

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
October 6, 2015

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, Al Salehi, Dennis Salts

Staff Present: Library Director Mary McCasland, Systems Services Supervisor Doug Mason, Business Officer Marina Tutty, Facilities Maintenance Supervisor Ray Garcia, and Administrative Assistant Kathy Bermosk

Trustee Ganer asked for clarification of the pronunciation of Trustee Salehi's last name. Trustee Salehi said he liked "Sale Hi."

I. ACTION ON MINUTES

a) Regular Meeting of September 1, 2015

MOTION by Trustee Ganer to approve the Minutes of the Regular Meeting of September 1, 2015.
SECOND by Trustee Salts.

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

Minutes approved as presented.

II. ORAL COMMUNICATION

a) From the Public Concerning Non-agenda Items

The Director introduced Patricia Salas as the new Administrative Assistant. The Trustees welcomed Patricia to the Buena Park Library District.

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

Trustee Salts stated he was not at last week's Rotary meeting but was so glad that a donation was made to the Library's reading program and the Centralia Healthy Start program. The Director said it was a pleasure for her and Mary Ivelia to be there to receive the donation.

Trustee Salehi told the Board he spoke with the president of Ghana, John Mahama, and his two sons regarding a potential literacy or cultural exchange program. He also spoke with Ghana's Minister of Education about receiving books or literacy documents from Ghana to put on display for the kids to see. He will forward all contact information to our Director.

Trustee Salehi also met with former Anaheim councilwoman, Gale Eastman, regarding an event to be held in November at Anaheim Stadium. Third grade students will receive a book about the history of Orange County.

Trustee Castaneda stated that both the PTO of Gilbert School and Successful Families of Buena Park would like to work with the Library to create a "Mommy & Me" event in the park. She said these types of events are helpful to families who do not have transportation to travel far from home.

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Trustee Castaneda requested a copy of the Library's calendar to hand out to the moms at local schools.

President Fuhrman said she attended a meeting about money and politics in Orange County. The Board of Supervisors would like to establish an ethics commission. The next meeting will be held at St. Joseph. They will discuss what happened at today's meeting and give a description of what an ethics commission is.

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 \$2,815 in September, and \$400 of the revenue is from Amazon sales. The Director noted the Guild has continued to increase sales revenue. She stated that the Guild recently donated \$6,200 to the Library for Children's, Adult and multicultural programs throughout the year.

III. CORRESPONDENCE

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

No comments or questions.

b) Director's Report

The Director added the Library would be participating in the Silverado Days festival by co-hosting a booth along with various agencies from the Buena Park Collaborative. Staff will also be participating in the Elks Club's *Trunk or Treat* event on October 17.

The Director advised the Trustees that Loreen Berlin would be attending the November meeting to photograph the Trustees, both individually and as a group.

The Director told the Board a few patron incidents had escalated over the past week. A patron had his bike stolen from outside the Library. Additionally, there was a disruptive patron who experienced a major mental health issue. She said Mary Ivelia, Johnny Truong, and Ruth Cho handled the situation by calling the police. The police arrived and called an ambulance to remove the patron. In another incident, a person was sleeping outside the Library and was "exposed". It wasn't clear if that was the person's intention.

The Director commended the Police Department, saying they have been very supportive whenever the Library staff has had the need to call them. Trustee Salts said, for their own safety, the staff should not be afraid to call the police when necessary.

The Director advised the Board that passport figures continue to do well despite the slow season. Trustee Salehi asked if patrons are asked to provide their email address when applying for a library card and if there was a way to send out reminders or notices to patrons when the Library provides passport services. The Director responded that we do have patrons' email addresses, but they are currently utilized to send reminder notices. She also informed the Board this has been a topic of discussion in the past. Systems Services Supervisor Doug Mason cautioned it may be possible for such emails to be considered spam which was a direction they did not want to go. Trustee Salehi

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asked if possible for patrons to “opt-in” to receiving email notifications from the Library. Doug replied the Library is in the process of adding the “opt-in” feature to some of the databases.

