

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
January 3, 2017

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

PLEDGE OF ALLEGIANCE: Trustee Salehi led the flag salute.

In order to have a quorum of trustees present, Secretary Fuhrman swore in Trustee Castaneda at this time.

Trustee Salts arrived at 5:33 p.m. and was sworn in by Secretary Fuhrman. Trustee Salts proceeded to lead the meeting.

ROLL CALL

Board Members Present: Irene Castaneda, Mary Fuhrman, Al Salehi, Dennis Salts

Trustee Ganer was absent.

Staff Present:

Library Director Mary McCasland, Business Officer Marina Tutty, Systems Services Supervisor Doug Mason, Circulation Department Supervisor Caroline Wilkins and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

- a) Regular Meeting of December 6, 2016

MOTION by Trustee Salehi to approve the Minutes of the Regular Meeting of December 6, 2016 as presented.

SECOND by Trustee Fuhrman.

AYES: Trustee Fuhrman, Trustee Salehi, Trustee Salts

ABSTAIN: Trustee Castaneda

ABSENT: Trustee Ganer

Minutes approved.

II. ORAL COMMUNICATION

- a) From the Public Concerning Non-agenda Items

None.

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

Trustee Salehi said he would be attending an alumni event for the Harvard Digital Library School in Atlanta, Georgia.

Trustee Fuhrman congratulated Trustee Castaneda on her recent election to the Buena Park School Board.

Trustee Castaneda said she had attended an informational meeting for combining 6th, 7th and 8th grades for middle school.

- c) Volunteer Guild Report

The Library Director reported that the Guild had made \$1,367 in the month of December.

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III. CORRESPONDENCE

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

No comments or questions.

- b) Director's Report

The Director asked if there were any questions regarding the librarian consulting mentioned in her report. She asked the Board if they would want to add this to the agenda of a future meeting. The trustees agreed that since there wasn't much information available regarding the type of workload required, that they would agree with the decision to decline offering librarian consultation services to school districts at this time.

Director McCasland highlighted a few annual donors and also a one-time donation of \$3,000.

Trustee Salts said the book selected for the upcoming Buena Park Reads was a great selection. He said he and his family had read the book when it first came out. The Director said Librarian, Phyllis Nisle, is in the process of creating programs to go along with the book.

Trustee Fuhrman asked what age children would be attending the Science program. The Director replied it was geared toward 4th – 6th graders.

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

- a) Balance Sheet as of December 31, 2016

No comments.

- b) Revenue – \$1,208,426 and Expenditures – \$1,290,685 Budget vs. Actual Report July 1, 2016 through December 31, 2016

No comments.

- c) Check Register as of December 31, 2016

No comments.

- c) Monthly Statistical Reports for December 2016

The Director said eBook circulation was down in comparison to last year, however, staff was uncertain if this was related to technical issues the vendor, Overdrive, had been experiencing.

V. NEW BUSINESS

- a) Mid-Year Budget Review

The Director said staff was not recommending any changes to the budget at this time. The Board agreed to receive and file the review.

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b) Mid-Year Plan of Service Review

Trustee Salts said he is always impressed with how much staff gets done each year. Trustee Fuhrman asked if our passport acceptance facility accepts more applications than other Libraries. The Director said we accept a higher number than other nearby facilities.

c) Approval of Revised quote for tables

The Director explained the quote increased as staff had decided to add an extra outlet to each table to encourage more than one patron to sit at each table.

MOTION by Trustee Fuhrman to approve the revised quote.
SECOND by Trustee Salehi.

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

Motion approved.

d) Approval to reschedule the July 2017 Board Meeting

MOTION by Trustee Castaneda to reschedule the July board meeting to Wednesday, July 5.
SECOND by Trustee Salehi.

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

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Review of Fees and Fines in February
- b) National Library Week Proclamation request in March
- c) Annual Review of the Record Retention Policy in March

VII. CONSENT CALENDAR

a) Personnel Action

- 1. Merit increase for Librarian I, Mary Ivelia, to Step 6 on the Salary Scale effective January 6, 2017.
- 2. Merit increase for F/T Library Clerk II, Ashley Parker, to Step 5 on the Salary Scale effective January 20, 2017.

MOTION by Trustee Fuhrman to approve the Consent Calendar.
SECOND by Trustee Salehi.

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

Motion passed.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:15 p.m.

Submitted by,



Mary Fuhrman
Board Secretary