

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
May 2, 2017

CALL TO ORDER: President Ganer called the meeting to order at 5:31 p.m.

PLEDGE OF ALLEGIANCE: President Ganer led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Mary Fuhrman, Pat Ganer, Dennis Salts.
Al Salehi was absent.

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Circulation Department Supervisor Caroline Wilkins, Librarian Mary Ivelia, Librarian Phyllis Nisle, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

- a) Regular Meeting of April 4, 2017

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of April 4, 2017, as presented.

SECOND by Trustee Castaneda.

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

None.

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

Trustee Salts said he attended the Soroptimist event honoring Women of Distinction from Buena Park. He said Councilwoman Beth Swift, Superintendent Norma Martinez, and Rotary member Karla Galindo were honored.

Trustee Ganer noted the Library had received a certificate of recognition in Celebration of National Library Week from Assemblymember Sharon Quirk-Silva. The Director said the library also received recognition from the City Council and the Buena Park School District.

- c) Volunteer Guild Report

The Director reported that the Volunteer Guild had made \$2,233 in the month of April.

III. CORRESPONDENCE

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

No comments or questions.

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b) Recognition of Buena Park Library Employee Service Milestone

Caroline Wilkins was recognized by the Board of Trustees for her 20 years of service to the Buena Park Library District. Trustee Ganer expressed appreciation for all that Caroline does for the library. Caroline said she enjoys being at the library and feels like it has never been a day of work.

c) Director's Report

The Director mentioned that Trustee Salts received the Golden Oak Service Award from the Buena Park PTA Council. The Board of Trustees congratulated Trustee Salts on his achievement.

Librarian, Ann Duarte, applied for and received a grant from the State Library for a Virtual Reality experience project. The Library will be receiving a computer and Virtual Reality setup to experiment with.

The Director said Knott's Berry Farm has, once again, graciously donated 500 tickets to the Summer Reading Program.

Staff has confirmed the Pop-up Library will be going to Walter Knott School, where children will receive free lunch throughout the summer.

The Director introduced Librarian, Phyllis Nisle, to discuss the success of the *Buena Park Reads* program. Phyllis stated the book, *The Boys in the Boat*, had been checked out 114 times. Every person who read it said it was a wonderful selection. Phyllis told the Board members about the different events she planned around the book throughout the month of April.

The trustees were happy to learn about the new Testing and Educational Resource center being made available to patrons. Trustee Ganer said the test preparation for U.S. Citizenship and TOEFL will help change lives.

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

a) Balance Sheet as of April 30, 2017

No comments.

b) Revenue – \$2,858,207 and Expenditures – \$2,248,534 Budget vs. Actual Report July 1, 2016 through April 30, 2017

No comments.

c) Quarterly Cash Flow Trend Analysis

No comments.

d) CERBT Quarterly Statement

No comments.

e) Orange County Investment Pool Apportionment Yields

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No comments.

- f) Check Register from April 7 through April 28, 2017

No comments.

- d) Monthly Statistical Reports for April 2017

The Director said eBook circulation has continued to rise.

V. NEW BUSINESS

- a) Analysis of draft Budget and Projected Income

The Director said staff remained conservative in regards to income. Trustee Ganer said the Board agrees it is better to remain conservative.

Trustee Fuhrman asked if the medical insurance budget is adequate. The Director said staff has budgeted extra for this amount. Trustee Fuhrman asked why there was a need to increase the "Signage" budget. The Director replied that we are looking at improving signage throughout the Library.

Trustee Ganer commended the Director and Business Officer for all their hard work on the budget.

- b) Selection of an Actuary for the GASB 75 OPEB Valuation Report

The Director explained why staff is recommending Bickmore Actuarial Services.

MOTION by Trustee Fuhrman to approve the selection of Bickmore Actuarial Services.

SECOND by Trustee Castaneda.

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

ABSENT: Trustee Salehi.

MOTION approved.

- c) Consideration and approval of expenses above the budgeted figure for the Postage Category

MOTION by Trustee Fuhrman to approve expenses above the budgeted figure for the postage category.

SECOND by Trustee Salts.

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

ABSENT: Trustee Salehi.

MOTION approved.

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d) Discussion and approval of an evaluation schedule for the Library Director

Trustee Fuhrman asked if the Director felt the need for more direction from the Board. The Director said not necessarily it was just a concern if the Board would like input from the library staff each year. Trustee Ganer said it would be appropriate to perform an evaluation every other year.

MOTION by Trustee Fuhrman to perform the director evaluation in the first quarter of even numbered years, along with a survey of the staff.

SECOND by Trustee Castaneda.

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

None.

ADJOURNMENT

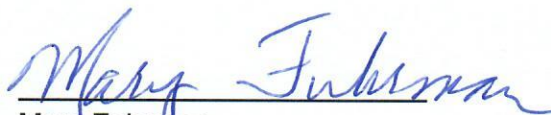
MOTION by Trustee Fuhrman to adjourn the meeting. SECOND by Trustee Salts.

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

ABSENT: Trustee Salehi.

Motion approved. The meeting stood adjourned at 6:22 p.m.

Submitted by,



Mary Fuhrman
Board Secretary