

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
January 10, 2019

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

PLEDGE OF ALLEGIANCE: President Ganer led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Patricia Ganer, Richard Rams, Dennis Salts.  
Trustee Al Salehi was absent.

Staff Present: Library Director Mary McCasland, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, Public Services Supervisor Kathy Billings, Librarians Mary Ivelia and Ruth Cho, Technology & Support Services Supervisor Ann Duarte and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of December 4, 2018

MOTION by Trustee Salts to approve the minutes of December 4, 2018 as presented.  
SECOND by Trustee Castaneda.

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

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

None.

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

Trustee Salts said he visited a World War II Museum while in New Orleans. He said it was an amazing experience.

c) Volunteer Guild Report

The Director reported the Guild made \$1,730 in the month of December.

III. CORRESPONDENCE

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

No comments.

b) Recognition of BPLD Staff Retirement

The Library Director introduced Public Services Supervisor Kathy Billings who would be retiring from the Library at the end of January. She stated Kathy has worked at BPLD for 13 years. The Director

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stated Kathy is well respected among her staff and has been a mentor to many staff members over the years. The Director credited Kathy with maintaining a welcoming atmosphere for all patrons to enjoy. Kathy thanked the Director and the Board of Trustees and stated she has enjoyed working at the Buena Park Library. Trustee Ganer presented Kathy with an appreciation plaque and thanked her for her service.

c) Director's Report

The Director advised the Trustees of the upcoming State of the City address and asked if any of them would like to attend. She stated staff had recently put up the banners announcing it is the Library's Centennial year. The Director added that Ray Garcia would be attending a webinar on Prevailing Wage.

The Director stated a patron was suspended for exhibiting disruptive behavior over numerous visits.

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

a) Balance Sheet as of December 31, 2018

No comments.

b) Revenue – \$1,256,156 and Expenditures – \$1,367,359 Budget vs. Actual Report  
July 1, 2018 through December 31, 2018

The District received the first installment of property tax revenue as well as RDA Dissolution funds.

c) Check Register as of December 31, 2018

No comments.

d) Monthly Statistical Reports for December 2018

The Director stated that staff has added the monthly patron count to the statistical reports the Board will receive each month.

V. NEW BUSINESS

a) Mid-Year Budget Review

There was a brief discussion regarding the differences between the current fiscal year and the past fiscal year's revenues. The Mid-year budget was received and filed.

b) Mid-Year Plan of Service Review

The Director advised that staff has made some updates to the timeline for various projects. Technology & Support Services Supervisor Ann Duarte said the new website is expected to launch in February. Trustee Rams asked if the new website would be optimized for mobile devices. Ann said the website would be optimized for mobile viewing. Trustee Rams also recommended various features staff could consider adding to the website. The Trustees thanked the Library staff for all they do throughout the year. Trustee Castaneda said the Library staff does a great job of keeping up with the trends kids and teens are into.

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c) Review and File of the Parking Lot Renovation Timeline

The Trustees received and reviewed the construction timeline provided by the contractors. The Trustees recommended setting up a notification system on the Library's website that would alert patrons about the parking lot renovation and the status of the parking lot.

d) Consideration and approval to suspend overdue fines until the construction ends

The Director stated this was a goodwill gesture toward patrons to alleviate any inconveniences they experience when attempting to return library materials.

MOTION by Trustee Salts to approve the suspension of overdue fines until the parking lot construction is finished.

SECOND by Trustee Rams.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salts.

ABSENT: Trustee Salehi.

Motion approved.

VI. FUTURE AGENDA ITEMS

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

VII. CONSENT CALENDAR

a) Personnel Action

1. Retirement of Librarian Marcia Miyoshi effective December 30, 2018.
2. Retirement of Library Assistant Lynn Pence effective December 31, 2018.
3. Retirement of Librarian Phyllis Nisle effective January 3, 2019.
4. Merit increase for Librarian Mary Ivelia to Step 9 on the Salary Scale effective January 4, 2019.
5. Merit increase for Library Clerk II Ashley Parker to Step 7 on the Salary Scale effective January 18, 2019.
6. Merit increase for PT Library Assistant Martin Lebria to Step 2 on the Salary Scale effective January 18, 2019.
7. Merit increase for PT Library Assistant Pamela Pedro to Step 2 on the Salary Scale effective January 18, 2019.

MOTION by Trustee Salts to approve the Consent Calendar as presented.

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salts.

ABSENT: Trustee Salehi.

Motion approved.

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ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:21 p.m.

Submitted by,



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Richard Rams  
Secretary