

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

7150 La Palma Avenue

March 1, 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
 February 2, 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 February 29, 2016
- b) Revenue – \$1,923,163 and Expenditures – \$1,784,290 Budget vs. Actual Report July 1, 2015 through February 29, 2016
- c) Check Register - January 29 through February 19, 2016
- d) Monthly Statistical Reports for February 2016

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		MF	PG	IC	AS	DS
V.	NEW BUSINESS					
	a) Approval of the 2016 National Library Week Proclamation					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
	b) Annual Review of the Record Retention Policy & Schedule					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
	c) Review and Discuss potential questions for annual review of Library Director					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

VI. FUTURE AGENDA ITEMS

- a) Annual evaluation of staffing levels in April
- b) Review of Salary Comparisons in April
- c) Annual Review of BPLD Library Fund Balance and Reserve Policy in April
- d) Review of Capital Improvement Projects in April
- e) Analysis of draft Budget and projected income in May

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

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1. Resignation of P/T Page, Carolina Villegas, effective February 06, 2016.
2. Merit increase for P/T Library Clerk I, Mavely Fajardo, to Step 3 on the Salary Scale effective April 1, 2016.
3. Merit Increase for P/T Library Assistant, Joe Famolaro, to Step 4 on the Salary Scale effective March 4, 2016.
4. New hire, P/T Library Page, David Arviza, at Step 1 on the Salary Scale Effective February 17, 2016.
5. New hire, P/T Library Page, Melissa Vasquez, at Step 1 on the Salary Scale Effective February 16, 2016.

ADJOURNMENT _____

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