President Fuhrman expressed her satisfaction with the newly upholstered chairs on the second floor. Mary agreed that the chairs look very nice. Reupholstering the chairs was much more cost effective than purchasing all new furniture.

President Fuhrman asked if everyone understood what the global *Read for the Record* campaign was about. She and the Director explained it is a world-wide campaign meant to generate public support for high-quality early learning and highlights the importance of building children’s vocabulary. The book “Not Norman: A Goldfish Story” by Kelly Bennett would be read around the world on October 22.

Doug briefed the Board on the status of installing the new fiber optic network. He stated AT&T is working on digging trenches to put in the fiber optic conduit that leads up to the building. He explained the next step would involve electricians installing grounding hardware. From that point, AT&T would continue to install a panel that would receive the fiber optic signal. He said he has all the equipment ready for the next steps.

Trustee Salehi asked what measures are in place to prevent patrons from violating copyright laws while using the Library’s wireless internet or computers. Doug said there are notifications to each patron which would protect the Library in an event of someone illegally downloading materials.

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

a) Balance Sheet as of September 30, 2015

No comments or questions.

b) Revenue – \$119,438 and Expenditures – \$595,9640 Budget vs. Actual Report July 1, 2015 through September 30, 2015

The Director said expenses are in line for the first quarter. Revenue has not been received yet, but this is normal.

c) Check Register as of September 30, 2015

President Fuhrman inquired what the average Southern California Edison bill is each August. The Director responded that the bill is about average for a summer month. She further explained the bill has been as low as \$3,000 in cooler months; however, she expects the bill for the month of September to be higher than August due to the heat wave and the changes that were made by our HVAC vendor.

d) Monthly Statistical Reports for September 2015

The Director noted a 7.69% increase in e-book check outs compared to the previous year.

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V. NEW BUSINESS

a) Annual Review of the Trustee Handbook

The Director said the Handbook had been reviewed, and the last time changes had been made was in 2014. She reported there were no changes recommended by staff.

MOTION by Trustee Salts to approve the Trustee Handbook as is.
SECOND by Trustee Salehi.

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

Motion approved.

b) Review and Acceptance of the Actuarial Valuation of Other Post-employment Benefit (OPEB) Programs for the Buena Park Library District as of July 1, 2015 as Prepared by Bickmore Actuaries

The Director clarified that the Library's Annual Required Contribution (ARC) to OPEB was actually about \$102,000 instead of the original \$115,000 she had previously quoted. She spoke with Cathy from Bickmore Actuaries who advised her there is a \$9,000 subsidy that is paid in the active employee premiums and it can be used as a credit towards our ARC. Trustee Ganer asked if there were any implications to this subsidy. Mary explained that many of the figures are based on assumptions, therefore making it difficult to confirm any negative implications.

Trustee Salts expressed appreciation to the fact that the Library is current with paying the ARC. The Director agreed with Trustee Salts, stating that the Library has continued to pay above the minimum ARC. Also, important changes were made in the past like establishing the Kaiser benchmarks. The Director said she would continue to research options as a few of the current staff move towards retirement. In response to President Fuhrman's question, the Director said the acronym ITD stood for "Inception to Date".

MOTION by Trustee Ganer to accept the Actuarial as presented.
SECOND by Trustee Salehi.

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

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Audit Report Presented by the Auditor in November
- b) Election of Board Officers in December

President Fuhrman asked if there were any items to be added to Future Agenda Items. No suggestions were made.

VII. CONSENT CALENDAR

- a) Unpaid Bills Detail September 2015

MOTION to approve the Consent Calendar by Trustee Ganer.

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SECOND by Trustee Salehi.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts
Consent Calendar approved.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:10 p.m.

Submitted by,



Dennis Salts
Board Secretary