

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 5, 2016

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

PLEDGE OF ALLEGIANCE: Trustee Castaneda led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Mary Fuhrman, Patricia Ganer, Al Salehi
Trustee Salts arrived at 5:32 p.m.

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

I. ACTION ON MINUTES

- a) Regular Meeting of June 7, 2016

MOTION by Trustee Salehi to approve the Minutes of the Regular Meeting of June 7, 2016 as presented.

SECOND by Trustee Ganer.

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

Minutes approved.

II. ORAL COMMUNICATION

- a) From the Public Concerning Non-agenda Items

No public members in attendance.

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

Trustee Castaneda said she had attended the Pop-Up Library at Bellis Park last week. She added they began offering nutrition and workout classes for the parents. Trustee Fuhrman commented that teacher, Leslie Milch, gave a report at the City Council meeting stating numerous agencies have begun to collaborate with the reading program she offers at Bellis Park (including the Pop-Up Library).

- 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 \$2,026, including \$95 from Amazon sales.

III. CORRESPONDENCE

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

No comments.

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b) Director's Report

The Director stated Governor Brown signed the state budget which included \$1.8 million in new funding for libraries, for a total of \$3 million. Another \$3 million in onetime funding was also approved. President Fuhrman asked if our library would receive a percentage of the state budget. The Director replied that we would need to apply for grants to receive funding from the state. The Director added, a portion of the budget is designated for eBooks, which we would receive through SLS.

The Director mentioned the Library has been experiencing issues with the AC system, especially during the most recent heat waves. She stated staff will continue to monitor the temperature and contact the HVAC company with any further cooling issues.

President Fuhrman asked if attendance at the Pop-up Library at Whittaker Elementary and Pendleton Elementary has increased. The Director replied that the numbers have gone up, but both staff and the schools, are working to get the word out to the community.

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

a) Balance Sheet as of June 30, 2016

No comments.

b) Revenue – \$3,352,207 and Expenditures – \$2,630,977 Budget vs. Actual Report July 1, 2015 through June 30, 2016

No comments.

c) Check Register – June 3 through June 30, 2016

No comments.

d) Monthly Statistical Reports for June 2016

No comments.

V. NEW BUSINESS

a) Receive and File the Plan of Service Accomplishments for Fiscal Year 2015-16.

President Fuhrman said she was very impressed with all the accomplishments staff has made.

b) Consideration and Approval of the Service Objectives for Fiscal Year 2016 – 2017.

Systems Services Supervisor, Doug Mason, gave a brief overview of his goals and objectives for the upcoming year.

Public Services Supervisor, Kathy Billings, said she was very proud of the Homework Help Program which held over 60 sessions. She said she would like to continue the program and increase participation. Kathy said staff will be conducting a Ukulele program. Another new program that will be introduced is "Tech Tuesdays", which will provide one-on-one support to patrons with their electronic devices.

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Circulation Department Supervisor, Caroline Wilkins, said staff was able to respond to all the outreach requests received. She said collaborations between the Library and local schools has really grown in the past year. She also said it was a record year for passport services. The library staff had processed 10,000 passport applications.

MOTION by Trustee Salts to approve the Service Objective for Fiscal Year 2016 – 2017.
SECOND by Trustee Salehi.

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

Motion Approved.

- c) Consideration and Approval of the Final Budget for Fiscal Year 2016 – 2017 in the Amount of \$2,795,900.

Trustee Ganer said she was pleased to see the materials budget is increasing this year. She was also pleased with the programming budget. She questioned why a few line items had not been increased when the past year they had gone over budget. The Director explained that in some areas the overage was due to one-time costs not on-going increases.

Trustee Salehi inquired about the line items listed as grants, he wanted to know if these are items we expect to receive. The Director said we cannot predict if we will receive grants but if they are received they are input in these categories.

Trustee Fuhrman asked why the estimated cost for the upcoming restroom remodel is not included in the budget. The Director stated it is not included in the budget because most capital improvements are financed with funds from our capital improvement fund held with the Orange County Investment pool, they are not paid with the revenue listed in the budget.

