

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 7, 2015

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

PLEDGE OF ALLEGIANCE: President Miller led the flag salute.

ROLL CALL

Board Members Present: Mary Fuhrman, Patricia Ganer, Donna Miller, Dennis Salts

Al Salehi arrived at 5:35 p.m.

Staff Present:

Library Director Mary McCasland, Public Services Supervisor Kathy Billings, Systems Services Supervisor Doug Mason, Facilities Maintenance Supervisor Ray Garcia, Business Officer Marina Tutty, Outreach Coordinator Stella Galvan and Administrative Assistant Kathy Bermosk

At this point in the meeting, President Miller informed the Board that she was resigning as a trustee effective tomorrow, July 8, 2015, because she is moving from Buena Park. She thanked her fellow board members saying it had been a privilege and pleasure to work with them over the years. She wished them luck in seeking a new trustee to fill her position. She said that the Library continues to be the most amazing place serving the community. Leaving the Library and NOCCCD boards was the hardest part of her decision. She felt both boards included amazing people who care about the community, the library and community colleges. She thanked Pat Ganer who was responsible for connecting her to our board. She also thanked Mary McCasland for the wonderful job she is doing in the Library and said how fortunate the Library was to have her.

The Director informed the Board that President Miller served as a trustee for over 19 years, attending more than 200 meetings since she was sworn in to office in August 1996. Her participation in those meeting has made a difference for the District.

Several trustees commented on their long-time relationship with her on a personal level and as a board member.

President Miller thanked everyone for their comments then opened the floor for public comments. Whitford Marin from Assemblywoman Young Kim's office presented President Miller with two Certificates of Appreciation for her work here at the Library District and at NOCCCD. Group pictures were taken to commemorate the occasion.

I. ACTION ON MINUTES

a) Regular Meeting of June 2, 2015

MOTION by Trustee Salehi to approve the Minutes of the Regular Meeting of June 2, 2015.
SECOND by Trustee Fuhrman.

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

Minutes approved as presented.

II. ORAL COMMUNICATION

a) From the Public Concerning Non-agenda Items

There were no others wanting to make a comment.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 7, 2015

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

Trustee Salehi introduced his brother, Arman, who is the outgoing president of the student body at Oxford Academy and who recently passed the California High School Proficiency Exam at 13 years of age. He enrolled at Cypress College for the spring and summer. He will be taking a speech and debate class at UCLA as a visiting student from Cypress. Armand addressed the Board saying that he appreciated using the Library to study.

President Miller congratulated Arman and told him that he made a great decision by enrolling in a community college. She encouraged him to join the speech and debate team at Cypress College because it would change his life and enhance his skills even more.

Trustee Salts said he attended the Library's Summer Reading Program Kickoff. He was happy with the community turnout and congratulated staff on how the events were orchestrated, with lots of volunteers to help. He asked the Director to talk about the community outreach program, and she said that the Pop-Up Library started at Whitaker today and had already been at Bellis Park twice.

Trustee Salts said he attended an event for the Fourth of July hosted by Assemblywoman Young Kim. WWII veteran Ed Royce, Sr. was given an award for his service.

Trustee Salts also informed the Board that the Centralia School District was feeding lunch to children at two locations. The children do not have to be part of any particular program. When the program began, about 150 children showed up, and now there are about 400 per day. This program is for the children only.

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 \$2,679 in June, which included Amazon sales totaling \$446.

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 added that the Governor's budget includes \$14 million for library programs like CENIC, literacy programs and funds for the California Library consortium. We will benefit with funds from the CENIC program and through the SLS (Santiago Library System) consortium.

The Volunteer Guild will hold a book sale outside the Library building on August 1.

Staff is still working on the restroom upgrade plans. The architect was close to completion, but there was no room for a baby changing table. Staff looked throughout the building for another possibility and decided to concentrate on the sorting area for the men's restroom. Another stall will be added to the women's restroom.

Trustee Ganer asked if the Director had received a recommendation from our attorneys on the Shayne vs. CA Department of Finance lawsuit. The Director said she has not heard anything yet.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 7, 2015

To answer Trustee Fuhrman's question about the lawsuit, the Director said that Shayne wants a portion of the funds that were distributed to be used for low-income housing.

