

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
February 4, 2020

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, Rick Rams, Dennis Salts, Al Salehi.

Staff Present: Library Director Mary McCasland, Public Services Supervisor Helen Medina, Circulation Supervisor Caroline Wilkins, Tech Support Supervisor Ann Duarte, Business Officer Marina Tutty, Librarians Nicole Hight and Gloria Nguyen, Library Assistant Brenda Gomez and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of January 7, 2020

MOTION by Trustee Salts to approve the minutes of January 7, 2020, as presented.

SECOND by Trustee Castaneda.

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

ABSTAIN: 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 commented he had received positive feedback regarding the special program held on Saturday, February 1.

c) Volunteer Guild Report

The Director reported the Guild had made \$1,978 in the month of January. The Director also mentioned that the Bookstore manager is decorating for Valentine's Day, so please stop by to see the new décor.

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) Directors Report

The Director brought the LAFCO inaugural letter to the Trustees' attention that was placed on their desk.

The Director also mentioned that Library staff had created an Adult Winter Reading Program.

Trustee Salehi asked about the CENIC rates that were mentioned in the Director's report.

Trustee Salehi also commented on the Science of Flight program being held by the Library in the month of February.

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

a) Balance Sheet as of January 31, 2020

No comments.

b) Revenue – \$2,347,888 and Expenditures - \$1,534,736 Budget vs. Actual Report
July 1, 2019 through January 31, 2020

No comments.

c) Cash Flow Trend Analysis

No comments.

d) Quarterly CERBT Statement

No comments.

e) Check Register as of January 31, 2020

No comments.

f) Monthly Statistical Reports for January 2020

No comments.

V. NEW BUSINESS

a) Review of Fees and Fines

Staff recommended reducing the processing fee for a lost book from \$10.00 to \$5.00 for *all* items.

MOTION by Trustee Salehi to accept the recommended changes to the Fees and Fines.
SECOND by Trustee Rams.

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

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MOTION approved.

b) Consideration and approval of eliminating Library Fines

The Trustees thanked staff for their thoroughness in preparing the information in support of eliminating Library fines. They said the information provided made it easy to see that eliminating fines would positively impact patrons and Library staff.

MOTION by Trustee Rams to approve the elimination of Library Fines for overdue items.
SECOND by Trustee Salehi.

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

VI. FUTURE AGENDA ITEMS

- a) National Library Week Proclamation in March
- b) Annual Review of the Record Retention Policy in March
- c) Annual Evaluation of Staffing Levels in April
- d) Review of Salary Comparisons in April
- e) Annual Review of BPLD Library Fund Balance and Reserve Policy in April
- f) Review of Capital Improvement Policies in April

VII. CONSENT CALENDAR

- a) Personnel Action
 1. Merit increase for PT Library Assistant Martin Lebria to Step 4 on the Salary Scale effective January 17, 2020.
 2. Reclassification of PT Page Marjorie Portillo to PT Library Clerk I at Step 1 on the Salary Scale effective January 17, 2020.
 3. Reclassification of FT Library Clerk II (Acquisitions) Ashley Parker to Library Assistant – Acquisitions at Step 6 on the Salary Scale effective February 14, 2020.

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

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

Motion approved.

VIII. CLOSED SESSION

- a) Public Employee Performance Evaluation
(Pursuant to Gov. Code Section 54957)

1. Library Director

The Board entered into Closed Session at 6:05 p.m.

The Board reconvened at 6: 48 p.m. President Ganer stated there was no reportable action taken.

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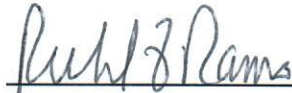
ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:49 p.m.

Submitted by,



Richard Rams
Secretary