

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
August 7, 2019

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, Pat Ganer, Richard Rams, Dennis Salts,
Trustee Al Salehi was absent.

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Technology & Support Services Supervisor Ann Duarte, Public Services Supervisor Helen Medina, Systems Supervisor Doug Mason, Facilities Supervisor Ray Garcia, Circulation Department Supervisor Caroline Wilkins, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of July 2, 2019

MOTION by Trustee Salts to approve the minutes of July 2, 2019, as presented.
SECOND by Trustee Castaneda.

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

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

None.

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

Trustee Salts announced the date for this year's *Buena Park Goes to College* event, which is sponsored by the Buena Park Rotary Club and City of Buena Park.

c) Volunteer Guild Report

The Director reported the Guild made \$1,838 in the month of July.

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 mentioned that staff had received the closing package for the parking lot project from Vincor, Inc.

The Director stated the Summer Reading Program ended in July and was very successful. She gave kudos to Librarians Mary Ivelia and Nicole Hight and Library Assistant Chelene Slaven, who worked diligently to produce a successful program for patrons.

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

a) Balance Sheet as of July 31, 2019

No comments.

b) Revenue – \$32,096 and Expenditures -\$21,861 Budget vs. Actual Report
July 1, 2019 through July 31, 2019

c) Quarterly Cash Flow Trend Analysis

No comments.

d) Check Register as of July 31, 2019

No comments.

e) Monthly Statistical Reports for July 2019

The Director stated eBooks check outs continue to increase. Patrons seem to enjoy audiobooks as well.

V. NEW BUSINESS

a) Review of past years' Service Accomplishments

Trustee Rams stated he was impressed with the Library's accomplishments in the past year. Trustee Castaneda concurred and stated she also enjoyed reading all the accomplishments from the past year. Trustee Castaneda stated these accomplishments highlight the importance of libraries in their communities.

Trustee Ganer recommended sharing the list of Service Accomplishments with the Buena Park City Council.

b) Service Objective for new fiscal year

Each Supervisor provided a brief description of their goals for the upcoming year.

MOTION by Trustee Rams to accept the Service Objectives for 2019-2020.
SECOND by Trustee Castaneda.

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

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ABSENT: Trustee Salehi.

Motion Approved.

- c) Consideration and approval of expenses above the budgeted figures in the following budget categories: Salaries and Benefits (0010), Professional Services (1900), Merchant Fees (1913), Utilities (2800), Taxes and Assessments (2900), and Fixed Assets (3000).

The Director stated the District exceeded the overall budget amount for the 2018-19 fiscal year due to the payments made to OPEB and pension liability.

MOTION by Trustee Salts to approve expenses above the budgeted figures in various budget categories.

SECOND by Trustee Rams.

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

ABSENT: Trustee Salehi.

Motion Approved.

- d) CSDA Board of Directors Election

After a brief discussion, it was the general position of the Board to not cast a vote in this election.

- e) SDRMA Board of Directors Election

After a brief discussion, it was the general position of the Board to not cast a vote in this election.

VI. FUTURE AGENDA ITEMS

- a) Annual Report in September
- b) Annual Review of the Trustee Handbook in October

VII. CONSENT CALENDAR

- a) Personnel Action

1. Merit increase for P/T Library Clerk Angelina Fuentes to Step 7 on the Salary Scale effective August 16, 2019.
2. Merit increase for P/T Library Clerk Stephanie Magana to Step 7 on the Salary Scale effective August 16, 2019.
3. Merit increase for Library Assistant Chelenne Slaven to Step 6 on the Salary Scale effective August 16, 2019.
4. Merit increase for P/T Library Clerk Diane Kim to Step 4 on the Salary Scale effective August 30, 2019.
5. Merit increase for Public Services Supervisor Helen Medina to Step 7 on the Salary Scale effective August 30, 2019.
6. Merit increase for P/T Librarian Ruth Cho to Step 7 on the Salary Scale effective August 30, 2019.

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MOTION by Trustee Salts to approve the consent calendar.
SECOND by Trustee Castaneda.

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

Motion Approved

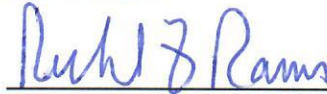
ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:25 p.m.

Submitted by,



Richard Rams
Secretary