Motion by Trustee Ganer to Approve the Final Budget for Fiscal Year 2016 – 2017.
SECOND by Trustee Salts.

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

Motion approved.

- d) Consideration and Approval to Give a 1% Cost of Living Adjustment to Library Staff effective July 8, 2016.

MOTION by Trustee Ganer to approve a 1% COLA for Staff.
SECOND by Trustee Salts.

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

Motion approved.

- e) Consideration and Approval of a 10% increase to the salary scale of the following positions: Public Services Supervisor, Systems Services Supervisor and Business Officer.

MOTION by Trustee Salts to approve a 10% increase to the salary scale of the three positions.

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SECOND by Trustee Salehi.

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

Motion approved.

- f) Consideration and Approval of a 2% increase to the salary scale of the Library Page position effective July 8, 2016.

MOTION by Trustee Ganer to approve a 2% increase to the salary scale of the library page position.
SECOND by Trustee Castaneda.

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

Motion approved.

- g) Consideration and Approval of the 2016 – 2017 Agreement for Professional Services with the Law Firm, Dannis Woliver and Kelley (DWK).

MOTION by Trustee Ganer to approve the Agreement for Professional Services with DWK.
SECOND by Trustee Castaneda.

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

Motion approved.

- h) Approval to Reschedule the November 2016 Board meeting

MOTION by Trustee Ganer to reschedule the start time of the November 2016 meeting from 5:30 p.m. to 5:00 p.m.
SECOND by Trustee Castaneda.

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

Motion approved.

- i) Review of the New Hire Policy in Employee Handbook

The Director said this was just a review of the policy and staff wasn't recommending any changes. Trustee Salehi asked if staff keeps statistics about how many people apply to each opening or how many are interviewed. The Director said those type of things are not tracked. President Fuhrman asked for any other questions. Trustee Salehi said he brought this issue up due to anonymous comments he heard regarding fairness and continually applying for positions and not being promoted. The Director said promotions are based on who is the most qualified for the position. Circulation Department Supervisor Caroline Wilkins stated if internal recruitments are done, outside library professionals are brought in to interview candidates. Trustee Ganer asked if the anti-nepotism policy has created any problems with recruitment. The Director said the only issue that has come up was that two staff members met at the library and eventually got married.

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j) CSDA Board of Directors Election 2016

Trustee Ganer said she doesn't feel she has enough information to make a judgment on the candidates and if there is a motion, she will abstain. President Fuhrman said she felt the incumbent had provided information that helped her feel confident in his abilities.

MOTION by Trustee Salts to submit a vote for the incumbent Bill Nelson in the CSDA Board of Directors Election.

SECOND by Trustee Castaneda.

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

ABSTAIN: Trustee Ganer.

Motion approved.

VI. FUTURE AGENDA ITEMS

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

VII. CONSENT CALENDAR

a) Personnel Action

1. Reclassification of Michele Pisa-Jones to P/T Library Clerk I, at Step 1 on the Salary Scale, effective June 10, 2016.
2. Resignation of P/T Library Clerk I, Ivette Delgado, effective June 17, 2016.
3. Resignation of P/T Library Clerk I, Josepha Barendrecht, effective June 30, 2016.
4. Merit Increase for P/T Library Clerk, Josephine Flordelis, to Step 9 on the Salary Scale, effective July 22, 2016.
5. Merit Increase for P/T Page, Randy Richter, to Step 3 on the Salary Scale effective July 22, 2016.

MOTION by Trustee Salts to approve the Consent calendar.

SECOND by Trustee Salehi.

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

Motion approved.

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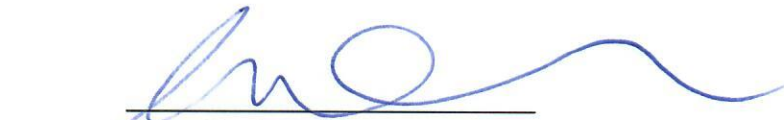
ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:24 p.m.

Submitted by,



Irene Castaneda
Board Secretary