

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
October 3, 2017

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: Patricia Ganer, Al Salehi, Dennis Salts.
Irene Castaneda was absent.

Staff Present: Library Director Mary McCasland, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, Building Maintenance Supervisor Ray Garcia and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of September 5, 2017

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of September 5, 2017 as presented.

SECOND by Trustee Salehi.

AYES: Trustee Ganer, Trustee Salehi, Trustee Salts.

ABSENT: Trustee Castaneda.

Minutes approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

No members of the public were in attendance.

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

Trustee Salehi asked to observe a moment of silence for the victims and families of the shooting in Las Vegas on Monday, 10/2. A moment of silence followed. Trustee Salts said he would also like to give thanks to the police and first responders who assisted the victims after the shooting.

c) Volunteer Guild Report

The Director reported that the Volunteer Guild had made \$1,969 in the month of September.

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 added that the library will soon be doing outreach events at the Buena Park Mall and that staff has made arrangements to give a tour to parents from Buena Park High School.

The Director also mentioned that the number of passport applicants is up 3% compared to last year.

Trustee Salts stated he attended the Tree Planting in honor of Donna Bagley and the Library Director and Librarians Mary Ivelia and Marcia Miyoshi were also in attendance.

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

a) Balance Sheet as of September 30, 2017

No comments.

b) Revenue – \$169,582 and Expenditures – \$603,511 Budget vs. Actual Report
July 1, 2017 through September 30, 2017

No comments.

c) Check Register from September 2017

No comments.

d) Monthly Statistical Reports for September 2017

Trustee Salehi thanked the Director for providing the statistics he had requested at the last meeting.

V. NEW BUSINESS

a) Annual Review of the Trustee Handbook

The Director said in reviewing a sample handbook from CSDA she noticed our Trustee Handbook did not state information regarding Trustee attendance at Board Meetings. She also stated Trustee Salts had asked if the requirement to reside in Buena Park be added to the handbook. Trustee Salts said he would recommend that this statement be added to the handbook. Trustee Ganer stated she would like staff to double check if the requirement to reside in the city of Buena Park is listed in the Government code or Education code before deciding to add it to the Trustee Handbook. She said if it is included in the Codes it would not need to be added to the Handbook.

Trustee Ganer asked that one word on page 6 in the second paragraph be changed from "may" to "shall". Trustee Salehi suggested that Trustees notify the Board President or the Library Director that they will not be in attendance. Trustee Ganer expressed concern about the President of the Board determining whether an absence was for "good cause". She believed the determination of an absence being excused should be left up to the entire Board.

After further discussion, it was decided that staff would investigate the legal requirement in stating that three unexcused absences would lead to a Trustee vacating their seat. Trustee Ganer said this item will be added to the agenda at the November meeting.

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b) Review and approval of proposal for LED lighting upgrade

The Director stated this project is being considered at this time due to several inaccessible light bulbs being out. The cost to replace just those few light bulbs was very high. Staff decided to inquire about replacing all the old lighting technology with newer LED fixtures.

Motion by Trustee Salts to approve the proposal for LED lighting upgrade.
SECOND by Trustee Salehi.

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

Motion approved.

c) Approval of contract with Andy Perez & Associates to provide architectural services.

The Director said this is the revised contract from Andy Perez & Associates.

Motion by Trustee Salts to approve the contract with Andy Perez & Associates.
SECOND by Trustee Salehi.

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

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Audit Report presented by auditor in November
- b) Election of Board Officers in December
- c) Approval of 2018 Holidays in December

VII. CONSENT CALENDAR

a) Personnel Action

- 1. New Hire P/T Library Clerk I, Audra Anderson, at Step 1 on the Salary Scale effective September 14, 2017.
- 2. New Hire P/T Library Clerk I, Laura Cabaruvias, at Step 1 on the Salary Scale effective September 13, 2017.
- 3. Merit increase, P/T Library Clerk I, Melissa Vasquez, to Step 3 on the Salary Scale effective October 13, 2017.
- 4. Merit increase for Librarian, Ann Duarte, to Step 4 on the Salary Scale effective October 27, 2017.

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

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

Motion approved.

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ADJOURNMENT

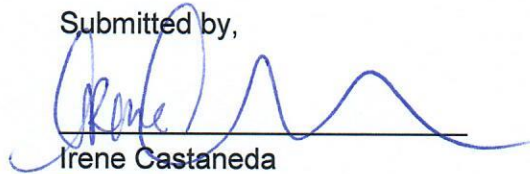
MOTION by Trustee Salehi to adjourn the meeting. SECOND by Trustee Salts.

AYES: Trustee Ganer, Trustee Salehi, Trustee Salts.

ABSENT: Trustee Castaneda.

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

Submitted by,



Irene Castaneda
Board Secretary