Trustee Ganer asked why retired annuitants are exempt from the new legislation that gives sick leave to part-time employees. The Director said the new law would give additional benefits to retired annuitants. This would be against Public Employee Retirement Law (PERL) as it is currently written. Once the Director gets clarification on this topic, she will inform the Board. There is currently one part-time employee who is a CalPERS retired annuitant.

Trustee Ganer asked if staff alerts patrons that the Great California ShakeOut earthquake drill will take place before it occurs. The Director informed her that on the day of the drill, staff tells patrons waiting outside before opening and as they file in at opening that there will be a drill at 10:15 am. Signs are also posted in the days before to notify patrons of the upcoming event.

Trustee Salehi commented that he read on Yelp that several people have trouble finding the library building. He suggested looking into additional signage to allay the public concerns.

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

a) Balance Sheet as of June 30, 2015

No comments or questions.

b) Revenue – \$3,091,974 and Expenditures – \$2,189,330 Budget vs. Actual Report July 1, 2014 through June 30, 2015

No comments or questions.

c) Check Register as of June 30, 2015

No comments or questions.

d) Monthly Statistical Reports for June 2015

The Director noted that checkouts increased 12% over last June. Children's DVDs have boosted checkouts, as well as eBooks.

V. NEW BUSINESS

a) Approval of Expenditures that Exceed Budgeted Amount

MOTION by Trustee Salehi to approve the expenditures that exceed the budgeted amount.
SECOND by Trustee Salts.

Regarding merchant fees on credit cards, Trustee Ganer asked if we have set a minimum limit. The Director explained we did at one time, but we do not currently have a limit.

The Director noted that the Actual Merchant Fees amount should be corrected to read \$3,314, not \$3,952.

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

Motion approved.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 7, 2015

b) Receive and File the Plan of Service Accomplishments for Fiscal Year 2014-2015

This Item did not require a motion. Trustee Ganer said that the accomplishments were impressive. President Miller thanked staff for the degree of detail provided. Trustee Salts said that it showed that the Library has a leadership team and they are doing their job. The Director stated that she is also impressed with all that staff accomplished. President Miller appreciated the focus on staff development and the detail on the increases in the numbers which shows concrete results. Trustee Salts said he always hears positive comments about the services provided at the Library, especially passport services and children's programming.

c) Consideration and Approval of the Service Objectives for Fiscal Year 2015-2016

MOTION by Trustee Fuhrman to approve the Service Objectives for fiscal year 2015-2016.
SECOND by Trustee Salts.

The Director said she invited the supervisors to attend tonight's meeting and comment on their proudest accomplishment and what they are looking forward to accomplishing in the new fiscal year.

Doug Mason started by saying that the CENIC application process was just beginning when he came on board in September. CENIC will increase Internet capacity for the patrons. He also told the Board that the Internet is driving just about all of our services now. There are at least fifty to sixty people online at any one time throughout the day, and that is not including patrons' smart phones. The last eight months he has been working on getting the grants offered, as well as applying for the CENIC grant itself. The Library received the maximum amount, \$30,000, for all new network equipment inside the building from the California State Library. The CENIC project itself involves the fiber outside the building. We will receive a 90% discount for the eRate program. He said it will take the next several months to get the equipment, then to configure and implement it before the system is up and running, hopefully by December.

The Director said that our current telephone system would have been in conflict with the new network system, so Doug has had to upgrade the phone equipment.

Kathy Billings said she was really proud that the circulation of our eBook collection increased by 49%. We started in 2012 with 243 titles and now have over 1500 eBooks and 274 audio books for patrons to use. Staff has conducted a class on eBooks, and also provides handouts about eBooks and gives individual instruction. With the affordability of digital devices and computers, it is a really growing segment of our patron interest. We have also received Enke from the state which is a collection of 40,000 non-fiction eBooks, including eBooks in Spanish. Staff will be marketing the Enke collection. With Overdrive, we have young adult, children's and adult non-fiction books available. Zenio will arrive in October which is a interactive digital magazine platform. Patrons will be able to read magazines through the Library website. She feels that the community enjoys the digital formats and staff will continue to market them.

Ray Garcia said that a lot of the repairs are being completed in house which saves money. He consults with professionals when there are bigger issues for example, the exterior light sockets that have not worked for years. The cost of the repair would have been about \$1,000, but Ray and Joe were able to fix them before the Summer Reading Program Kickoff event.

