

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 3, 2018

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, Patricia Ganer, Dennis Salts, Al Salehi
Absent: Rajen Vurdien

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

I. ACTION ON MINUTES

a) Regular Meeting of March 6, 2018

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of March 6, 2018, as presented.

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts, Trustee Salehi

ABSENT: Trustee Vurdien

Minutes approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

President Ganer acknowledged there were members of the public at tonight's meeting to address the Board regarding an upcoming Orange County Local Agency Formation Commission (OC LAFCO) election.

Mr. Jim Fisler, a Director from the Mesa Water District, announced he is running for re-election for the position of Alternate Commissioner representing Orange County's Special Districts at the OC LAFCO. Mr. Fisler has been serving as the Alternate Commissioner since 2011.

Mr. Douglass Davert, a Director from East Orange County Water District, announced his candidacy for the Regular Special District Commissioner seat at OC LAFCO.

Mr. Frederick Adjarian, a Director from the El Toro Water District, was another candidate for the Regular Special District Commissioner position.

Mr. Bob Ooten, an alternate Board member from the Orange County Sanitation District, addressed the Board and stated he is a candidate for the OC LAFCO Special District Alternate Commissioner.

President Ganer thanked the attendees for providing them with more information about themselves and stated the Board would vote at the May meeting.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 3, 2018

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

No comments.

c) Volunteer Guild Report

The Director reported the Guild had made \$2545 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.

b) Director's Report

The Director added that Library staff recorded the spring segment for the Buena Park TV channel. She said staff continues to work on the parking lot renovation project.

Trustee Ganer asked the Director to keep the Board advised of any changes CalPERS announces.

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

a) Balance Sheet as of March 31, 2018

No comments.

b) Revenue – \$2,442,918 and Expenditures – \$1,843,983 Budget vs. Actual Report July 1, 2017 through March 31, 2018

No comments.

c) Check Register as of March 31, 2018

Trustee Salts asked about the architectural services listed on the check register. Trustee Salehi asked what "Mango Languages" was which was listed on the check register.

d) Monthly Statistical Reports for March 2018

Trustee Salehi asked what the process was for Holds on books.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 3, 2018

V. NEW BUSINESS

a) Annual Evaluation of Staffing Levels

MOTION by Trustee Salts to approve addition of a full-time Library Assistant.
SECOND by Trustee Salehi.

Trustee Salehi asked if this position was a similar position held in other libraries. The Director confirmed that many other libraries have library assistants. He asked if it was possible to use interns or part time employees to help with the need for an additional full time employee. The Director stated it is necessary to have a full time employee because the part time library assistant position tends to have a high turnover. This position would help with long term, ongoing programs.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi, Trustee Salts
ABSENT: Trustee Vurdien

Motion approved.

b) Review of Salary Comparisons

The Director stated the Circulation Supervisor duties at the surrounding libraries varies greatly, but staff found our Circulation Supervisor Salary scale wasn't comparable and needed to be adjusted.

MOTION by Trustee Salehi to approve the adjustment of the salary scale for the Circulation Department Supervisor.
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts, Trustee Salehi
ABSENT: Trustee Vurdien

Motion approved.

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

MOTION by Trustee Salts to reaffirm the policy as indicated.
SECOND by Trustee Castaneda.

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

Motion approved.

d) Review of Capital Improvement Projects

The Director explained that the review of the Capital Improvement Projects would assist in preparing the upcoming year's budget.

No action was taken on this item.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 3, 2018

- e) Approval of the Understanding of the Engagement by Fedak & Brown LLP for Auditing Services for the year ended June 30, 2018

MOTION by Trustee Salts to approve the Understanding of Engagement with Fedak & Brown LLP.
SECOND by Trustee Salehi.

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

- f) Review and approval of proposal to purchase additional furniture for Children’s room

MOTION by Trustee Salts to approve the proposal for the purchase of new furniture.
SECOND by Trustee Castaneda.

Trustee Salehi asked if the pricing was higher this time compared to the 2014 pricing received from the same company. The Director stated the pricing was slightly higher. This company was chosen to ensure the new furniture would match the current furniture in the room.

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

- g) Declaration of Qualification to Vote in the Orange County Special District Selection Committee election (regular and alternate member)

MOTION by Trustee Salts to authorize Trustee Ganer to vote in the OC Special District Selection committee election and Trustee Salehi as an alternate voter.
SECOND by Trustee Castaneda.

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

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

VII. CONSENT CALENDAR

- a) Personnel Action

1. New Hire, PT Page, Martin Lebria, at Step 1 on the Salary Scale effective March 8, 2018.
2. Merit Increase for Systems Services Supervisor, Douglas Mason, to Step 8 on the Salary Scale, effective March 30, 2018.
3. Merit Increase for Administrative Assistant, Patty Salas, to Step 4 on the Salary Scale, effective April 13, 2018.
4. Merit Increase for Library Assistant/Outreach Coordinator, Brenda Gomez, to Step 2 on the Salary Scale, effective April 13, 2018.
5. Merit Increase for P/T Library Clerk I, Yesenia Sandoval, to Step 6 on the Salary Scale, Effective April 13, 2018.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 3, 2018

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

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

Motion approved.

VIII. CLOSED SESSION

a) Public Employee Performance Evaluation
(Pursuant to Go. Code Section 54957)

1. Library Director

The Board went into Closed Session at 6:30 p.m.

The meeting was reconvened at 7:26 p.m. Trustee Ganer stated there was no reportable action. She also stated the Board would like a review of the Library's Code of Conduct be added to the agenda at an upcoming meeting as determined by the Director.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 7:28 p.m.

Submitted by,



Dennis Salts
Board Secretary