

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

7150 La Palma Avenue

February 2, 2016

5:30 p.m. Library Board Room

\*\*(Distributed agenda information viewable/obtainable in Administration Office.

Agenda and Minutes at [www.buenaparklibrary.org](http://www.buenaparklibrary.org)\*\*

MF PG DM AS DS

CALL TO ORDER \_\_\_\_\_

PLEDGE OF ALLEGIANCE

ROLL CALL

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

I. ACTION ON MINUTES

a) Regular Meeting of  
 January 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) Recognition of BPLD Employee Service Milestones
- c) Director's Report

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

- a) Balance Sheet as of January 31, 2016
- b) Revenue – \$1,807,791 and Expenditures – \$1,572,424 Budget vs. Actual Report July 1, 2015 through January 31, 2016
- c) Quarterly Cash Flow Trend Analysis
- d) CERBT Quarterly Statement
- e) Check Register as of January 31, 2016
- f) Monthly Statistical Reports for January 2016

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		MF	PG	DM	AS	DS
V. NEW BUSINESS						
a) Annual Review of Fines and Fees	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
VI. FUTURE AGENDA ITEMS						
a) Review of the Record Retention Policy in March						
b) National Library Week Proclamation in March						
c) Annual Review of the Library Fund Balance and Reserve Policy in March						
d) Annual evaluation of staffing levels in April						
e) Review of Salary Comparisons in April						
f) Review of Capital Improvement Projects in April						
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. Merit Increase for Library Clerk II, Stella Galvan, to Step 8 on the Salary Scale effective February 5, 2016
  2. Merit Increase for Facilities Maintenance Supervisor, Ray Garcia, to Step 8 on the Salary Scale effective March 4, 2016
  3. Merit Increase for P/T Page, Ingrid Adams, to Step 2 on the Salary Scale effective February 5, 2016.
  4. Merit Increase for P/T Page, Tomas Moran, to Step 2 on the Salary Scale effective February 5, 2016.
  5. Merit Increase for P/T Page, Carolina Villegas, to Step 2 on the Salary Scale Effective February 5, 2016.

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		MF	PG	DM	AS	DS
ADJOURNMENT	_____					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___