

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
August 4, 2015

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

PLEDGE OF ALLEGIANCE: President Fuhrman led the flag salute.

ROLL CALL

Board Members Present: Mary Fuhrman, Patricia Ganer, Al Salehi, Dennis Salts

Staff Present: Library Director Mary McCasland, Systems Services Supervisor Doug Mason, Business Officer Marina Tutty, Librarian Marcia Miyoshi and Administrative Assistant Kathy Bermosk

I. ACTION ON MINUTES

a) Regular Meeting of July 7, 2015

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of July 7, 2015.

SECOND by Trustee Salehi.

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts

Minutes approved as presented.

II. ORAL COMMUNICATION

a) From the Public Concerning Non-agenda Items

No comments or questions.

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

Trustee Salts said he visited the Pop-Up Library at both locations. During their vacation, he and his wife donated copies of Mrs. Knott's book to the libraries they visited.

Trustee Salehi said that during the last month, he has been working on the Highway 39 project. There appear to be some opportunities to move forward by reinvesting money and reallocating resources to help local businesses thrive once again along this road.

President Fuhrman stated she attended the City Council meeting when the demographer gave a presentation on the city redistricting. The city is also discussing the replacement of old water meters.

c) Volunteer Guild Report

The Bookstore Manager, Marilyn Lowery, could not attend tonight's meeting. The Director reported that the revenue taken in by the Bookstore and the Book Nook totaled \$2,243 in July. The Guild held a sidewalk sale on Saturday, August 1.

III. CORRESPONDENCE

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

No comments or questions.

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b) Director's Report

The Director complimented Frank Ivelia, husband of Children's Librarian Mary Ivelia, for his dedication to volunteering during the Summer Reading Program.

She also reported that the mural in the Children's Room has been completed and invited the Board to drop in to see it. Staff has received many compliments on the mural.

A public records request for our vendor and invoice transactions from January 2010 to present was received from a company called Smart Procure. Staff was able to create a report from QuickBooks and will email it to them tomorrow.

The Pop-Up Library checked out over 1,000 books during their summer visits to Bellis Park and Whitaker schools. On the last day at Bellis Park, donated books were given to the children to keep.

A new part-time library assistant has been hired. She will help cover the Public Services Desk during Homework Help.

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

a) Balance Sheet as of July 31, 2015

No comments or questions.

b) Revenue – \$22,160 and Expenditures – \$204,220 Budget vs. Actual Report July 1, 2015 through July 31, 2015

No comments or questions.

c) Quarterly Cash Flow Trend Analysis

The Director said this report is the most interesting because you can see how revenue has improved. Even without the RDA dissolution funds, we are doing better.

d) CERBT Quarterly Statement

The CERBT Quarterly statement was not received prior to this meeting.

e) Check Register as of July 31, 2015

No comments or questions.

f) Monthly Statistical Reports for July 2015

No comments or questions.

V. NEW BUSINESS

a) Interview Candidates for the Library Board of Trustees Vacancy

President Fuhrman welcomed the candidates and thanked them for their interest in becoming a trustee. The candidates were told that they would each be interviewed in open session while the other candidates were seated outside the Boardroom. After the interviews, they would be welcomed back into the open meeting while the trustees decided on a nominee to submit for appointment by the Orange County Board of Supervisors. Each candidate then drew a straw to determine the order in which they would be interviewed. Barbara Michel picked number one (1), Baron Night picked two (2), Irene Castaneda picked three (3), and Mary McGlasson picked four (4).

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Each candidate was asked the following questions:

1. Please explain why you are interested in becoming a library trustee.
2. What do you see as the basic purpose of the public library? What is the role of the Board of Trustees in the fulfillment of that purpose?
3. Please list your former and current activities and accomplishments in the community – school groups, neighborhood events, service clubs, other boards and commissions.
4. What experience or skills do you bring to the Board?
5. What are some of the problems and challenges facing libraries today?

While all the candidates were gathered to return into the meeting, President Fuhrman informed the trustees that she would be asking each of them what trait they felt a board member should possess and which candidate demonstrated that trait to them.

Trustee Ganer started by saying that integrity was the most important trait for a trustee, but that she could not determine that from the interviews. The next important trait for a board member was a grasp of the big picture, what it is that the library does and what the board does. She feels Baron Night has this understanding.

Trustee Salts said that it is important for a person to be aware of our library, what it does and how it impacts the community. He felt that a person who has been coming to the Library for a period of time would be able to fit in very quickly. He thinks Irene Castaneda is that person.

Trustee Salehi said he wants someone who understands the history and mechanics of our finances, our governance and how we are working. He wants them to have an understanding of how they are going to affect the future by understanding how we have been working presently and in the past. His selection should also have an eye towards the evolution and the future of the Library. He said that Irene Castaneda is his choice.

