

AGENDA
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE BUENA PARK LIBRARY DISTRICT
 7150 La Palma Avenue

January 5, 2016

5:30 p.m. Library Board Room

**(Distributed agenda information viewable/obtainable in Administration Office.
 Agenda and Minutes at www.buenaparklibrary.org)**

		IC	MF	PG	AS	DS
CALL TO ORDER	_____					
PLEDGE OF ALLEGIANCE						
ROLL CALL						
	Present	___	___	___	___	___
	Absent	___	___	___	___	___
	Also	___	___	___	___	___
I. ACTION ON MINUTES						
a) Regular Meeting of December 1, 2015	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
II. ORAL COMMUNICATIONS						
a) From Public Concerning Non-agenda Items						
b) Board Members' Reports on Conferences Attended or Meetings Scheduled						
c) Volunteer Guild Report						
III. CORRESPONDENCE						
a) Patrons' Suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations						
b) Director's Report						
IV. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR						
a) Balance Sheet as of December 31, 2015						
b) Revenue – \$1,104,553 and Expenditures – \$1,204,769 Budget vs. Actual Report July 1, 2015 through December 31, 2015						
c) Check Register as of December 31, 2015						
d) Monthly Statistical Reports for December 2015						
V. NEW BUSINESS						
a) Mid-Year Budget Review	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

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b) Mid-Year Plan of Service Review	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
c) Review and Approval of 2016 Holidays	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

VI. FUTURE AGENDA ITEMS

- a) Review of Fees and Fines in February
- b) National Library Week Proclamation request in March
- c) Annual Review of the Record Retention Policy in March

VII. CONSENT CALENDAR

Motion	___	___	___	___	___
2nd	___	___	___	___	___
Ayes	___	___	___	___	___
Noes	___	___	___	___	___
Absent	___	___	___	___	___
Abstain	___	___	___	___	___

All matters listed under Consent Calendar will be acted upon by one motion affirming the action recommended on the Agenda. There will be no separate discussion on these items prior to voting unless members of the Board or the public request specific items to be removed from the Consent Calendar for separate action.

a) Personnel Action

1. Reclassification of Trevor Lepich to P/T Library Clerk I at Step 1 on the Salary Scale, effective December 11, 2016.
2. Merit Increase for Librarian I, Mary Ivelia, to Step 5 on the Salary Scale effective January 8, 2016.
3. Merit Increase for Library Clerk II - Acquisitions, Ashley Parker, to Step 4 on the Salary Scale effective January 22, 2016.

b) Unpaid Bills Detail December 2015

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		IC	MF	PG	AS	DS
ADJOURNMENT	_____					
	Motion	_____	_____	_____	_____	_____
	2nd	_____	_____	_____	_____	_____
	Ayes	_____	_____	_____	_____	_____
	Noes	_____	_____	_____	_____	_____
	Absent	_____	_____	_____	_____	_____
	Abstain	_____	_____	_____	_____	_____