

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

7150 La Palma Avenue

October 2, 2018

5:30 p.m. Library Board Room

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

IC PG AS DS RV

CALL TO ORDER _____

PLEDGE OF ALLEGIANCE

ROLL CALL

Present	_____	_____	_____	_____	_____
Absent	_____	_____	_____	_____	_____
Also	_____	_____	_____	_____	_____

I. ACTION ON MINUTES

a) Regular Meeting of September 4, 2018

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 September 30, 2018
- b) Revenue – \$146,080 and Expenditures – \$658,642 Budget vs. Actual Report July 1, 2018 through September 30, 2018
- c) Check Register as of September 30, 2018
- d) Monthly Statistical Reports for September 2018

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		IC	PG	AS	DS	RV
V.	NEW BUSINESS					
a)	Annual Review of the Trustee Handbook	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
b)	Approval of new Technology & Support Services Supervisor position	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
c)	Approval to reclassify Ann Duarte to the Technology & Support Services Supervisor position	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
d)	Approval to hire two new librarians	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___
e)	Review and approval of proposal from Koff and Associates to update the employee handbook in the amount of \$11,120 plus 10%	Motion	___	___	___	___
		2nd	___	___	___	___
		Ayes	___	___	___	___
		Noes	___	___	___	___
		Absent	___	___	___	___
		Abstain	___	___	___	___

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		IC	PG	AS	DS	RV
f) ISDOC Election of Officers	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

VI. FUTURE AGENDA ITEMS

- a) Audit Report presented by auditor in November
- b) Election of Board Officers in December
- c) Approval of 2018 Holidays in December

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. Reclassification of Maribel Morales to PT Clerk effective September 14, 2018.
2. Merit increase for PT Clerk Melissa Vasquez to Step 4 on the Salary Scale effective October 12, 2018.
3. Merit increase for PT Page Andres Escalera to Step 2 on the Salary Scale Effective October 12, 2018.
4. Merit increase for PT Page Tristen Miller to Step 2 on the Salary Scale Effective October 12, 2018.

ADJOURNMENT _____

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