

AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE BUENA PARK LIBRARY DISTRICT
7150 La Palma Avenue

November 1, 2016

5:00 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	_____	_____	_____	_____
I. ACTION ON MINUTES						
a) Regular Meeting of October 4, 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 October 31, 2016						
b) Revenue – \$201,779 and Expenditures – \$799,405 Budget vs. Actual Report July 1, 2016 through October 31, 2016						
c) Quarterly Cash Flow Trend Analysis						
d) Check Register as of October 31, 2016						
e) Monthly Statistical Reports for October 2016						
V. NEW BUSINESS						
a) Audit Report presented by auditor		Motion	_____	_____	_____	_____
		2nd	_____	_____	_____	_____
		Ayes	_____	_____	_____	_____
		Noes	_____	_____	_____	_____
		Absent	_____	_____	_____	_____
		Abstain	_____	_____	_____	_____

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		IC	MF	PG	AS	DS
b) Approval of the Additional Service Request from Grace Partnership, Inc. in the amount of \$2,060	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

VI. FUTURE AGENDA ITEMS

- a) Election of Board Officers in December
- b) Mid-Year Detailed Budget Review in January
- c) Mid-Year Plan of Service Review in January

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 P/T Clerk I, Lauren Beville, to Step 5 on the Salary Scale effective November 25, 2016.
2. Merit increase for Library Assistant, Lynn Pence, to Step 5 on the Salary Scale effective November 25, 2016.

ADJOURNMENT _____

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