

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 3, 2018

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, Al Salehi, Dennis Salts
Absent: Rajen Vurdien

Staff Present: Library Director Mary McCasland, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, System Services Supervisor Doug Mason, Librarians Kathy Billings, Ruth Cho, and Ann Duarte, Building Supervisor Ray Garcia, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

- a) Regular Meeting of May 1, 2018

This item was postponed due to the absence of Trustee Vurdien.

- b) Regular Meeting of June 5, 2018

MOTION by Trustee Salehi to approve the minutes of June 5, 2018 as presented.
SECOND by Trustee Salts.

AYES: Trustee Ganer, Trustee Salehi, Trustee Salts
ABSENT: Trustee Vurdien
ABSTAIN: Trustee Castaneda

II. ORAL COMMUNICATIONS

- a) From Public Concerning Non-agenda Items

No public comments.

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

Trustee Castaneda stated she had been attending the pop-up library at Bellis Park each week throughout the last month. She said it has continued to grow each year and it is great to see the community come together to support local families.

- c) Volunteer Guild Report

The Director reported the Guild had made almost \$2,180 in the month of June.

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) Recognition of BPLD Staff Milestone

The Director introduced Librarian Ruth Cho, who began her employment at the Library as a Library Page, 10 years ago. She was promoted to Library Clerk, Library Assistant and eventually Librarian. She participated in the Library's "Leaders of Tomorrow" program which included mentoring library employees who were interested in becoming a librarian. Ruth is bilingual in English and Korean and she organizes various programming offered at the Library. The Trustees congratulated and thanked Ruth for her service.

c) Director's Report

The Director reported that State Librarian Greg Lucas visited the Library on Tuesday, July 3. She gave him a tour of the Library and he was able to witness a Story time, meet various staff members and speak with a patron. She said he was very happy to hear the patron's experience at our Library's programs. The State Librarian also expressed interest in attending our Centennial celebration.

The Director recognized a patron, Mr. Levine, who made a donation to the library because he was unable to attend the Rock & Brews fundraiser. The Director said this patron has donated various times in the past.

Governor Brown signed the 2018-19 budget allocating \$10 million in onetime funds to Libraries throughout the state.

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

a) Balance Sheet as of June 30, 2018

No comments.

b) Revenue – \$3,618,754 and Expenditures – \$3,055,490 Budget vs. Actual Report July 1, 2017 through June 30, 2018

No comments.

c) Check Register as of June 30, 2018

No comments.

d) Monthly Statistical Reports for June 2018

Trustee Salehi commented on the increase of Instagram views.

V. NEW BUSINESS

a) Receive and File the Plan of Service Accomplishments for Fiscal Year 2017-18.

b) Consideration and approval for the Service Objectives for Fiscal Year 2018-19

The Supervisors from each department were present to give a brief description of this year's service objectives.

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Circulation Department Supervisor Caroline Wilkins stated in the upcoming year, staff would continue to work on Outreach in the community. She also said circulation staff will continue to focus on providing good customer service to our patrons.

Systems Services Supervisor Doug Mason stated he would continue focusing on improving things that directly impact patrons. He stated he recently attained an unrestricted bandwidth which is rare with companies who use cloud service. In the coming year, he would like to focus on setting up a wireless printer and research a service that allows people to print remotely.

Public Services Supervisor Kathy Billings stated Reference staff has plans to expand Science and Tech programming, including utilizing the 3-D Printer and Virtual Reality station. She also said staff is working on marketing and looking into the possibility of sending out email blasts.

Building Supervisor Ray Garcia stated his main objective in the upcoming year is the completion of the parking lot project.

MOTION by Trustee Salts to approve the Service Objective for Fiscal Year 2018-19.
SECOND by Trustee Salehi.

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

Motion approved.

- c) Consideration and approval of the Final Budget for Fiscal Year 2018 – 2019 in the amount of \$2,976,053

MOTION by Trustee Salts to approve the Final Budget for Fiscal year 2018 -2019.
SECOND by Trustee Salehi.

