

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
December 1, 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: Irene Castaneda, Patricia Ganer, Mary Fuhrman, Al Salehi, Dennis Salts

Staff Present: Library Director Mary McCasland, Public Services Supervisor Kathy Billings, Facilities Maintenance Supervisor Ray Garcia, Systems Services Supervisor Doug Mason, Business Officer Marina Tutty, Circulation Department Supervisor Caroline Wilkins and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of November 3, 2015

President Fuhrman said she had noticed one issue on page four of the minutes. She said that when she had given the report she had said the City Council had selected six different maps rather than three.

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of November 3, 2015 with amendments mentioned by President Fuhrman.

SECOND by Trustee Salehi.

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

Minutes approved with corrections.

II. ORAL COMMUNICATION

a) From the Public Concerning Non-agenda Items

None.

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

Trustee Ganer suggested that Board Members only discuss events and conferences that have a direct relationship to the Library.

Trustee Salts said he went on a school visit with Assemblywoman Young Kim, the President of the Board of Education, the Superintendent of the Centralia School District and the school principal. They were looking at new math technologies and visited a 2nd grade and 6th grade class. He said the Library was mentioned as a resource to the school district. Trustee Salts said the Centralia School District was very appreciative of the Library.

President Fuhrman asked if the Centralia School District was participating in the Footsteps 2 Brilliance program. Trustee Salts said they were in favor of the program.

Trustee Castaneda said she attended monthly meetings with the PTO and Successful Families. She also participated in a Champions for Change Summit where she received an award.

Trustee Salehi went to a League of Women Voters meeting in Costa Mesa. He said he noticed many representatives there had used our Library as a resource.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
December 1, 2015

President Fuhrman said the City Council is still considering the redistricting maps. She said they had continued to receive more maps. She said two maps that were received had five districts, instead of four, and the Council discussed the possibility of going back to five districts. The City asked the demographer if he could produce a map since he is now acquainted with the City. President Fuhrman said she thinks the maps will be voted on next week. She said if the City Council does vote to go to five districts, and our district is required to redraw its boundaries, it may be a possibility to use the same map as the City.

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 \$1,982 in November, and \$247 of the revenue was from Amazon sales.

III. CORRESPONDENCE

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

No comments or questions.

b) Recognition of BPLD Employee Service Milestone – Kathy Billings

The Director said Kathy Billings' 10-year anniversary is on December 19. She said Kathy came to the Library with a lot of experience. Kathy is responsible for Public Services, supervising the Librarians and managing the materials budget. The Director commended Kathy for updating our Code of Conduct policy and handling all patron incidents professionally. Kathy Billings said she is happy to be at the Library and stated she has grown both professionally and personally in the last ten years. President Fuhrman thanked Kathy Billings for her service to the Library.

c) Director's Report

The Director reported that a long time patron and supporter, Mr. Robert Williams, passed away on November 14. She said Mr. Williams' son sent a card along with a \$5,000 donation to the Library. The Director said she believes this is the largest donation received from a patron during her time as the Director. The Director said staff is brainstorming ideas to honor Mr. Williams.

The Director also said the Children's staff has assisted 45 families register a child with the Footsteps 2 Brilliance program.

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

a) Balance Sheet as of November 30, 2015

No comments.

b) Revenue – \$345,168 and Expenditures – \$969,969 Budget vs. Actual Report July 1, 2015 through November 30, 2015

The Director stated we should be receiving the first installment of property tax revenue on the 10th and 17th of December. President Fuhrman asked if enough money had been budgeted for the electricity as she had noticed 49% of the budget has been used and we are not half way through the

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
December 1, 2015

year. The Director said the electricity bill is higher in summer months due to the use of the AC, but that it is much less in winter months.

The Director also pointed out passport revenue is on track for the year. She said the report shows December is a slower month. Trustee Salehi said this may be an opportunity to explore further promotion of our passport services. He said with people off from school in December it may be a good time for them to apply for their passport. The Director said passport applications are cyclical and December being a "slower" month was not necessarily a bad thing as people who plan to travel during the Holidays have applied for their passports 4-6 weeks earlier. She said it will get busy again after the New Year. The Director said it may be a good idea to do a press release in anticipation of upcoming Spring Break travel.

c) Check Register as of November 30, 2015

No comments.

d) Monthly Statistical Reports for November 2015

The Director said the checkouts have increased 8.51% in comparison to last year. She also noted there has been an increase in children's biography checkouts which is believed to be due to the implementation of Common Core.

V. NEW BUSINESS

a) Election of Officers

On nominations duly made, the following officers were elected:

Mary Fuhrman, President
Dennis Salts, President Pro Tem
Irene Castaneda, Secretary

b) Review and Approval of the Restroom Modernization Project Proposal from Angeles Contractors, Inc.

Prior to discussing the Restroom Modernization Project, both President Fuhrman and Trustee Castaneda commented that Golden State Paving Co. had done a beautiful job on the parking lot's repairs. Ray said they also repainted the curb free of charge.

President Fuhrman commented on the detail of the proposal. She confirmed that the Gordian Group has a set list for the costs associated with each line item. Facilities Maintenance Supervisor Ray Garcia confirmed this was accurate. Ray said he and the Director had met with the Gordian Group to negotiate the total cost of the proposal. He said he had just received the revised contract which was about \$8,000 less than what is on the proposal included in the Board Packet. Trustee Salts said he wants protection from change orders. He would like the total to come in either at the proposal amount or less. The Director said one issue that may cause change orders would be the discovery of asbestos. Although there had been an asbestos abatement in 1987, it is unclear whether they may discover more during demolition. Ray also said the revised proposal would be reviewed by the Gordian Group prior to the Director signing it.

President Fuhrman asked if the Board was voting to approve the proposal on the amount in the Board Packet or the lesser amount. Trustee Salts stated they would be voting to approve the proposal up to the original proposal amount plus 10% contingency. Ray clarified that if there is asbestos or lead found the cost to remedy that is not included in the proposal.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
December 1, 2015

MOTION by Trustee Salts to approve the contract up to the original proposal amount plus 10%
SECOND by Trustee Salehi.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts
Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Mid-Year Detail Budget Review in January
- b) Mid-Year Plan of Service Review in January
- c) Review of Fees and Fines in February

VII. CONSENT CALENDAR

- a) Personnel Action
 - 1. Merit Increase for Business Officer, Marina Tutty, to Step 4 on the Salary Scale effective December 25, 2015.
 - 2. Merit Increase for P/T Library Assistant, Johnny Truong, to Step 3 on the Salary Scale effective December 11, 2015.
 - 3. Merit Increase for P/T Library Clerk I, Alberto Rios, to Step 3 on the Salary Scale effective December 25, 2015.
 - 4. Resignation of P/T Administrative Assistant, Kathy Bermosk, effective November 10, 2015.
- b) Unpaid Bills Detail November 2015

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

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

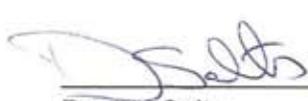
ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:09 p.m.

Submitted by,

 1/5/2016
Dennis Salts
Board Secretary