

AGENDA
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE BUENA PARK LIBRARY DISTRICT

7150 La Palma Avenue

November 7, 2017

5:30 p.m. Library Board Room

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

IC PG AS DS RV

CALL TO ORDER _____

PLEDGE OF ALLEGIANCE

ROLL CALL

Present	_____	_____	_____	_____	_____
Absent	_____	_____	_____	_____	_____
Also	_____	_____	_____	_____	_____

SWEARING IN OF APPOINTED TRUSTEE, RAJEN VURDIEN

I. ACTION ON MINUTES

a) Regular Meeting of October 3, 2017

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 October 31, 2017
- b) Revenue – \$212,497 and Expenditures – \$807,114 Budget vs. Actual Report July 1, 2017 through October 31, 2017
- c) Quarterly Cash Flow Trend Analysis
- d) CERBT Quarterly Statement
- e) Check Register as of October 31, 2017
- f) Monthly Statistical Reports for October 2017

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		IC	PG	AS	DS	RV
V.	UNFINISHED BUSINESS					
	a) Annual Review of the Trustee Handbook					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
VI.	NEW BUSINESS					
	a) Audit Report presented by auditor					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
	b) Review and approval of recommended changes to the Library Code of Conduct					
	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
VII.	FUTURE AGENDA ITEMS					
	a) Election of Board Officers in December					
	b) Approval of 2018 Holidays in December					
	c) Mid-Year Detailed Budget Review in January					
	d) Mid-Year Plan of Service Review in January					

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VIII.	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 Brenda Gomez to F/T Library Assistant/Outreach Coordinator effective October 13, 2017.
2. Merit increase for F/T Library Assistant, Lynn Pence, to Step 6 on the Salary Scale effective November 24, 2017.
3. Merit increase for P/T Library Clerk, Lauren Beville, to Step 6 on the Salary Scale effective November 24, 2017.

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