There have been no emergency repairs this year because he has kept on top of regular maintenance. Joe does a monthly inspection of the building and Ray does daily inspections each morning.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 7, 2015

One of the highlights Ray pointed out was that he and Joe painted the bottom exterior of the building for about \$600 which was the cost of materials. He received three bids for painting the entire building, but it was only the bottom half that needed it, so this was a savings.

The Director said that Ray also does a very good job supervising the contract janitorial staff.

Trustee Salts asked if graffiti was a problem. Ray said it was very minimal and is removed right away when it does happen. He said that staff does check the restrooms frequently during the day.

Because Caroline was on vacation, Stella Galvan spoke about the Circulation Department. As the Outreach Coordinator, she told the Board about the Pop-Up Library. She said last year was the first year for the Pop-Up Library. Because of the success last year, the Buena Park School District asked for them to come to Whitaker Elementary. Today was the first day there and she was pleased with the attendance. She would love the Circulation Department to continue to focus on outreach and to work towards establishing ties with Centralia School District.

Trustee Salehi commended staff for doing what they are doing and going above and beyond, looking ahead to the future needs of the community. He is proud to be a part of this library.

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

Motion approved.

- d) Consideration and Approval of the Final Budget for Fiscal Year 2015-2016 in the Amount of \$2,569,200

MOTION by Trustee Ganer to approve the final budget for fiscal year 2015-2016.

SECOND by Trustee Salts.

Trustee Fuhrman commented that it was good to make a lump sum payment towards the unfunded liability to save interest charges.

Trustee Ganer appreciated the narrative that was provided with the budget figures given by the Director. It helped to highlight where we are going. She also appreciated the conservative approach that is taken financially. It has held us in good stead over the years.

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

Motion approved.

- e) Consideration and Approval to Give a 3% Cost of Living Adjustment to Library Staff Effective July 10, 2015.

MOTION by Trustee Ganer to approve a 3% Cost of Living adjustment for library staff.

SECOND by Trustee Salehi.

President Miller said she was very happy to reward the staff for all the fabulous work they do.

Trustee Ganer thanked the staff for their understanding during difficult economic times when the Board could not give COLAs in order to keep the Library operating.

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

Motion approved.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 7, 2015

- f) Consideration and Approval of the 2015-2016 Agreement for Professional Services with the Law Firm, Dannis Woliver and Kelley (DWK)

MOTION by Trustee Salts to approve the agreement with DWK.
SECOND by Trustee Salehi

The Director pointed out that there were two fee increases in the new agreement. One is that the fee for shareholders, special counsel and of counsel increased by \$10 to \$310 per hour and the second is the rate of service for Gregory J. Dannis that would increase from \$325 to \$335 per hour. Also, there will not be any additional charges for food provided at attorney-sponsored trainings or when working with District officials or employees.

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

Motion approved.

- g) Consideration and Approval of the Proposed Independent Special Districts of Orange County (ISDOC) Bylaw Revisions

MOTION by Trustee Ganer to approve the ISDOC bylaw revisions.
SECOND by Trustee Fuhrman.

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

Motion approved.

VI. FUTURE AGENDA ITEMS

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

The Director said that staff was prepared to advertise for the vacancy on the Board and that candidate interviews should be planned for the August meeting. Trustee Ganer clarified that our Board does not make the final decision, but makes the nominee recommendation to the County Board of Supervisors for appointment.

President Miller asked if there were any items to be added to the Future Agenda Items. No other items were suggested by the Board.

VII. CONSENT CALENDAR

- a) Personnel Matters
 1. Merit Increase for Librarian I, Phyllis Nisle, to Step 9 on the Salary Scale, effective July 10, 2015.
 2. Merit Increase for P/T Administrative Assistant, Kathleen Bermosk, to Step 4 on the Salary Scale, effective July 10, 2015.
 3. Resignation of P/T Library Page, Chelenne Slaven, effective July 11, 2015.
 4. Merit Increase for P/T Library Clerk I, Josephine Flordelis, to Step 7 on the Salary Scale, effective July 24, 2015.
 5. Merit Increase for P/T Library Clerk I, Dianne Ochoa, to Step 2 on the Salary Scale, effective July 24, 2015.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 7, 2015

6. Merit Increase for P/T Library Page, Randy Richter, to Step 2 on the Salary Scale, effective July 24, 2015.

b) Unpaid Bills Detail June 2015

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

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

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:22 p.m.

Submitted by,



Dennis Salts
Board Secretary