

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 5, 2017

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, Mary Fuhrman, Pat Ganer, Al Salehi.
Dennis Salts was absent.

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

I. ACTION ON MINUTES

a) Regular Meeting of June 6, 2017

MOTION by Trustee Castaneda to approve the Minutes of the Regular Meeting of June 6, 2017, as presented.

SECOND by Trustee Fuhrman.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer.

ABSENT: Trustee Salts.

ABSTAIN: Trustee Salehi.

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 Fuhrman announced her resignation from the Buena Park Library District Board of Trustees. She said she enjoyed her time on the Board and has continuously been impressed by all that the Library staff has accomplished. The Director stated staff is sorry to see Trustee Fuhrman go. Trustee Ganer thanked Trustee Fuhrman for her participation on the Board over the past couple of years.

Trustee Castaneda said she had attended the Pop-up Library at Bellis Park earlier in the afternoon. She said she was amazed at the great turn out by the children in the community. Director McCasland said Buena Park Police Chief Corey Sianez is expected to come and read next week. Premier Chevrolet of Buena Park has also been delivering pizza for the children to eat while they listen to Mrs. Milch read.

c) Volunteer Guild Report

The Director reported that the Volunteer Guild had made \$1,868 in the month of June.

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III. CORRESPONDENCE

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

No comments.

- b) Director's Report

The Director mentioned that the Pop-up library has checked out over 1100 books throughout the month of June. They have also had 250 children sign up for the Summer Reading Program.

Trustee Fuhrman asked about the recent bicycle theft in front of the Library. The Director explained that someone cut the lock off the bike and removed it from the bike rack.

Trustee Ganer asked for further information on the potential installation of solar panels on the roof of the Library. Facility Maintenance Supervisor Ray Garcia explained the proposal he had received from a Solar Contractor as we look at future options to conserve energy.

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

- a) Balance Sheet as of June 30, 2017

No comments.

- b) Revenue – \$3,377,016 and Expenditures – \$2,801,131 Budget vs. Actual Report July 1, 2016 through June 30, 2017

No comments.

- c) Check Register through June 30, 2017

No comments.

- d) Monthly Statistical Reports for June 2017

Trustee Salehi asked about the Wi-Fi download speed. He asked if the speed has decreased over the past month. System Services Supervisor, Doug Mason, stated he is in the process of switching to a new company that will improve download speed.

V. NEW BUSINESS

- a) Receive and File the Plan of Service Accomplishments for Fiscal Year 2016-17.

- b) Consideration and Approval of the Service Objectives for Fiscal Year 2017 – 2018.

MOTION by Trustee Fuhrman to approve the Service Objectives for fiscal year 2017 -2018.
SECOND by Trustee Castaneda.

Each supervisor gave a brief synopsis of their Service objectives for the upcoming fiscal year.

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

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ABSENT: Trustee Salts.

MOTION approved.

- c) Consideration and Approval of the Final Budget for Fiscal year 2017 – 2018 in the Amount of \$2,758,811

MOTION by Trustee Salehi to approve the Final Budget for Fiscal Year 2017 – 2018 in the Amount of \$2,758,811.

SECOND by Trustee Fuhrman.

Trustee Ganer said she was happy to see Administration taking a conservative approach to the budget.

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

ABSENT: Trustee Salts.

MOTION approved.

- d) Consideration and Approval to give a 1.5% Cost of Living Adjustment to Library Staff effective July 7, 2017.

MOTION by Trustee Fuhrman to approve a 1.5% Cost of Living Adjustment for Library Staff.

SECOND by Trustee Castaneda.

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

ABSENT: Trustee Salts.

MOTION approved.

- e) Approval to reschedule the August 2017 Board meeting to August 8, 2017.

MOTION by Trustee Fuhrman to reschedule the Board meeting to August 8, 2017.

SECOND by Trustee Castaneda.

The Director said the date was being adjusted to allow sufficient time to schedule interviews for the vacant board position.

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

ABSENT: Trustee Salts.

MOTION approved.

- f) Consideration and approval of expenses above the budgeted figure for communications category (0700).

MOTION by Trustee Fuhrman to approve expenses above the budgeted figure for communications category.

SECOND by Trustee Castaneda.

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

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ABSENT: Trustee Salts.

MOTION approved.

g) CSDA 2017 Board Elections

Trustee Ganer stated the CSDA has an open seat on their board and asked if anyone would like to nominate one of the candidates. Trustee Fuhrman stated she would like to nominate Arlene Schafer. There were no other nominees suggested.

MOTION by Trustee Fuhrman to vote for Arlene Schafer
SECOND by Trustee Castaneda.

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

MOTION carried.

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. Resignation of Library Assistant, Stella Galvan, effective June 22, 2017.
2. Merit increase for P/T Library Clerk, Dianne Ochoa, to Step 4 on the Salary Scale effective August 4, 2017.
3. Merit increase for P/T Library Clerk, Nancy Rubalcaba, to Step 2 on the Salary Scale effective July 21, 2017.
4. Merit increase for P/T Library Page, Randy Richter, to Step 4 on the Salary Scale effective July 21, 2017.

MOTION by Trustee Salehi to approve the consent calendar.
SECOND by Trustee Castaneda.

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

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.

ABSENT: Trustee Salts.

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

Submitted by,



Pat Ganer
Board President