

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
June 6, 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, Dennis Salts.
Al Salehi was absent.

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, System Services Supervisor Doug Mason, Circulation Department Supervisor Caroline Wilkins, Librarian Mary Ivelia, Library Assistant Stella Galvan, Library Assistant Johnny Truong, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of May 2, 2017

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of May 2, 2017, as presented.

SECOND by Trustee Fuhrman.

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

ABSENT: 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 Salts said he would be visiting Atlanta, GA for a Rotary Club anniversary event. He also attended the Summer Reading Kick-off event at the Library over the weekend.

Trustee Fuhrman said she attended a retirement party at the school district. She said Mrs. Milch, a Buena Park School District teacher, was very saddened to hear the Library is losing Library Assistant Stella Galvan.

Trustee Ganer thanked the Buena Park Library staff for a retirement gift presented to her.

c) Volunteer Guild Report

The Director reported that the Volunteer Guild had made \$2,073 in the month of May.

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III. CORRESPONDENCE

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

Trustee Ganer asked why one book did not have a title. The Director said the patron was requesting a book on a particular subject, not a specific book.

- b) Recognition of Buena Park Library Employee Service Milestone

The Director introduced, Johnny Truong, who she said began working at the Library District as a Page 5 years ago. He is currently a Library Assistant and assists with many of the Science Saturday programs. The Director also mentioned that Johnny had recently received his Master's in Library Science. Trustee Ganer presented Johnny with a Certificate of Appreciation and a 5-Year Pin. She thanked him for his Service to the Library.

Trustee Ganer presented a Certificate of Appreciation to Library Assistant, Stella Galvan, who will be leaving the Library at the end of June. Trustee Ganer said the Board truly appreciates all the hard work she has done for the Library over the past years. Stella was pleasantly surprised and said she knows the Outreach program will continue to grow in her absence because the Library has a great team. All the trustees wished Stella well in her future endeavors.

- c) Director's Report

Trustee Ganer asked for further details about what the City of Buena Park is looking to collaborate on in regards to the Buena Park's Women's Club Historic Building. The Director said as far as she is currently aware, the City would like to collaborate with the Library and School District on a Homework Help center. The Director said she would be meeting with the City and School District to discuss details and would bring details to the Board at the next meeting. Trustee Ganer said she would like the District to proceed cautiously and not commit right away.

Trustee Fuhrman asked who the target audience is for the financial program being offered. The Director said it is open to everyone. The company received a grant to help inform the public about various financial subjects. Trustee Fuhrman asked if the Library has been promoting the event, Trustee Salts suggested dropping off flyers at local high schools to encourage students to learn about financial literacy. Trustee Ganer wanted to verify that the company is not attempting to sell products to the public. The Director confirmed selling of any services is not allowed.

Children's Librarian, Mary Ivelia, and Library Assistant, Stella Galvan, discussed the Sumer Reading Program Kick-off event and other events they have planned for the summer.

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

- a) Balance Sheet as of May 31, 2017

No comments.

- b) Revenue – \$2,975,621 and Expenditures – \$2,550,805 Budget vs. Actual Report July 1, 2016 through May 31, 2017

No comments.

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- c) Check Register through May 31, 2017

No comments.

- d) Monthly Statistical Reports for May 2017

The Director pointed out that wireless access has continued to increase.

V. NEW BUSINESS

- a) Approval of Resolution #2017-1 Establishing the Upper Limit of Appropriations for 2017-18

MOTION by Trustee Salts to approve the Resolution establishing the Upper limit of appropriations.

SECOND by Trustee Fuhrman.

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

ABSENT: Trustee Salehi.

MOTION approved.

- b) Annual Review of the Investment Policy

The Director said the suggested changes related to the new GASB statement changes.

MOTION by Trustee Salts to amend the Investment Policy with the proposed changes presented by staff.

SECOND by Trustee Castaneda.

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

ABSENT: Trustee Salehi.

MOTION approved.

- c) Consideration and approval of the 2017-18 Agreement for Professional Services with the Law Firm Dannis Woliver and Kelley (DWK)

The Director said both the agreement and fees are the same as last year's.

MOTION by Trustee Fuhrman to approve the 2017-18 agreement for professional services with the Law firm DWK.

SECOND by Trustee Salts.

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

ABSENT: Trustee Salehi.

MOTION approved.

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d) Consideration and approval of the proposed pension liability payment

The Director said this is being considered due to the annual increase in the minimum liability payment the Library is required to make each year toward the District's Unfunded Accrued Liability. The Director and Business Officer believe a one-time large payment would alleviate the burden of larger liability payments each year. The Director told the Board the liability payment is separate from the OPEB payments made each year. The Director said paying down the pension is a good move because it is something the District is liable for.

MOTION by Trustee Salts to approve a \$1 million payment toward the District's Unfunded Accrued Liability (UAL).

SECOND by Trustee Castaneda.

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

ABSENT: Trustee Salehi.

MOTION approved.

e) Consideration and approval of the quote for new CD Shelving

MOTION by Trustee Salts to approve the quote for new CD Shelving.

SECOND by Trustee Castaneda.

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

ABSENT: Trustee Salehi.

MOTION approved.

f) Consideration and approval of the proposed updates to the ISDOC bylaws

MOTION by Trustee Fuhrman to approve the proposed updates to the bylaws of ISDOC.

SECOND by Trustee Castaneda.

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

ABSENT: Trustee Salehi.

MOTION approved.

g) SDRMA Board of Directors Election 2017

Trustee Ganer asked the Board members to name the candidates they would be interested in voting for. The Board chose four people to vote for and decided to vote for all in one motion.

MOTION by Trustee Fuhrman to approve a vote in favor of Timothy Unruh, Mike Scheafer, Cindi Beaudet, and Jean Bray.

SECOND by Trustee Castaneda.

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

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ABSENT: Trustee Salehi.

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Adoption of Final Budget in July
- b) Review of past year's Service Accomplishments in July
- c) Service Objectives for new fiscal year in July

VII. CONSENT CALENDAR

a) Personnel Action

- 1. Merit increase for Library Director, Mary McCasland, to Step 3 on the Salary Scale effective June 9, 2017.
- 2. Merit increase for Public Services Supervisor, Kathy Billings, to Step 9 on the Salary Scale Effective June 23, 2017.
- 3. Merit increase for P/T Library Assistant, Hannah Blatchford, to Step 2 on the Salary Scale Effective June 9, 2017.
- 4. Merit increase for P/T Library Clerk I, Trevor Lepich, to Step 3 on the Salary Scale effective June 23, 2017.

MOTION by Trustee Fuhrman to approve the consent calendar.
SECOND by Trustee Salts.

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

MOTION approved.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:35 p.m.

Submitted by,



Mary Fuhrman
Board Secretary