

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

CALL TO ORDER: President Fuhrman called the meeting to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE: President Fuhrman led the flag salute.

ROLL CALL

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

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, and Administrative Assistant Patty Salas.

President Fuhrman requested to discuss New Business Item A after taking Action on the Minutes so that the Auditors would not need to sit through the entire meeting.

I. ACTION ON MINUTES

a) Regular Meeting of October 4, 2016

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of October 4, 2016 as presented.

SECOND by Trustee Salehi.

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

Minutes approved.

IV. a) Audit Report Presented by the Auditor

Mr. Chris Brown and Mr. Andy Beck, from Fedak & Brown LLP, were in attendance to present their audit report to the Board of Trustees.

Mr. Brown highlighted the following items in the audit report:

- It is the auditor's opinion that the financial statements presented fairly.
- No issues came up when they were performing the Audit and the District was well prepared.
- The District's net position increased 16.9%. Revenues increased by 8.3% while Expenses increased by 8.0%.
- The District's total liability has decreased.
- GASB 72 and 79 were implemented. This did not have an effect on the District's statements.

Trustee Salts asked if we are in a better position than other entities in regards to the OPEB. The auditor said the District does have an asset listed for that because the District has prefunded some of it. Trustee Ganer expressed appreciation for the Director and Business Officer for being well prepared for the audit.

MOTION by Trustee Ganer to accept the Audit Report as presented.

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SECOND by Trustee Salts.

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

Motion 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 visited during the Staff Development Day on October 10, 2016. He said he was impressed by the turn out and praised the Director for doing a great job in putting it together. Trustee Castaneda said she toured the Buena Park Schools and was able to see the improvements that have been made.

c) Volunteer Guild Report

The Bookstore Manager, Marilyn Lowery, could not attend tonight's meeting. The Director reported the revenue taken in was \$2,238.68, of which \$82.32 was from Amazon sales.

III. CORRESPONDENCE

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

No comments.

b) Director's Report

The Director mentioned that Patty Salas had applied for and received Exempt License plates for the Library Outreach Vehicle from the California DMV. She expressed appreciation for Trustee Salehi's recommendation to apply for them.

Trustee Ganer asked for clarification on the recent Public Records Request. The Director stated the person who is requesting the information updates the Transparent California website, therefore he will continue to request salary information each year.

Trustee Fuhrman asked about the structural engineer fee for the Quiet Study Room. The Director said the City of Buena Park had requested structural engineer plans before they would approve the permit to build the Quiet Study Room.

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

- a) Balance Sheet as of October 31, 2016

No comments.

- b) Revenue – \$201,779 and Expenditures – \$799,405 Budget vs. Actual Report
July 1, 2016 through October 31, 2016

No comments.

- c) Quarterly Cash Flow Trend Analysis

No comments.

- d) Check Register as of October 31, 2016

Trustee Fuhrman asked about a payment made to US Bank Corporation. The Director said this was a payment for credit card transactions. She explained that staff members use credit cards to purchase computer parts, DVDs, and books from various web vendors.

- e) Monthly Statistical Reports for October 2016

No comments.

V. NEW BUSINESS

- a) Audit Report presented by the Auditor

Discussed above.

- b) Approval of the Additional Service Request from Grace Partnership, Inc. in the amount of \$2,060

MOTION by Trustee Ganer to approve the Additional Service Request.
SECOND by Trustee Salts.

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

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Election of Board Officers in December
b) Mid-Year Detailed Budget Review in January
c) Mid-Year Plan of Service Review in January

Trustee Salehi asked if it could be added to the agenda to discuss adjusting the Library's open hours. The Director said although the District is in a better financial position, there will be future liabilities related to Pension in the upcoming years, which prevent extending hours at this time.

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VII. CONSENT CALENDAR

a) Personnel Action

1. Merit increase for P/T Clerk I, Lauren Beville, to Step 5 on the Salary Scale effective November 25, 2016.
2. Merit increase for Library Assistant, Lynn Pence, to Step 5 on the Salary Scale effective November 25, 2016.

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

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

Motion approved.


ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 5:45 p.m.

Submitted by,



Irene Castaneda
Board Secretary
