

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
March 6, 2018

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, Patricia Ganer, Dennis Salts, Rajen Vurdien  
Absent: Al Salehi

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, and Interim Administrative Assistant Kathleen Bermosk

I. ACTION ON MINUTES

a) Regular Meeting of January 9, 2018

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of January 9, 2018, as presented.

SECOND by Trustee Vurdien.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts, Trustee Vurdien

ABSENT: Trustee Salehi

Minutes approved.

b) Regular Meeting of February 6, 2018

MOTION by Trustee Castaneda to approve the Minutes of the Regular Meeting of February 6, 2018, as presented.

SECOND by Trustee Ganer.

AYES: Trustee Castaneda, Trustee Ganer

ABSENT: Trustee Salehi

ABSTAIN: Trustee Salts, Trustee Vurdien

Minutes approved.

At this point in the meeting, President Ganer stated that the Closed Session to evaluate the performance of the Library Director was postponed until tonight's meeting because there were only three trustees present at the February meeting. This evening, only four trustees are present, and she would prefer that all trustees be present for the evaluation. She further stated that the Board is not under any time pressure to evaluate the Library Director and she would prefer to try to have all trustees present.

MOTION by Trustee Salts to postpone the Library Director's evaluation until next month's meeting on April 3, 2018.

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts, Trustee Vurdien

ABSENT: Trustee Salehi

Motion approved.

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Trustee Salts asked if he could read the employee surveys before the April meeting. President Ganer said that the surveys were being held by the Interim Administrative Assistant, and the surveys would be passed out at the Closed Session for the trustees to read.

## II. ORAL COMMUNICATIONS

### a) From Public Concerning Non-agenda Items

No comments.

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

President Ganer said she attended the Buena Park State of the City luncheon. Trustee Salts and Mrs. Salts also attended the luncheon.

President Ganer announced that Nomination Forms for CSDA and Orange County LAFCO Board seats are available in the Administration Office. Deadlines for submission of the Nomination Forms to each agency is early April.

### c) Volunteer Guild Report

The Director reported that the Volunteer Guild had made over \$2,100 in the month of February. She also announced the sudden passing of long-time Guild Bookstore volunteer, Charlie Wadman, two weeks ago. Staff attended his funeral services.

## III. CORRESPONDENCE

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

The Director stated that International Languages is a new category that has been added to Patrons' Suggestions and additional information is being provided to further describe each book title.

### b) Director's Report

The Director added that Librarian Phyllis Nisle held an "escape room" program for the teens last Tuesday. Escape rooms are very popular now. Players must solve clues in order to "escape." Phyllis had a good turnout, and the teens solved the clues and escaped with 15 minutes to spare before a Zombie Apocalypse. She is considering replacing the Amazing Race she has held for the teens during Summer Reading Program with an "escape room" program.

The Conflict of Interest Form 700 filing is due before April 2. The Orange County Clerk of the Board announced that there will be \$10 charge each day for filings after the deadline.

The DIY Residential Turf Removal program sponsored by the Metropolitan Water District was cancelled.

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Patty Salas, the Administrative Assistant, will return on Monday, March 12. The Director said it was a pleasure having Kathy Bermosk return to help out while Patty was on leave. President Ganer also extended the Board's appreciation to Kathy.

President Ganer asked the Director if she had any indication as to why there has been an increase in patron incidents. The Director said that it is strange that there aren't any issues for some time, then it picks up again. It isn't always the same people. President Ganer said that staff will have to continue monitoring and keeping alert. The Director commended Kathy Billings, the Public Services Supervisor, who is consistent and fair to everyone and makes sure they follow the Library's Code of Conduct.

Trustee Vurdien asked about the increase in passport applicants expected from February through May. The Director explained that our customer service brings lots of applicants to this library. We have 10-12 trained staff who help with passport applications and can have as many as eight stations on a Saturday in order to serve applicants during the high-volume season. President Ganer added that assisting with passports is not the primary job of these employees. We have been conscious of the fact that taking passport applications is a secondary service of the Library.

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

a) Balance Sheet as of February 28, 2018

Trustee Vurdien asked if the Board had a policy on what percentage of the total budget should be kept in the General Reserve. The Director explained that we do have a policy and it will be brought to the Board for review at the April meeting. She added that according to the law, 50% of our budget has to be in reserve and we also have funds reserved for capital maintenance.

b) Revenue – \$2,281,960 and Expenditures – \$1,653,309 Budget vs. Actual Report  
July 1, 2017 through February 28, 2018

No comments.

c) Check Register as of February 28, 2018

No comments.

d) Monthly Statistical Reports for February 2018

No comments.

#### V. NEW BUSINESS

a) Approval of the 2018 National Library Week Proclamation

MOTION by Trustee Vurdien to approve the proclamation as presented.  
SECOND by Trustee Castaneda.

The Director explained that the proclamation usually comes from the ALA website, then staff makes

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some minor changes. Last year, President Ganer made a correction to one of the sentences, and the Director made the same correction this year before it was presented for approval.

She further explained that the proclamation will be posted in the Library for National Library Week. A copy will also be sent to the Buena Park City Council and they will provide a proclamation, as well.

Motion approved.

b) Annual Review of the Record Retention Policy & Schedule

Staff is not recommending any changes to the policy and schedule at this time.

Trustee Vurdien asked if records are being kept electronically. The Director explained that some records, like accounting records, are kept electronically, but are not yet being digitized.

MOTION by Trustee Vurdien to approve the Record Retention Policy and Schedule.  
SECOND by Trustee Salts.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts, Trustee Vurdien  
ABSENT: Trustee Salehi

Motion approved.

c) Review and Approval of the AMS.NET Proposal for Replacement of the Library's Wireless System

The Director stated that Doug Mason wanted to be here to answer any of the Board's questions, but he is ill. She continued saying that because the vendor we have had for the last several years, limits the amount of broadband that can be used so we can take full advantage of our current system, Doug has been looking for a new vendor. They will be replacing all the access points throughout the Library.

MOTION by Trustee Salts to approve the proposal from AMS.NET for replacement of the Library's Wireless System in the amount of \$18,955.14 plus an additional 10% for incidentals.  
SECOND by Trustee Vurdien.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts, Trustee Vurdien  
ABSENT: Trustee Salehi

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

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VII. CONSENT CALENDAR

a) Personnel Action

1. Resignation of P/T Library Clerk I, Laura Cabaruvias, effective February 2, 2018.
2. Merit Increase for P/T Library Assistant, Joe Famolaro, to Step 6 on the Salary Scale, effective March 16, 2018.
3. Merit Increase for P/T Library Clerk I, Audra Anderson, to Step 2 on the Salary Scale, effective March 16, 2018.
4. Merit Increase for P/T Library Clerk I, Mavely Fajardo, to Step 5 on the Salary Scale, effective March 30, 2018.

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

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts, Trustee Vurdien  
ABSENT: Trustee Salehi

Motion approved.

VIII. CLOSED SESSION

a) Public Employee Performance Evaluation  
(Pursuant to Go. Code Section 54957)

1. Library Director

No action taken. This Item was tabled until next meeting, April 3, 2018.

President Ganer stated that the employee surveys will be kept by the Administrative Assistant should any trustee wish to come in to review them before the April meeting.

She also reminded the trustees to contact the Administration Office for nomination requirements for the CSDA and LAFCO Board elections.

ADJOURNMENT

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

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts, Trustee Vurdien  
ABSENT: Trustee Salehi

Motion approved. The meeting stood adjourned at 6:07 p.m.

Submitted by,



Pat Ganer  
Board President