

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
May 3, 2016

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

PLEDGE OF ALLEGIANCE: Trustee Salts led the flag salute.

ROLL CALL

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

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

I. ACTION ON MINUTES

- a) Regular Meeting of April 5, 2016

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of April 5, 2016 as presented.

SECOND by Trustee Ganer.

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

No public members in attendance.

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

Trustee Salts reported he had attended the Centralia Collaborative meeting and volunteered in the Love Buena Park Day of service. Trustee Castaneda said she had also volunteered in the Love Buena Park Day. President Fuhrman said she read there were over 600 volunteers.

- 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 \$2,427.98. \$142 of that was from Amazon sales.

III. CORRESPONDENCE

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

No comments.

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b) Director's Report

The Director said the Library has continued to experience intermittent outages with the phone system. AT&T has attempted to resolve the issue but has been unsuccessful. They suggested we test our internal equipment before they will continue to look into the issue.

The Director updated the Board about the patron incident mentioned in her report. She said this person is known throughout the city for creating problems. The Buena Park police department has been quick to respond to issues arising with this person. She said the city is considering a restraining order against the man and the police had asked if the Library would be interested in participating in the restraining order. She told the police this would have to be brought to the Board for approval. The Director said the patron has been banned from the Library for one year. Trustee Ganer asked if he has attempted to return, the Director said no. Trustee Ganer asked if the concern was that he was a disruption or that he is a danger to individuals. The Director said circulation staff reported he has waved a lighter in front of staff, has refused to leave the Children's area when asked, and a page reported he had blocked her from pushing a cart. The Director said this particular person appears more aggressive than other problem patrons. Trustee Salts said he wants employees and patrons to feel safe. The Director said she would find out more information about the potential restraining order and report back to the Board.

The Director introduced new Librarian I, Ann Duarte, to the staff. Ann Duarte said she is a native of Orange County and has worked in libraries since she was 19 years old. She completed library school this year and is excited to be working at the Buena Park Library District. The Board welcomed her to the staff.

Librarian Phyllis Nisle gave a brief report on the success of the Buena Park Reads Program. She also explained a few of the activities patrons had participated in throughout the month of April.

President Fuhrman congratulated Mary Ivelia on receiving the grant for her reading program. She also commended Stella for participating in the Jamboree Housing conversation regarding Library outreach services to the new development.

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

a) Balance Sheet as of April 30, 2016

No comments.

b) Revenue – \$2,725,134 and Expenditures – \$2,156,340 Budget vs. Actual Report July 1, 2015 through April 30, 2016

The Director pointed out we had received the second installment of revenue.

c) Quarterly Cash Flow Trend Analysis

The Director commented that the large difference in expenses between this year and last year is due to the restroom modernization costs. She also said the increase in expenses for July 2015 compared to July 2014 includes the one time liability payment we are now required to make for pensions.

d) CERBT Quarterly Statement

No comments.

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e) Orange County Investment Pool Apportionment Yields

The Director said the investment pool is a bit more conservative in regards to its investments in comparison to CalPERS investments.

f) Check Register – April 1 through April 27, 2016

No comments.

g) Monthly Statistical Reports for April 2016

The Director stated the circulation of regular books has increased 2.5%, while e-book circulations have increased by 30%.

V. NEW BUSINESS

a) Analysis of draft Budget and projected income

As this item was for review only there was no motion necessary.

The Director stated this is the first draft of the budget for the upcoming year; a final version will be presented for approval in July. She said one item she and the Business Officer are still working on is the cost of living increase and the upcoming minimum wage increases. Trustee Ganer said she hopes we are able to keep the cost of living increase. President Fuhrman asked if there was an idea of what the cost of the Children's restroom and quiet room would be. The Director said the estimated cost is approximately \$200,000 for both projects. Trustee Ganer stated she was happy to see the budget for materials will increase in the upcoming year.

The Director said she estimated \$272,000 in passport revenue, however, she expects to make \$300,000 in revenue this year.

b) Approval of the Understanding of the Engagement by Fedak & Brown LLP for Auditing Services for the year ended June 30, 2016

The Director said she had reviewed the contract and it is similar to last year's contract with Fedak & Brown LLP.

MOTION by Trustee Salts to approve the Understanding of the Engagement.  
SECOND by Trustee Ganer.

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

Motion approved.

c) Discussion and approval to purchase a community outreach vehicle

Trustee Ganer said she believes the outreach vehicle would be a good use of funds. The Director said she would like the Board to approve \$30,000 to purchase the vehicle and a wrap. The Director said she would draft a policy regarding the vehicle's use for Board review in June.

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MOTION by Trustee Ganer to approve the expenditure of up to \$30,000 for the purchase of an outreach vehicle.  
SECOND by Trustee Salts.

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

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Gann Limit Resolution in June
- b) Annual Investment Policy Review in June
- c) Adoption of Final Budget in July
- d) Review of Past Year's Service Accomplishments in July
- e) Service Objectives for new fiscal year in July

VII. CONSENT CALENDAR

a) Personnel Action

- 1. Reclassification of Melissa Vasquez to P/T Library Clerk I, at Step 1 on the Salary Scale effective April 1, 2016.
- 2. New hire, Librarian I, Ann M. Duarte, at Step 2 on the Salary Scale effective April 18, 2016.
- 3. Merit Increase for P/T Page, Diane Kim, to Step 3 on the Salary Scale effective May 13, 2016.

MOTION by Trustee Ganer to approve Consent calendar.  
SECOND by Trustee Salts.

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

Motion approved.

VIII. CLOSED SESSION

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

- 1. Library Director

The Board recessed into Closed Session at 6:17 p.m.  
The Board reconvened into Open Session at 6:55 p.m.

President Fuhrman stated no reportable action was taken during Closed Session.

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ADJOURNMENT

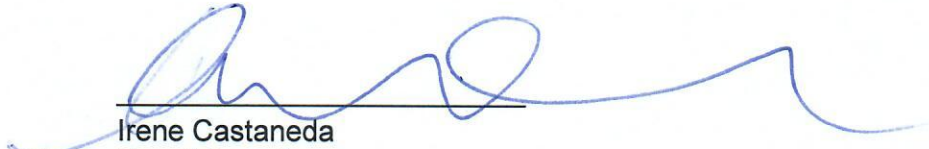
MOTION by Trustee Castaneda to adjourn the meeting. SECOND by Trustee Ganer.

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

ABSENT: Trustee Salehi

Motion approved. The meeting stood adjourned at 6:55 p.m.

Submitted by,



Irene Castaneda  
Board Secretary