

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
March 7, 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, Al Salehi, Dennis Salts.

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Circulation Department Supervisor Caroline Wilkins, Library Clerk I Lauren Beville, Library Clerk II Ashley Parker and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of February 7, 2017

MOTION by Trustee Salehi to approve the Minutes of the Regular Meeting of February 7, 2017 as presented.

SECOND by Trustee Castaneda.

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

ABSTAIN: 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 Fuhrman reported the OC Fire Station 61 will temporarily move into the vacant Walter Knott School. Trustee Castaneda attended the Gilbert School's Family Picnic. She said it was a festive event for the children and parents. Trustee Ganer announced the CSDA is looking for nominations to sit on its Board of Directors. She advised the Board if anyone were interested in seeking a nomination, to please let her know so it may be placed on the agenda in April.

c) Volunteer Guild Report

Trustee Ganer expressed appreciation to the bookstore manager, Marilyn Lowery, for allowing the Library to use the bookstore as a passport waiting area. The Library Director reported that the Guild had made \$2,188 in the month of February.

Trustee Castaneda asked the Director if staff had already started accepting passports by appointments only. The Director said yes, due to high demand staff was transitioning to an appointment only system.

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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 Lauren Beville, who began working at the Library as a Page. She was promoted to Clerk and also became be a passport agent. She is experienced in the many aspects of the Circulation Department. The trustees congratulated and thanked Lauren for her 10 years of service.

Next, the Director introduced Ashley Parker, who also began working at the Library as a Page. Ashley now works full time, as a Clerk in the Acquisitions Department, invoicing and cataloguing new books and DVDs. The Board also thanked and congratulated Ashley for her 10 years of service.

- c) Director's Report

Trustee Salehi asked if the Library has a release of liability for stolen property. The Director said it is stated in the Library's Code of Conduct that it is not responsible for lost or stolen property. Trustee Fuhrman asked when New York Life will be at the library. The Director said they would be at three story times to assist families who are interested in participating in the free Child ID Program. Trustee Fuhrman commented that the Book-A-Librarian was an excellent idea.

The Director demonstrated the upcoming craft children can do to celebrate Persian New Year at the Fantabulous Friday program.

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

- a) Balance Sheet as of February 28, 2017

No comments.

- b) Revenue – \$2,058,137 and Expenditures – \$1,711,020 Budget vs. Actual Report July 1, 2016 through February 28, 2017

No comments.

- c) Check Register as of February 28, 2017

Trustee Fuhrman asked for clarification on a line item listed in the check register.

- d) Monthly Statistical Reports for February 2017

Trustee Ganer said there seems to be a significant drop in circulation compared to last year and asked if there were any known reasons. The Director said staff did not know of any particular reason but stated circulation in general has continued to decrease.

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V. NEW BUSINESS

a) Approval of the 2017 National Library Week Proclamation

MOTION by Trustee Ganer to amend the last sentence of the proclamation to state "All residents are encouraged..." SECOND by Trustee Salehi.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts.
MOTION approved.

MOTION by Trustee Salehi to approve the 2017 National Library Week Proclamation as amended.
SECOND by Trustee Salts.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts.
MOTION approved.

b) Annual Review of the Record Retention Policy and Schedule

MOTION by Trustee Salts to accept the revisions to the Record Retention Policy as presented.
SECOND by Trustee Fuhrman.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts.
MOTION approved.

c) Consideration and Approval of the purchase and installation of the Thread Power Distribution System

MOTION by Trustee Salts to approve the purchase and installation of the Thread Power Distribution System. SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts.
MOTION approved.

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. Merit increase for P/T Clerk I, Mavelly Fajardo, to Step 4 on the Salary Scale effective March 31, 2017.
- 2. Merit increase for P/T Library Assistant, Joe Famolaro, to Step 5 on the Salary Scale effective March 17, 2017.
- 3. Merit increase for P/T Clerk I, Brenda Gomez, to Step 2 on the Salary Scale effective March 03, 2017.

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

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

Motion approved.


ADJOURNMENT

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

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

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

Submitted by,



Mary Fuhrman
Board Secretary