

AGENDA
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE BUENA PARK LIBRARY DISTRICT
 7150 La Palma Avenue
 February 7, 2017
 5:30 p.m. Library Board Room

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

IC MF PG AS DS

CALL TO ORDER _____

PLEDGE OF ALLEGIANCE

ROLL CALL	Present	_____	_____	_____	_____	_____
	Absent	_____	_____	_____	_____	_____
	Also	_____	_____	_____	_____	_____

SWEARING IN OF APPOINTED TRUSTEE PATRICIA GANER

I. ACTION ON MINUTES

a) Regular Meeting of January 3, 2017	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 January 31, 2017
- b) Revenue – \$1,999,801 and Expenditures – \$1,468,171 Budget vs. Actual Report July 1, 2016 through January 31, 2017
- c) Quarterly Cash Flow Trend Analysis
- d) CERBT Quarterly Statement
- e) Check Register as of January 31, 2017
- f) Monthly Statistical Reports for January 2017

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V. NEW BUSINESS						
a) Review of Fines and Fees	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

VI. FUTURE AGENDA ITEMS

- a) National Library Week Proclamation request in March
- b) Annual Review of the Record Retention Policy in March
- c) Annual evaluation of staffing levels in April
- d) Review of Salary Comparisons in April
- e) Annual Review of BPLD Library Fund Balance and Reserve Policy 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. New Hire, P/T Library Clerk I Nancy Rubalcaba, to Step 1 on the Salary Scale effective January 10, 2017.
2. Merit increase for F/T Library Assistant, Stella Galvan, to Step 7 on the Salary Scale effective February 03, 2017.
3. Merit increase for P/T Library Page, Ingrid Adams, to Step 3 on the Salary Scale effective February 03, 2017.

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4. Merit increase for P/T Library Page, Tomas Moran, to Step 3 on the Salary Scale effective February 03, 2017.
5. Merit increase for P/T Library Page, Melyssa Adams, to Step 2 on the Salary Scale effective February 17, 2017.
6. Merit increase for Facilities Maintenance Supervisor, Ray Garcia, to Step 9 on the Salary Scale effective March 03, 2017.

ADJOURNMENT _____

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