

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
September 5, 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: Irene Castaneda, Patricia Ganer, Al Salehi, Dennis Salts.

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

I. ACTION ON MINUTES

a) Regular Meeting of August 8, 2017

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of August 8, 2017 as presented.

SECOND by Trustee Castaneda.

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

Minutes approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

No public members in attendance.

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

None.

c) Volunteer Guild Report

The Director reported that the Volunteer Guild had made \$2,379 in the month of August.

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 advised the Board that she provided each Trustee with a copy of the recently released Little Hoover Commission Report. She said the portion that applied to the Library was in regards to transparency with the public. She explained Library staff would be looking at adding the Audit Report to the Library website so it would be readily available to the public.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
September 5, 2017

Trustee Salehi asked how the technology upgrades were coming along. The Director said System Services Supervisor, Doug Mason, had recently updated the Cassie Computer Reservation software. The public computers will be replaced next. Following the computer center upgrades, Doug will be looking to change the Library's Host Service to improve Wi-Fi speed.

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

a) Balance Sheet as of August 31, 2017

The Director explained that staff was not quite sure how to list the \$1 million payment made toward the pension liability on the Balance Sheet. The Library's auditor has since instructed staff that it should be reported as an expense.

b) Revenue – \$97,768 and Expenditures – \$409,758 Budget vs. Actual Report
July 1, 2017 through August 31, 2017

No comments.

c) Check Register from August 2017

Trustee Salehi asked what the item listed as "vision service" was. The Director explained this was the premium payment for the vision insurance benefit provided to staff. Trustee Salehi also asked why there were "missing check numbers". The Director said CalPERS now requires payments to be made by ACH, which means the payment is taken directly out of the bank account. In order for this withdrawal to be input into QuickBooks, the Business Officer assigns it a check number.

d) Monthly Statistical Reports for August 2017

Trustee Salehi asked if the Library's Instagram was considered a business account. He stated if it is a business account staff would be able to access data about the followers. He also asked if staff would provide data provided by the Library's website host.

V. NEW BUSINESS

a) Annual Report

Trustee Salts said he liked the look of this year's Annual Report. The Director provided further details about some of the statistics that were included on the report. After a brief discussion, the report was received and filed.

b) Review and Acceptance of the Actuarial of Other Post-Employment Benefit (OPEB) Programs for the Buena Park Library District as of July 1, 2017 as Prepared by Bickmore Actuaries

Motion by Trustee Salts to accept the Actuarial as prepared by Bickmore Actuaries.
SECOND by Trustee Salehi.

The Director said each time a new report is done, staff learns something new. She added that although the Library's OPEB is currently pre-funded at 60%, this will continue to change as staff retires and new employees are hired.

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

Motion approved.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
September 5, 2017

- c) Selection and Approval of Architect to Provide Architectural Services for the Parking Lot and Handicap Ramp Renovation Project.

Motion by Trustee Salts to approve the Library Staff's recommendation of Andy Perez & Associates. SECOND by Trustee Salehi.

The Director said staff is recommending the Board select Andy Perez and Associates based on lowest bid. However, after speaking with several paving/asphalt companies, staff has determined that it may not be necessary to completely remove all the asphalt, which will change the final scope of the project requirements. The actual cost for the architectural services is expected be less. Trustee Salts asked if the Library has used Andy Perez & Associates previously. The Director said Andy Perez & Associates provided architectural services for the main restroom renovations in 2015.

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

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Annual Review of the Trustee Handbook in October
- b) Audit Report presented by auditor in November

VII. CONSENT CALENDAR

- a) Personnel Action

1. Merit increase for P/T Library Page, Mario Delgado, to Step 2 on the Salary Scale effective September 1, 2017.

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

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

Motion approved.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:14 p.m.

Submitted by,



Pat Ganer
Board President