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

Motion approved.

- d) Consideration and approval to give a 2.7% cost of living adjustment to Library staff effective July 6, 2018.

MOTION by Trustee Salts to approve the 2.7% cost of living adjustment.
SECOND by Trustee Salehi.

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

- e) Consideration and approval of expenses above the budgeted figure for the following categories: salaries, communication, fixed assets.

The Director stated overall the Library stayed within the budget but there were a few categories that went over the approved amount. She stated the salaries category went over due to an additional

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payment made to CalPERS for the Unfunded Accrued Liability (UAL). The Communication category went over budget because the Library had not yet received CENIC reimbursements.

Trustee Ganer said this is not an unusual event but is something that is required since these categories went over the approved amount.

MOTION by Trustee Castaneda to approve the expenses above the budgeted figure in the categories of salaries, communication and fixed assets.

SECOND by Trustee Salehi.

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

ABSENT: Trustee Vurdien.

- f) Consideration and approval of the contract with the Gordian Group for the parking lot renovation project in the amount of \$559,963.69

Building Supervisor Ray Garcia stated he and the Director have discussed this project over the past few months and done research to see which projects would need to be done and in what order. Eventually it was determined to complete the following projects all at once. He stated the outdoor lighting would be replaced, the parking lot would be re-done, and an ADA approved handicap ramp from the sidewalk to the front entrance would be added. He explained that Gordian Group would be the project manager and oversee all the contractors and subcontractors for the entire project. He stated the parking lot would be guaranteed for 10 years.

The Director explained the garage (for the Library's van) and the monument sign were not necessarily needs but would be great for the Library to have. The Trustees agreed that these items would be beneficial to the Library.

The Director stated Redevelopment Agency dissolution funds would be used to pay for this project.

MOTION by Trustee Salts to approve the contract with the Gordian Group in the amount of \$559,963.69

SECOND by Trustee Salehi.

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

ABSENT: Trustee Vurdien.

- g) Consideration and approval of the quote from CDW-G in the amount of \$22,296.95 for the computer center

MOTION by Trustee Salts to approve the quote from CDW-G in the amount of \$22,296.95

SECOND by Trustee Salehi.

Systems Service Supervisor Doug Mason added that CDW-G is a procurement company that assists government entities with pricing on computer equipment.

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

ABSENT: Trustee Vurdien.

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- h) Consideration and approval of the quote from iCell Interactive in the amount of \$15,000

MOTION by Trustee Salts to approve the quote from iCell Interactive.
SECOND by Trustee Castaneda.

The Director stated that the Library has received approval for a grant for the purchase of this item, but since the Library will need to purchase it prior to receiving the grant money, approval by the Board is required. Librarian Ann Duarte provided a brief description of how the Library plans to utilize the iCell kiosk.

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

- i) Consideration and approval of the 2018-19 Agreement for professional services with Law Firm Dannis Woliver and Kelley (DWK)

MOTION by Trustee Salts to approve the 2018-19 agreement with Dannis Woliver and Kelley (DWK)
SECOND by Trustee Salehi.

The Director stated the Library has used this law firm for the past few years and they have always been very responsive to any inquiries she has made.

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

VI. FUTURE AGENDA ITEMS

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

Trustee Salehi asked if it would be possible for the Library to open for a few hours on Sunday. The Director said this would be something to consider in the future. Trustee Salehi asked if it was possible to find out minimum costs to opening on Sundays. The Director responded that she would provide information at the next Board meeting. The Board agreed this would be for informational purposes only and not need to be an action item on the agenda.

VII. CONSENT CALENDAR

- a) Personnel Action

1. Merit increase for P/T Library Page, Randy Richter, to Step 4 on the Salary Scale effective July 20, 2018.

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

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

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Motion approved.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:42 p.m.

Submitted by,



Dennis Salts
Board Secretary