

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
June 2, 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, Al Salehi, Dennis Salts

Staff Present: Library Director Mary McCasland, Systems Services Supervisor Doug Mason, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, Librarian Phyllis Nisle, Children’s Librarian Mary Ivelia, Library Clerk I Maribel Morales and Administrative Assistant Kathy Bermosk

I. ACTION ON MINUTES

- a) Regular Meeting of May 5, 2015

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of May 5, 2015.
SECOND by Trustee Salehi.

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

Minutes approved as presented.

II. ORAL COMMUNICATION

- a) From the Public Concerning Non-agenda Items

No comments.

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

No comments.

- 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 \$2,513 in May. The Bookstore also made \$400 selling books on Amazon.com. The Board was pleased with Marilyn’s ingenuity.

The Director also informed the Board that the Volunteer Guild has agreed to pay for a mural to be painted on the wall above the AWE computer station in the Children’s Room. The mural will be done by one of the storytime moms who is cutting the cost in half as a way to give back to our Library.

III. CORRESPONDENCE

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

No comments or questions.

- b) Recognition of BPLD Employee Service Milestones

The Director introduced Maribel Morales who is celebrating her 10th anniversary as a BPLD employee. Maribel began as a part-time library clerk and was quickly promoted to full-time. In

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addition to working in the Circulation Department, she is a passport acceptance agent and she is fluent in Spanish. The Board thanked Maribel for her service and presented her with a 10-year pin and a certificate of appreciation. Maribel said the time has flown by and she has really enjoyed working at the Library.

c) Director's Report

The Director asked if the Board had any questions about her written report. Trustee Fuhrman questioned what issues CSDA (California Special Districts Association) wanted to work on with libraries. The Director explained that CSDA recently developed a new public affairs position. Two members of the CSDA Public Affairs team have been hired and four more will be hired sometime in the future. CSDA acts proactively for members, keeping them informed of state legislation that may affect them. We can contact our Public Affairs Coordinator, Chris Palmer, directly with any questions

Trustee Ganer said she was impressed with all the staff activities that occurred over the past month. President Miller agreed.

The Director informed the Board that the City of Buena Park is updating their emergency operations plan. Part of the process is to determine the concerns of businesses and organizations within the city. The Director and Librarian Marcia Miyoshi attended this first meeting. Staff is currently reviewing the Library's emergency plan and will determine how we can collaborate with the City. What should be done with unattended children during an emergency situation is one of the Library's concerns. We were told that during a disaster, unattended children are the City's responsibility. The Director was pleased that staff was invited to participate in these meetings.

Business Officer Marina Tutty will attend a workshop tomorrow on GASB 68. We should receive the CalPERS valuations sometime in June which will indicate the District's liability.

The Director shared a copy of the city's news release regarding their transition to district voting. She stated this may be something that could affect the Library District in the future, although she has not received any information about it. She asked that the Board let her know if they want this topic placed on a future agenda.

The Director asked Librarians Phyllis Nisle and Mary Ivelia to tell the Board about the Summer Reading Program they have planned for this year. Before she addressed the Board, Phyllis shared the community story quilt that she pieced together from the squares that were created by some of the ladies in the *In Stitches* group, Library staff and volunteers during the *Buena Park Reads Together* program in April. The Board was very impressed with the quilt. The Director explained that the quilt will be properly displayed in the Library.

On the topic of the Summer Reading Program, Phyllis stated that there would be both adult and teen programs again this year. The teen program will begin with games, a craft and pizza making on the evening of Tuesday, June 16th. This will allow the teens to be available to help with the children's program kickoff on Saturday, June 20. Teens will be challenged to read five books during the summer. They will receive a prize for each book read, and there will be a grand prize drawing at the end. Teen programs on Tuesday nights will include a variety of programs including Monopoly and Uno tournaments. To correspond with the super hero theme, there will be a Super Hero Olympics, an Iron Chef challenge, and the summer program will culminate with the Ninth Annual After-Hours Amazing Race on Saturday, July 25.

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Like the teens, the adults will also have the five-book challenge, receiving a prize for each of the five books read and a grand prize drawing will be held at the end of summer.

Mary Ivelia said that the kickoff for the children's Summer Reading Program will be held between 2 and 4 p.m. on Saturday, June 20. Fender Guitar will be here along with two teen bands and pirates from the Pirate's Dinner Adventure. Four princesses from Olivia's Tea Room will be in the Community Room to meet the children and have pictures taken with them. There will also be face painting, balloons, candy floss, snow cones, and popcorn. Once again this year, the Angel Strike Force will be here to lend a hand by helping with crafts and passing out popcorn. Every Thursday evening during SRP there will be a show that includes puppets, magic, balloon artists or animals. Story times will be held on Tuesday morning, Wednesday morning and evening, Thursday and Saturdays. The Origami Club, the Lego Club and Fantabulous Fridays will be offered. In addition, there will be four parties, a Super Hero Drawing Class, a Superhero party where children will be able to decorate their own capes and masks, a Princess Tea Party with Belle, and a Pirate Party with two pirates from the Pirate's Dinner Adventure.

