDER _____

PLEDGE OF ALLEGIANCE

ROLL CALL

Present	___	___	___	___	___
Absent	___	___	___	___	___
Also	___	___	___	___	___

I. ACTION ON MINUTES

a) Regular Meeting of July 5, 2016

Motion	___	___	___	___	___
2nd	___	___	___	___	___
Ayes	___	___	___	___	___
Noes	___	___	___	___	___
Absent	___	___	___	___	___
Abstain	___	___	___	___	___

II. ORAL COMMUNICATIONS

- a) From Public Concerning Non-agenda Items
- b) Board Members' Reports on Conferences Attended or Meetings Scheduled
- c) Volunteer Guild Report

III. CORRESPONDENCE

- a) Patrons' Suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations
- b) Director's Report

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

- a) Balance Sheet as of July 31, 2016
- b) Revenue - \$51,851 and Expenditures - \$223,193 Budget vs. Actual Report July 1, 2016 through July 31, 2016
- c) Quarterly Cash Flow Trend Analysis
- d) CERBT Quarterly Statement
- e) Check Register from July 1 through July 22, 2016
- f) Monthly Statistical Reports for July 2016

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		MF	PG	IC	AS	DS
V.	NEW BUSINESS					
	a) Consideration and Approval of revisions to the Retirement Plan Policy	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
	b) Consideration and Approval of revisions to the Part-time Employee Policy	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
	c) Consideration and Approval for development of a new job description for the Library Assistant/Community Outreach Coordinator	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
	d) Consideration and Approval to close the Library on Columbus Day, October 10, 2016, for a Staff Development Day	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
VI.	FUTURE AGENDA ITEMS					
	a) Annual Report in September					
	b) Annual Review of the Trustee Handbook in October					

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VII.	CONSENT CALENDAR					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

All matters listed under Consent Calendar will be acted upon by one motion affirming the action recommended on the Agenda. There will be no separate discussion on these items prior to voting unless members of the Board or the public request specific items to be removed from the Consent Calendar for separate action.

a) Personnel Action

1. Salary adjustment for Public Services Supervisor, Kathy Billings, to Step 8 on the revised salary scale effective July 8, 2016.
2. Salary adjustment for Systems Services Supervisor, Doug Mason, to Step 6 on the revised salary scale effective July 8, 2016.
3. Salary adjustment for Business Officer, Marina Tutty, to Step 3 on the revised salary scale effective July 8, 2016.
4. Reclassification of Stella Galvan to Library Assistant/Community Outreach Coordinator at Step 6 on the Salary Scale effective August 5, 2016.
5. Merit increase for P/T Library Clerk I, Dianne Ochoa, to Step 3 on the Salary Scale Effective August 5, 2016.
6. Merit increase for F/T Library Clerk I, Maribel Morales, to Step 9 on the Salary Scale Effective August 5, 2016.
7. Merit increase for P/T Clerk I, Stephanie Castellon, to Step 4 on the Salary Scale Effective August 19, 2016.
8. Merit increase for P/T Clerk I, Angelina Fuentes, to Step 4 on the Salary Scale effective August 19, 2016.
9. Merit increase for P/T Page, David Arvizu, to Step 2 on the Salary Scale Effective August 19, 2016.
10. Merit increase for Circulation Department Supervisor, Caroline Wilkins, to Step 9 on the Salary Scale effective August 19, 2016.
11. Merit increase for Librarian I, Ruth Cho, to Step 4 on the Salary Scale effective September 02, 2016.

ADJOURNMENT	_____	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___