

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
June 3, 2014

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: Mary Fuhrman, Patricia Ganer, Donna Miller

Trustee Salts and Trustee Salehi were absent.

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Facilities Maintenance Supervisor Ray Garcia, Circulation Department Supervisor Caroline Wilkins, Librarian Mayra Ochoa, and Administrative Assistant Kathy Bermosk

I. ACTION ON MINUTES

- a) Regular Meeting of May 6, 2014

MOTION by Trustee Miller to approve the Minutes of the Regular Meeting of May 6, 2014.
SECOND by President Ganer.

A vote was not taken. Although there was a quorum present at this meeting, there was not a quorum of trustees that attended the May 6, 2014 meeting. President Ganer said Trustee Salehi was expected so a vote would be taken then.

II. ORAL COMMUNICATION

- a) From the Public concerning non-agenda items

None.

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

Trustee Fuhrman stated she attended the City Council meeting and would attend the League of Women Voters National Convention over the weekend.

Trustee Miller shared an article from the *Orange County Register* about a one-stop college center that just opened at the Santa Ana Library.

- c) Volunteer Guild Report

In the absence of Bookstore Manager Marilyn Lowery, the Director reported that revenue for the Bookstore and the Book Nook was \$2,302 in May.

III. CORRESPONDENCE

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

No comments or questions.

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b) Director's Report

The Director introduced our newest librarian, Mayra Ochoa. Mayra told the Board that she recently received her MLIS degree from San Jose State University and she is really excited to be here. The Board welcomed her. The Director stated Mayra speaks Spanish.

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

a) Balance Sheet as of May 31, 2014

No questions or comments.

b) Revenue – \$2,454,706 and Expenditures - \$1,839,581 Budget vs. Actual Report July 1, 2013 through May 31, 2014

The Director stated that we received a second pass-through payment in the amount of \$114,000 and an additional \$26,000 from the RDA dissolution.

c) Check Register as of May 31, 2014

No comments or questions.

d) Monthly Statistical Reports for May 2014

The Director said that both audio books and eBooks are circulating very well. She also pointed out that with the new Early Learning upgrades in the Children's Room, circulation for preschool books is up 23%, and books on parenting are up 5%.

V. NEW BUSINESS

a) Approval of the Gann Appropriations Limit Resolution in the Amount of \$7,961,322

MOTION by Trustee Miller to approve the Resolution for the Gann Appropriations Limit.
SECOND by Trustee Fuhrman.

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Miller

ABSENT: Trustee Salehi, Trustee Salts

Motion approved.

b) Authorization to Purchase Security Cameras from GST at a Cost Not to Exceed \$25,000

MOTION by Trustee Miller to approve the purchase of security cameras.
SECOND by Trustee Fuhrman.

The Director stated that because this was a negotiated contract pre-bid during a cooperative bidding process, open bids were not necessary.

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Miller,

ABSENT: Trustee Salehi, Trustee Salts

Motion approved.

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c) Annual Review of the Investment Policy

MOTION by Trustee Fuhrman to reaffirm the Investment Policy.
SECOND by Trustee Miller.

The Director stated that this policy was developed last year and she does not recommend changes at this time. The Motion was restated to reaffirm the Investment Policy because neither staff nor the Board recommended changes.

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

Motion approved.

d) Review and Acceptance of the GASB 45 Valuation of Postemployment Benefits Other than Pensions for the Buena Park Library District as Prepared by Milliman

MOTION by Trustee Miller to accept the GASB 45 OPEB valuation.
SECOND by Trustee Fuhrman.

The Director stated that the valuation is based on the number of employees we had on July 1, 2013. We have since added a couple of new employees. This year we budgeted \$100,000, but according to the valuation the cost will be about \$70,000. As a safer and more conservative approach, we will continue to budget \$100,000 for there will be an increase on the next valuation due in two years.

Trustee Miller thanked the Director for providing the questions she had asked the actuary and his responses.

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

Motion approved.

e) Consideration of the Declaration of Qualification to Vote in the Orange County Special District Selection Committee Election

MOTION by Trustee Miller to designate President Patricia Ganer and herself as President Pro-tem to be authorized to vote in the Orange County Special District Selection Committee election.
SECOND by Trustee Fuhrman.

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

Motion approved.

f) Consideration of the Election of a Candidate for OC LAFCO's Alternate Special District Member Seat

MOTION by Trustee Miller to vote for James Fisler for the alternate seat.
SECOND by President Ganer.

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

Motion approved.

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g) Consideration of the Proposed Updates to CSDA Bylaws

MOTION by Trustee Miller to approve the proposed updates to the CSDA Bylaws.
SECOND by Trustee Fuhrman.

AYES: Trustee Fuhrman Trustee Ganer, Trustee Miller

ABSENT: Trustee Salehi, Trustee Salts

h) Discussion and Consideration of the Donation of Books by the Khorram Family

President Ganer asked the Director if she had received any information from Trustee Salehi about this item since he was not in attendance. The Director said that staff had encouraged him to bring the information to the meeting and he had been expected to attend. Staff did not hear from him today. President Ganer directed staff to place this item on next month's agenda.

VI. FUTURE AGENDA ITEMS

- a) Review of the Past Year's Service Accomplishments in July
- b) Review of the Service Objectives for Fiscal Year 2014-2015 in July
- c) Approval of the Final Budget for Fiscal Year 2014-2015 in July

President Ganer asked if there were any questions on the Future Agenda Items listed. There were none.

President Ganer asked if any other items should be added to the Future Agenda Items list.

Trustee Fuhrman asked the Director if there had been any discussion regarding the suggestion submitted about improving the restrooms. The Director said that updating the public restrooms is part of the Capital Improvement Plan for next year. Facilities Maintenance Supervisor Ray Garcia has already received an estimate to reconfigure the restrooms to have one ADA compliant stall and a second stall in each public restroom. There are security issues with opening the restrooms on the second floor to the public.

President Ganer announced that Cypress has just hired a new Dean of the Library and this may provide an opportunity for a meeting.

VII. CONSENT CALENDAR

- a) Personnel Matters
 - 1. New Hire, F/T Librarian I, Mayra Ochoa, at Step 1 on the Salary Scale effective May 5, 2014.
 - 2. Reclassification of Johnny Truong to P/T Library Assistant at Step 1 on the Salary Scale effective May 30, 2014
 - 3. Merit Increase for Public Services Supervisor, Kathy Billings, to Step 7 on the Salary Scale, effective June 27, 2014.

b) Unpaid Bills Detail May 2014

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

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Miller

ABSENT: Trustee Salehi, Trustee Salts

Motion approved.

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ADJOURNMENT

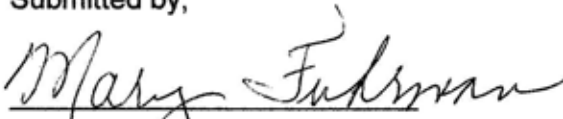
MOTION by Trustee Fuhrman to adjourn the meeting. SECOND by Trustee Miller.

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Miller

ABSENT: Trustee Salehi, Trustee Salts

Motion approved. The meeting stood adjourned at 5:55 p.m.

Submitted by,



Mary Fuhrman
Board Secretary