

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
March 1, 2016

CALL TO ORDER: President Fuhrman called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE: Trustee Castaneda led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Mary Fuhrman, Patricia Ganer, Al Salehi, Dennis Salts

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

I. ACTION ON MINUTES

a) Regular Meeting of February 2, 2016

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of February 2, 2016 as presented.

SECOND by Trustee Salehi.

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

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 had attended the Buena Park State of the City Address and Cypress College's Americana event. He also toured Buena Park High School, which will soon be constructing a new stadium.

President Fuhrman said she and Director McCasland also attended the State of the City Address and were very impressed with the achievements and expected improvements throughout the city. She also mentioned that she and the Director attended a meeting at the Buena Park School District with the Early Literacy Committee regarding the Footsteps to Brilliance (F2B) Program. She said Nancy Rios, their Early Literacy Outreach Consultant, was very impressed with the number of patron's who attended the Library's programs.

Trustee Salehi also attended State of the City Addresses for the cities of Buena Park and Anaheim. Trustee Salehi said he will be attending a luncheon with Ben Bernanke in Downtown LA next week and asked if anyone had financial or bankruptcy questions, he would be happy to ask Mr. Bernanke. He also asked the Director if the Library would be holding any events for the Persian New Year.

Trustee Castaneda attended a monthly PTO meeting and Successful Families of Buena Park meeting. She said she participated in the Read Across America program at Gilbert Elementary School.

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In response to Trustee Salehi's upcoming luncheon with Ben Bernanke, Trustee Ganer said she would like Trustee Salehi to confirm he would not, once again, misstate that this Library Board had ever considered bankruptcy. He said he would only bring up general questions to Ben Bernanke, and if anyone else had any questions, he'd be happy to be of service. Trustee Ganer asked if any Board member wanted Trustee Salehi to ask the former Chair Ben Bernanke anything relating to the Library's previous financial issues. Trustee Salts said no.

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 \$3,169.19 in February, and \$683 of the revenue was from Amazon sales.

The Director said many people purchase items when they are waiting for passport services.

III. CORRESPONDENCE

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

Trustee Ganer asked if two of the books requested were Children's books. The Director said she believes they are.

b) Director's Report

The Director said, as President Fuhrman stated, they had attended the Footsteps 2 Brilliance meeting. It was meant to update everyone on the progress of the program. The new consultant, Nancy Rios, was hired to promote the program throughout the community. The Director said Nancy will be attending additional storytimes in her efforts to reach out to Buena Park families with young children to sign them up with the F2B Program.

The Director also said in regards to the PERS Valuation reports PERS is looking into creating a Pension Trust fund similar to what they did with the OPEB liability.

The Director reported that Doug will be attending a CENIC conference the third week of March. He will be participating on a panel.

The Director announced that Librarian, Mayra Ochoa, would be leaving BPLD and staff was in the process of recruiting a new Librarian to fill her position.

Trustee Ganer asked if the additional building improvements discussed in the Director's Report would affect the budget. The Director said any new projects would not take place until the next fiscal year, so the current budget would not be impacted.

Trustee Salehi asked the Director if staff had any idea of who had written on the wall in the men's restroom and if staff had looked into special paint that deters graffiti. The Director said the restrooms are checked every two hours and there really wasn't any way to determine who it was. She said we have the paint available so it is easy to paint over any graffiti right away. She also said paint enamel was considered but was very expensive.

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

a) Balance Sheet as of February 29, 2016

No comments.

b) Revenue – \$1,923,163 and Expenditures – \$1,784,290 Budget vs. Actual Report July 1, 2015 through February 29, 2016

The Director pointed out that passport revenue was up 16% in comparison to last year.

c) Check Register – January 29 through February 19, 2016

No comments.

d) Monthly Statistical Reports for February 2016

President Fuhrman told the Board the Director has given out a new report that lists attendance at library programs. The Director mentioned e-books continued to be popular and staff has noticed more patrons using laptop computers in the Library.

Trustee Salehi asked if staff has looked into printing services for e-books. The Director replied staff is aware of that technology, but it is not something they are actively looking to bring to the Library at this time.

V. NEW BUSINESS

a) National Library Week Proclamation request

Trustee Ganer asked for the following changes:

In the 5th paragraph, change “deliver” to “delivering”.

In the last paragraph, delete the last sentence “Because of you, Libraries transform”.

MOTION by Trustee Salts to accept proclamation with suggested corrections.

SECOND by Trustee Salehi.

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

Motion approved with corrections.

b) Annual Review of the Record Retention Policy & Schedule

The Director said no changes had been suggested.

MOTION by Trustee Ganer to keep the Record Retention Policy & Schedule as is.

SECOND by Trustee Salts.

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

Motion approved.

c) Review and Discuss potential questions for annual review of Library Director

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Trustee Ganer pointed out that she had asked for this to be on the agenda, not due to any concern with the Director's performance, but because it had not been done in some time and she believes it is important to be consistent. She said she was happy with the questions presented but would like to rearrange the order of the questions. Trustee Ganer said she would also like to get a general sense of staff satisfaction of working at the Library on a scale of 1 -10. Trustee Ganer said it would be helpful for the trustees to see staff response to this question when reviewing their responses to the other questions.

President Fuhrman asked when the evaluation would take place. It was agreed to place the evaluation on the May agenda as a closed session.

No Motion was necessary.

VI. FUTURE AGENDA ITEMS

- a) Annual Evaluation of Staffing Levels in April
- b) Review of Salary Comparisons in April
- c) Annual Review of BPLD library Fund Balance and Reserve Policy in April
- d) Review of Capital Improvement Projects in April
- e) Analysis of draft Budget and Projected Income in May

VII. CONSENT CALENDAR

a) Personnel Action

- 1. Resignation of P/T Page, Carolina Villegas, effective February 06, 2016.
- 2. Merit increase for P/T Library Clerk I, Mavelly Fajardo, to Step 3 on the Salary Scale effective April 1, 2016.
- 3. Merit Increase for P/T Library Assistant, Joe Famolaro, to Step 4 on the Salary Scale effective March 4, 2016.
- 4. New hire, P/T Library Page, David Arviza, at Step 1 on the Salary Scale Effective February 17, 2016.
- 5. New hire, P/T Library Page, Melissa Vasquez, at Step 1 on the Salary Scale Effective February 16, 2016.

MOTION by Trustee Salts to approve Consent calendar.

SECOND by Trustee Salehi.

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

Motion approved.

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ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:10 p.m.

Submitted by,

A handwritten signature in blue ink, appearing to read 'Irene Castaneda', is written over a horizontal line.

Irene Castaneda
Board Secretary