

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
August 2, 2016

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

PLEDGE OF ALLEGIANCE: Trustee Salehi led the flag salute.

ROLL CALL

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

Staff Present: Library Director Mary McCasland, System Services Supervisor Doug Mason, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, Librarian Phyllis Nisle, Librarian Mary Ivelia, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of July 5, 2016

MOTION by Trustee Ganer to approve the Minutes of the Regular Meeting of July 5, 2016 as presented.

SECOND by Trustee Salehi.

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

ABSENT: Trustee Salts.

Minutes approved.

II. ORAL COMMUNICATION

a) From the Public Concerning Non-agenda Items

No public members in attendance.

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

Trustee Fuhrman reported she attended the most recent Buena Park City Council meeting.

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 \$2,339.55, including \$270 from Amazon sales.

III. CORRESPONDENCE

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

No comments.

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b) Director's Report

Trustee Ganer inquired if the Stanford student who requested financial records was doing a dissertation on Special Districts. The Director said she didn't receive any indication of what he would use the information for, but he was appreciative to receive a quick response to his request.

Trustee Ganer asked if staff knew the scope of the Hoover Commission inquiry into Special Districts. The Director said she wasn't aware of the scope of their inquiry.

The Director introduced Librarians Mary Ivelia and Phyllis Nisle who were in attendance to give a report about the Summer Reading Program (SRP). Librarian Mary Ivelia reported that 1,468 children signed up for the Summer Reading Program. Staff conducted 21 Storytimes with 1,777 guests in attendance and 15 SRP events with 1,356 guests in attendance. Over 173 children signed up for the SRP through the Pop-up Library held at local parks. Mary reported that the Library will soon begin hosting a reading program for children on the Autism spectrum. It will be conducted on Saturday mornings before the Library is open.

Librarian Phyllis Nisle reported on the success of her Teen and Adult Summer Reading Program. She said her teen group numbers increased by almost 35% over last summer. She tracked reading based on number of books read (1-5 books, 5 books and up). She said Adult signups increased about 3.5% over last year.

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

a) Balance Sheet as of July 31, 2016

No comments.

b) Revenue – \$51,851 and Expenditures – \$223,193 Budget vs. Actual Report  
July 1, 2016 through July 31, 2016

No comments.

c) Quarterly Cash Flow Trend Analysis

No comments.

d) CERBT Quarterly Statement

No comments.

e) Check Register from July 1 through July 22, 2016

Trustee Fuhrman asked what OverDrive, Inc. was and the Director explained that it is our eBook vendor.

f) Monthly Statistical Reports for July 2016

The Director said in comparison to last year, circulation numbers have decreased and staff was curious as to the cause. Trustee Ganer asked if it could be due to the shift of the start and end dates of the Summer Reading Program. The Director agreed this may be a reason for the decline, she also mentioned school would be starting soon.

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V. NEW BUSINESS

- a) Consideration and Approval of revisions to the Retirement Plan Policy.

The Director said the original policy lacked detail explaining the retirement benefits to staff.

MOTION by Trustee Ganer to approve revisions to the Retirement Plan Policy.  
SECOND by Trustee Salehi.

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

Motion approved.

- b) Consideration and Approval of revisions to the Part-Time Employee Policy.

The Director explained this policy needed to be revised in order to provide greater detail of the rules CalPERS sets for CalPERS members who work on a part-time basis. Trustee Ganer asked if this policy change would affect any staff members. The Director stated one staff member would have their hours adjusted as a result of the revision.

MOTION by Trustee Salehi to approve revisions to the Part-Time Employee Policy.  
SECOND by Trustee Ganer.

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

Motion approved.

- c) Consideration and Approval for development of a new job description for the Library Assistant/Community Outreach Coordinator.

Motion by Trustee Ganer to approve the job description for the Library Assistant/Community Outreach Coordinator.  
SECOND by Trustee Salehi.

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

Motion approved.

- d) Consideration and Approval to close the Library on Columbus Day, October 10, 2016, for a Staff Development Day.

MOTION by Trustee Salehi to approve closing the Library on October 10, 2016 for a staff development day.  
SECOND by Trustee Ganer.

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

Motion approved.

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VI. FUTURE AGENDA ITEMS

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

VII. CONSENT CALENDAR

a) Personnel Action

1. Salary adjustment for Public Services Supervisor, Kathy Billings, to Step 8 on the revised salary scale effective July 8, 2016.
2. Salary adjustment for Systems Services Supervisor, Doug Mason, to Step 6 on the revised salary scale effective July 8, 2016.
3. Salary adjustment for Business Officer, Marina Tutty, to Step 3 on the revised salary scale effective July 8, 2016.
4. Reclassification of Stella Galvan to Library Assistant/Community Outreach Coordinator at Step 6 on the Salary Scale effective August 5, 2016.
5. Merit increase for F/T Library Clerk I, Dianne Ochoa, to Step 3 on the Salary Scale effective August 5, 2016.
6. Merit increase for F/T Library Clerk I, Maribel Morales, to Step 9 on the Salary Scale effective August 5, 2016.
7. Merit increase for P/T Clerk I, Stephanie Castellon, to Step 4 on the Salary Scale effective August 19, 2016.
8. Merit increase for P/T Clerk I, Angelina Fuentes, to Step 4 on the Salary Scale effective August 19, 2016.
9. Merit increase for P/T Page, David Arvizu, to Step 2 on the Salary Scale effective August 19, 2016.
10. Merit increase for Circulation Department Supervisor, Caroline Wilkins, to Step 9 on the Salary Scale effective August 19, 2016.
11. Merit increase for Librarian I, Ruth Cho, to Step 4 on the Salary Scale effective September 02, 2016.

MOTION by Trustee Salehi to approve the Consent calendar.

SECOND by Trustee Castaneda.

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

ABSENT: Trustee Salts.

Motion approved.

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ADJOURNMENT

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

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

ABSENT: Trustee Salts.

Motion approved. The meeting stood adjourned at 6:00 p.m.

Submitted by,



Irene Castaneda  
Board Secretary