

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
December 6, 2016

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

PLEDGE OF ALLEGIANCE: Trustee Salts led the flag salute.

ROLL CALL

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

Trustee Castaneda was absent.

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

I. ACTION ON MINUTES

a) Regular Meeting of November 1, 2016

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of November 1, 2016 as presented.

SECOND by Trustee Salehi.

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

ABSENT: Trustee Castaneda

Minutes approved.

II. ORAL COMMUNICATION

a) From the Public Concerning Non-agenda Items

Christiane Salts commented on all the wonderful activities the Library is offering to the community. She said the staff does a marvelous job.

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

Trustee Fuhrman said she attended the City Council meeting and the Mayor's Prayer Breakfast. She also attended a Footsteps 2 Brilliance meeting.

c) Volunteer Guild Report

The Library Director reported that the Guild had made \$1,818 in the month of November.

III. CORRESPONDENCE

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

No comments or questions.

b) Presentation of Certificate of Congratulations to Dennis Salts upon his retirement from the Centralia School Board

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
December 6, 2016

President Fuhrman presented Trustee Salts a Certificate of Congratulations and commended him for his dedicated service to the students of Buena Park.

c) Director's Report

The Director reported that construction on the Quiet study room would begin in mid-December. Trustee Salts asked if it would be constructed with safety glass, the Director confirmed it is tempered glass.

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

a) Balance Sheet as of November 30, 2016

No comments.

b) Revenue – \$424,455 and Expenditures – \$1,049,726 Budget vs. Actual Report July 1, 2016 through November 30, 2016

The Director told the Board we expect to exceed the postage budget projections due to new mailing restrictions from the Department of State for mailing in Passport applications.

c) Check Register as of November 30, 2016

No comments.

d) Monthly Statistical Reports for November 2016

The Director stated the Mango Languages database has had increased usage. She also noted that attendance to the teen program has nearly doubled in comparison to last year.

V. NEW BUSINESS

a) Election of Officers

On nominations duly made, the following officers were elected:

- Pat Ganer, President
- Dennis Salts, President Pro Tem
- Mary Fuhrman, Secretary

b) Approval of 2017 Holidays

MOTION by Trustee Ganer to approve the 2017 Holidays.
SECOND by Trustee Salts.

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

Motion approved.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
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BUENA PARK LIBRARY DISTRICT
December 6, 2016

c) Approval of Shelving Disposal by Sale

The Director explained that the Library wanted to see if there was any interest in purchasing the old shelving that was being discarded from the 2nd floor. We received numerous responses via email. Two Libraries have already agreed to purchase most of the shelves. The Director said we would save a few shelves for future use.

MOTION by Trustee Ganer to approve shelving disposal by sale.
SECOND by Trustee Salts.

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

Motion approved.

d) Approval of Angeles Contractor's proposal for the Children's family restroom in the amount of \$57,000

Trustee Fuhrman asked for any questions from the Board. The Director said this would convert two small restrooms into one large family restroom that would abide by current ADA standards.

MOTION by Trustee Salts to approve the contract in the amount of \$57,000.
SECOND by Trustee Salehi.

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

Motion approved.

e) Review and approval of revisions to the Solicitations, Petitions, or Distribution of Materials on Library Premises policy

Trustee Fuhrman asked if the Library has had any requests to solicit on the premises. The Director replied that one religious group had asked a few months back but never returned.

MOTION by Trustee Ganer to approve the revisions.
SECOND by Trustee Salehi.

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

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

Trustee Ganer asked to agendize the rescheduling of the July meeting as it falls on a Holiday.

MINUTES
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VII. CONSENT CALENDAR

a) Personnel Action

1. New Hire, P/T Library Assistant, Hannah Blatchford, at Step 1 on the Salary Scale effective December 1, 2016.
2. Merit increase for P/T Library Assistant, Johnny Truong, to Step 4 on the Salary Scale effective December 9, 2016.
3. Merit increase for P/T Clerk I, Michele Pisa-Jones, to Step 2 on the Salary Scale effective December 23, 2016.
4. Merit increase for Business Officer, Marina Tutty, to Step 5 on the Salary Scale effective December 23, 2016.
5. Merit increase for P/T Clerk I, Alberto Rios, to Step 4 on the Salary Scale effective January 4, 2017.

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

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

Motion passed.


ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:10 p.m.

Submitted by,



Mary Fuhrman
Board Secretary