Mary thanked the Volunteer Guild for sponsoring the Summer Reading Program and Knott's Berry Farm for generously donating 500 admission tickets that will be given out as prizes. She also thanked Dennis and Chris Salts for their monetary donation which will be used to purchase bikes and big Lego kits that will be given as prizes also.

Trustee Fuhrman asked if the schools were notified about SRP. Mary said she had visited three schools and flyers were handed out.

Mary also told the Board that Stella Galvan would be going to Bellis Park and Whittaker School with the Pop-up Library. Children will be able to sign up for the SRP, receive prizes for reading and check out books.

Trustee Salehi commended Mary for the program plans, her zeal for her job and how she is making a lifelong memory for the children who participate in the Library's Summer Reading Program.

President Miller praised Phyllis and Mary for the programs they put together and said she could not imagine how many hours it took to plan, gather entertainers and donations, and do all the work that went into developing this year's SRP. She continued by saying they have planned a fantastic program and the Board appreciated their work.

Trustee Salts said that the Pop-up Library was a treat for the children in the community who could not otherwise get to the Library and participate in the Summer Reading Program. He said it is important for children to get books in their hands and to learn to read. Mary thanked Mr. Salts and the Rotary Club for purchasing books for Stella to give to children visiting the Pop-up Library.

Mary thanked her co-worker, Lynn Pence, for all her hard work preparing for the summer program.

The Director said that State Librarian, Greg Lucas, challenged California libraries to increase the number of children involved in a summer reading program to one million readers. We will be sharing our statistics to see if we can help meet this goal.

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

a) Balance Sheet as of May 31, 2015

No comments or questions.

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- b) Revenue – \$2,654,101 and Expenditures – \$1,900,108 Budget vs. Actual Report July 1, 2014 through May 31, 2015

The Director stated that pass-through money was received in May as expected.

- c) Check Register as of May 31, 2015

No comments or questions.

- d) Monthly Statistical Reports for May 2015

The Director noted that eBooks continues to increase each month.

V. NEW BUSINESS

- a) Approval of Resolution #2015-1 Establishing the Upper Limit of Appropriations for 2015-2016

MOTION by Trustee Salts to approve Resolution #2015-1.
SECOND by Trustee Salehi.

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

Motion approved.

- b) Annual Review of the Investment Policy

No action was necessary as no changes were recommended by Board members or staff.

- c) Approval of Resolution #2015-2 Supporting and Participating in Buena Park School District's Footsteps2Brilliance Model Innovation City Early Literacy Initiative

MOTION by Trustee Fuhrman to approve Resolution #2015-2
SECOND by Trustee Salehi.

Trustee Ganer explained that the "30 Million Word Gap" referred to in the resolution represents the cumulative number of words a child hears or reads.

Trustee Fuhrman said she called Greg Magnusen, Superintendent of the Buena Park School District, to gather more information about the Footsteps2Brilliance program. He has arranged for her to meet with one of the teachers and view what the children will do on the computer. This app can also be placed on smart phones for parents to use with their children. She asked him what the Library could do. He requested that we place the app on our computers so that a parent can use it with their pre-school child, and to publicize the program.

The Director said that the biggest contribution the Library will make to this program will be marketing it to parents. Children's Librarian, Mary Ivelia, will be telling parents that this program is available for them here at the Library and is being paid for by the school district.

Trustee Fuhrman invited the other trustees to join her at the district office to view the program.

President Miller noted that the Director's memo states that less than 50% of parents read to their children on a daily basis and the importance of reading, talking and interacting with children.

Trustee Ganer asked for an amendment to change the placement the words, "*from any location*," to

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follow the phrase "...outside of the classroom..." instead of following the phrase "...at the earliest ages..." on lines 18 and 19 of the resolution.

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

Motion approved.

d) Consideration and Approval of the Revisions to the Library Clerk I Job Description

MOTION by Trustee Ganer to approve the recommendation.

SECOND by Trustee Salts.

The Director stated that there were a few changes to the job description to reflect current duties, particularly in passport services.

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

Motion approved.

e) Consideration and Approval of the Revisions to the Library Page Job Description

MOTION by Trustee Ganer to approve the recommendation.

SECOND by Trustee Salts.

The Director said that some changes were also needed in this job description to reflect current duties.

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

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Adoption of the Final Budget for Fiscal Year 2015-2016 in July
- b) Review of the Past Year's Service Objectives in July
- c) Service Objectives for Fiscal Year 2015-2016 in July

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 Public Services Supervisor, Kathy Billings, to Step 8 on the Salary Scale, effective June 26, 2015.
- b) Unpaid Bills Detail May 2015

MOTION to approve the Consent Calendar by Trustee Salts.

SECOND by Trustee Salehi.

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

Consent Calendar approved.

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ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:16 p.m.

Submitted by,

A handwritten signature in black ink, appearing to read "D Salts", written over a horizontal line.

Dennis Salts
Board Secretary