President Fuhrman finds that a person must have a passion for learning and helping the community to become educated through services that have been provided by libraries in the past and those that are evolving for the future. She sees good things in each candidate and feels this is a difficult decision for her. She sees the advantages of the experiences each candidates has. She said she wants to reach out to the Hispanic portion of the community and supports Irene Castaneda.

- b) Selection of a Trustee Nominee to Recommend for Appointment by the Orange County Board of Supervisors

MOTION by Trustee Salehi to recommend the appointment of Irene Castaneda.
SECOND by Trustee Salts.

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts

Motion approved.

President Fuhrman told Ms. Castaneda that her name would be presented to the Orange County Board of Supervisors for appointment to the vacant seat on the Library Board of Trustees. She thanked Mr. Night, Ms. Michel and Ms. McClasson for their great answers and their participation. Trustee Salts said that all four candidates were good choices, but the Spanish and Korean population is growing and the community is becoming more bilingual. We need to keep that in mind and make the Library welcoming to them. He said directly to Ms. Castaneda that during her interview, she lit up the light bulb for him because that is what the Board has seeking. He said any of the candidates would have been welcomed on the Board and he asked for their continued support of the Library.

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- c) Consideration and Approval to Transfer \$500,000 to the Orange County Investment Pool

MOTION by Trustee Ganer to approve the transfer to the Orange County Investment Pool.
SECOND by Trustee Salts

The Director stated that staff is requesting the transfer because OCIP's interest rate is higher than the bank's.

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts

Motion approved.

- d) Consideration and Approval to Honor Former Library Trustee, Donna Miller, with a Star on the Library's *Wall of Stars*

MOTION by Trustee Salehi to approve honoring Donna Miller with a star on the *Wall of Stars*.
SECOND by Trustee Salts.

The Director said this would be an appropriate way to recognize Mrs. Miller for all her years of service to the Library. Depending on Mrs. Miller's availability, the presentation of the star may be held after the September Board meeting. A reception will be planned after the presentation.

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts

Motion approved.

- e) Selection of a Candidate for the 2015 Board of Directors Election for Seat A in the Southern Network of California Special District Association (CSDA)

Trustee Ganer reminded the Board that they do not have to take action on this item. Typically, she feels that she does not know anything about these candidates beyond what is on their information sheet, and that causes her to be concerned about what she does not know about them.

President Fuhrman said that Ms. McKenzie has an extensive background and multiple endorsements. If she was going to support anyone, she would support Ms. McKenzie on that basis. She continued saying that the Board should look at the materials CSDA sends us about these candidates and make an evaluation based on that.

MOTION by Trustee Salehi to vote for Jo McKenzie.
SECOND by Trustee Salts.

AYES: Trustee Fuhrman, Trustee Salehi, Trustee Salts
ABSTAIN: Trustee Ganer

Motion approved.

- f) Consideration and Approval of Resolution #2015-3 for the Election of Directors to the Special District Risk Management Authority (SDRMA) Board of Directors

President Fuhrman listed the nominees and informed the Board they could vote for up to three candidates. No Motion was made on this item.

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VI. FUTURE AGENDA ITEMS

- a) Annual Report in September
- b) Annual Review of the Trustee Handbook in October

President Fuhrman asked if there were any items to be added to Future Agenda Items.

The Director said that she would contact Donna Miller to see if she is available to receive her star after the September meeting. Also, if the Orange County Board of Supervisors appoints the Library's new trustee at their next meeting, the swearing-in ceremony will take place during the September meeting.

VII. CONSENT CALENDAR

- a) Personnel Matters
 1. Merit Increase for P/T Library Clerk I, Stephanie Castellon, to Step 3 on the Salary Scale, effective August 8, 2015.
 2. Merit Increase for P/T Library Clerk I, Ivette Delgado, to Step 3 on the Salary Scale, effective August 8, 2015.
 3. Merit Increase for P/T Library Clerk I, Angelina Fuentes, to Step 3 on the Salary Scale, effective August 8, 2015.
 4. Merit Increase for P/T Library Page, Michelle Pisa-Jones, to Step 3 on the Salary Scale, effective August 8, 2015.
 5. Merit Increase for Circulation Department Supervisor, Caroline Wilkins, to Step 7 on the Salary Scale, effective August 21, 2015.
 6. Merit Increase for Librarian I, Ruth Cho, to Step 3 on the Salary Scale, effective August 21, 2015.
 7. Merit Increase for P/T Library Page, Trevor Lepich, to Step 3 on the Salary Scale, effective August 21, 2015.

b) Unpaid Bills Detail July 2015

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

- AYES: Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts
- Consent Calendar approved.

ADJOURNMENT

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

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts

Motion approved. The meeting stood adjourned at 6:35 p.m.

Submitted by,



Dennis Salts
Board Secretary