

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
March 3, 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, Circulation Department Supervisor Caroline Wilkins, and Administrative Assistant Kathy Bermosk

I. ACTION ON MINUTES

a) Regular Meeting of February 3, 2015

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of February 3, 2015.  
SECOND by Trustee Ganer.

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

None.

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

Trustee Salts said that *Read Across America* is going on today. He and his wife went to a few different schools and read in one, two or three classes in each school. He feels strongly that literacy is the key to success.

c) Volunteer Guild Report

Bookstore Manager, Marilyn Lowery was unable to attend tonight's meeting because she is working in the Bookstore tonight. The Director reported that the revenue taken in by the Bookstore and the Book Nook in February totaled \$2,249.

III. CORRESPONDENCE

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

No comments or questions.

b) Director's Report

The Director added that staff stopped charging to check out DVDs on Friday the 13th. There has been a very positive response from patrons.

Facility Maintenance Supervisor, Ray Garcia, has been working with an architect to remodel the public restrooms. In order to comply with ADA requirements, the doors will have to open out and the men's restroom will be redesigned with two stalls. The project is still in the planning phase.

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The Director updated the Board on the CENIC project saying that another broadband bid came in at a substantially lower price than the first. CENIC will be sending a contract so we can proceed with the program. We will have to pay for non-recurring costs like drilling into the building and purchasing the routers and firewalls, but there is a grant available to help with those costs also. The contract will be for a five-year period.

The Director said she will attend the Directors Forum in Ontario, CA on March 4 and 5.

Trustee Ganer asked if CSDA's Harassment Prevention training webinar would be archived to view as an on-demand webinar. The Director said the webinar was not available from CSDA in that format.

Trustee Ganer asked if there had been any further incidents with disruptive patrons in the Computer Center. The Director reported that conflicts occur from time to time, but staff has been trained to deal with and resolve difficult situations.

Trustee Ganer complimented staff for the very impressive list of activities noted in the Director's Report.

Trustee Salehi said that he is glad that staff is moving forward to provide our patrons with a faster Internet connection. He asked if staff could provide a link to e-file tax returns on the Library's web site. The Director said she had been working with Systems Services Supervisor Doug Mason to place information about how to have the IRS and State of California instructions booklets mailed to a filer's home address. She will check into providing the e-file link also.

Trustee Salehi then asked if staff has plans to offer e-scanning to check out books with smart phones. The Director said that our current scanners are not capable of reading the barcodes; but when new scanners are purchased in the future this may be a added feature. Circulation Department Supervisor Caroline Wilkins added that staff has received very few requests for this service so far.

The Director shared a picture of a van similar to the one she would like to purchase if the "Pitch an Idea" grant from the State Library comes through. The van would be customized for our Library and would be used for our "Pop-up Library" outreach services in the community.

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

a) Balance Sheet as of February 28, 2015

No comments or questions.

b) Revenue – \$1,768,094 and Expenditures - \$1,399,632 Budget vs. Actual Report July 1, 2014 through February 28, 2015

No comments or questions.

c) Check Register as of February 28, 2015

No comments or questions.

d) Monthly Statistical Reports for February 2015

The Director pointed out that checkouts have remained steady.

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V. NEW BUSINESS

a) Approval of the 2015 National Library Week Proclamation

MOTION by Trustee Salts to approve the National Library Week Proclamation as revised.  
SECOND by Trustee Salehi.

Trustee Ganer felt the proclamation used jargon that the general public is not familiar with, like STEAM and Makerspaces. President Miller suggested that the acronym be spelled out along with a description of what Makerspaces are. Trustee Ganer continued that this section needed to be revised. After discussion of the possible changes, it was resolved that the Director had the Board's authority to rewrite parts of the proclamation to provide clarity to those who will read it.

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

Motion approved unanimously.

b) Annual Review of the Record Retention Policy

Since this was only a review of the Record Retention Policy and no changes were being suggested, a Motion was unnecessary.

Trustee Ganer asked if staff was digitizing documents yet. The Director said we were not, but staff was sorting through and organizing files to comply with the schedule. A budget for the digitizing process would have to be determined.

The Director said that she is currently researching which emails should be disposed of or retained. At some point in the future, this may be added to the Record Retention Policy. For now, no changes are recommended.

c) Annual Review of the Record Retention Schedule

Since this was only a review of the Record Retention Schedule and no changes were being suggested, a Motion was unnecessary.

Trustee Salehi asked what the oldest record in our files is. The Director said that papers from the Library's inception are probably the oldest. In addition, there are records noted on the Schedule that must be kept permanently. He asked if the records used a lot of space and the Director responded that the files are manageable and stored in the Administrative Offices.

d) Consideration and Approval of the Proposed Revision to the Sick Leave Section of the Employee Handbook

MOTION by Trustee Ganer to adopt the Fines and Fees as presented.  
SECOND by Trustee Salehi.

The Director stated that the Sick Leave policy takes effect on July 1st and needs to be incorporated into our Employee Handbook. She has taken the law regarding how sick leave is to be accrued for part-time employees and placed it into the policy. Sick leave can be taken in 15 minute increments.

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

Motion approved unanimously.

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- e) Consideration and Selection of a Nominee for the Special District Risk Management Authority (SDRMA) 2015 Board of Directors Election

There were no nominations made for this seat on the SDRMA Board of Directors.

- f) Consideration and Selection of a Nominee for Seat A in the Southern Network for the California Special Districts Association (CSDA) Board of Directors Election

There were no nominations made for Seat A in the Southern Network of the CSDA Board.

VI. FUTURE AGENDA ITEMS

- a) Annual Review of the Library Fund Balance and Reserve Policy in April  
b) Annual Review of the Capital Improvement Projects in April  
c) Analysis of the Draft Budget and Projected Income in May

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 P/T Library Clerk I, Mavely Fajardo, to Step 2 on the Salary Scale, effective March 20, 2015.  
b) Unpaid Bills Detail February 2015

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

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

Consent Calendar approved.

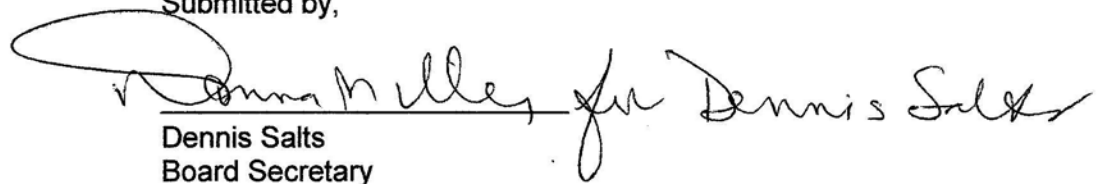
ADJOURNMENT

MOTION by Trustee Salts 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 6:06 p.m.

Submitted by,

  
Dennis Salts  
Board Secretary