

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
April 4, 2017

CALL TO ORDER: President Ganer called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE: President Ganer led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Mary Fuhrman, Pat Ganer, Dennis Salts.  
Al Salehi was absent.

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Circulation Department Supervisor Caroline Wilkins, Librarian Mary Ivelia, Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of March 7, 2017

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of March 7, 2017, as presented.

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salts.

ABSENT: Trustee Salehi.

Minutes approved.

II. ORAL COMMUNICATION

a) From the Public Concerning Non-agenda Items

Mrs. Christiane Salts presented a check for \$250 to Librarian Mary Ivelia for the Summer Reading Program. She also presented the Buena Park Library with 25 book bags to be given to expectant mothers. The book bags contained valuable information about services available in the community. Trustee Ganer thanked Mr. and Mrs. Salts for their continued work in support of the library in their personal lives, as well as, with the Rotary Club.

b) Board Members' Reports on Conferences Attended or Meetings Scheduled

Trustee Salts said the Rotary Club would be honoring the Teachers of the Year on April 19<sup>th</sup>. He also said the Soroptimist Group would be honoring the Women of Distinction in the community on April 26<sup>th</sup>.

Trustee Fuhrman stated she had attended the Buena Park City Council meeting and saw three Library staff members receive the Proclamation for National Library Week. She also noted the Library had an article in the Buena Park Independent regarding the New Quiet Study Room.

Trustee Castaneda said she had attended the Buena Park Junior High open house. She said it was nice to see the Library represented there. There were also many colleges in attendance offering information to students and parents.

The Trustees discussed if an evaluation of the Director should be scheduled. The trustees agreed that they would put this on the upcoming agenda for a discussion and vote.

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c) Volunteer Guild Report

The Director reported that the Volunteer Guild had made \$2,391 in the month of March.

III. CORRESPONDENCE

a) Patrons' Suggestions from Individuals Requesting the Purchase of Materials or Proposing Changes to Library Operations.

No comments or questions.

b) Director's Report

The Director mentioned that the Library had received a \$250 donation from the Buena Park Rotary Club. The Director also stated State Senator Dodd's bill lowering the library bond approval requirement is heading to the Constitutional Amendments committee to be debated. She said the Preliminary budget from the White House eliminates the Institute of Museums and Library Services, which is where libraries receive many grants from. The California Library Association is urging the library community to contact their representatives to voice their opposition to this.

Trustee Fuhrman asked how many no-shows have occurred for passport appointments. The Director said about 40% of appointments do not show up. She said it is still a work in progress.

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

a) Balance Sheet as of March 31, 2017

No comments.

b) Revenue – \$2,216,924 and Expenditures – \$2,060,239 Budget vs. Actual Report July 1, 2016 through March 31, 2017

No comments.

c) Check Register from March 3 through March 24, 2017

No comments.

d) Monthly Statistical Reports for March 2017

No comments.

V. NEW BUSINESS

a) Annual Review of BPLD Library Fund Balance and Reserve Policy

MOTION by Trustee Salts to not make any change to the Fund Balance and Reserve Policy.  
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salts.  
ABSENT: Trustee Salehi

MOTION approved.

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b) Review of Capital Improvement Projects

Trustee Fuhrman asked when parking lot repairs will begin. The Director replied staff is planning to begin in August.

MOTION by Trustee Salts to accept the Capital Improvement Project as presented.  
SECOND by Trustee Fuhrman.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salts.  
ABSENT: Trustee Salehi.

MOTION approved.

c) Review and approval of agreement between the Library District and Buena Park School District for librarian services

There was a brief discussion of what would be required of library staff upon entering into the contract.

MOTION by Trustee Fuhrman to approve the contract.  
SECOND by Trustee Salts.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salts.  
ABSENT: Trustee Salehi.

MOTION approved.

d) Approval of the Understanding of the Engagement by Fedak & Brown LLP for Auditing Services for the year ended June 30, 2017

MOTION by Trustee Fuhrman to approve the Understanding of the Engagement.  
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salts.  
ABSENT: Trustee Salehi.

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Analysis of draft Budget and projected income in May
- b) Gann Limit Resolution in June
- c) Annual Investment Policy Review in June

Trustee Ganer stated there would be a motion to institute a schedule for the Director's evaluation on the upcoming agenda.

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VII. CONSENT CALENDAR

a) Personnel Action

1. Merit increase for System Services Supervisor, Douglas Mason, to Step 7 on the Salary Scale, effective March 31, 2017.
2. Merit increase for Administrative Assistant, Patty Salas, to Step 3 on the Salary Scale, effective April 14, 2017.
3. Merit increase for P/T Clerk I, Yesenia Sandoval, to Step 5 on the Salary Scale, effective April 14, 2017.

MOTION by Trustee Fuhrman to approve the Consent Calendar.  
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salts.  
ABSENT: Trustee Salehi.

Motion approved.

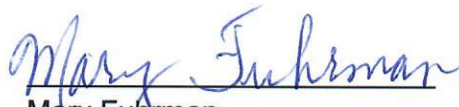
ADJOURNMENT

MOTION by Trustee Salts to adjourn the meeting. SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salts.  
ABSENT: Trustee Salehi.

Motion approved. The meeting stood adjourned at 6:19 p.m.

Submitted by,

  
Mary Fuhrman  
Board Secretary