

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
March 5, 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: Patricia Ganer, Richard Rams, Dennis Salts.  
Trustee Al Salehi arrived at 5:33 p.m.  
Trustee Castaneda was absent.

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Technology & Support Services Supervisor Ann Duarte, Building Supervisor Ray Garcia, Librarian Mary Ivelia, Public Services Supervisor Helen Medina, Library Assistant Chelenne Slaven, Library Clerk Trevor Lepich and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

- a) Regular Meeting of February 5, 2019

MOTION by Trustee Salts to approve the minutes of February 5, 2019 as presented.  
SECOND by Trustee Rams.

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

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 said he attended Cypress College's Americana award dinner where local Buena Park School District teacher Leslee Milch was honored.

- c) Volunteer Guild Report

The Director reported the Guild made \$1,380 in the month of February.

At this time, new staff members Chelenne Slaven and Helen Medina were introduced to the Board of Trustees.

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) BPLD Employee Milestones

Library Clerk Trevor Lepich was present to receive his 5 years of service pin and certificate. The Director said Trevor is a great employee who is dependable and is a very knowledgeable passport agent.

Library Clerk Mavely Fajardo was not present, but was recognized for her 5 years of service. The Director stated Mavely is a responsible and dedicated employee who is willing to go the extra mile in the Circulation department.

Children's Librarian Mary Ivelia was present to receive her 20 years of service pin and certificate. The Director said Mary Ivelia was a wonderful addition to the Library who does a great job managing the Children's department and has grown the Children's programs and has made a significant impact in the lives of many children and families in our community.

The Board of Trustees thanked all the staff for their hard work and dedication to the Library.

c) Director's Report

The Director mentioned Circulation Supervisor Caroline Wilkins had received a thank you note from a passport applicant. She stated Caroline provides excellent customer service to those applying for passports and it was nice to receive recognition from a customer. The Director also stated passport applications have remained steady as the busy season has progressed.

Trustee Salehi asked if the rain has caused any flooding issues. The Director stated there have not been any issues due to the rain, except that it has caused delays in the construction schedule.

Trustee Ganer asked if the election was more expensive than past year's. The Director confirmed that the 2018 election was more expensive than previous years' costs.

Trustee Salehi said he was happy to see the event celebrating Persian New Year at Fantabulous Friday.

Building Supervisor Ray Garcia provided the Board with an update on the construction progress. Trustee Ganer asked if there have been any comments or concerns brought up by neighbors or patrons. The Director said one patron was concerned about the amount of lighting. The Director said she explained to the patron that the lack of light was temporary.

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

a) Balance Sheet as of February 28, 2019

No comments.

b) Revenue – \$2,294,923 and Expenditures – \$1,803,248 Budget vs. Actual Report  
July 1, 2018 through February 28, 2019

No comments.

c) Check Register as of February 28, 2019

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No comments.

- d) Monthly Statistical Reports for February 2019

No comments.

V. NEW BUSINESS

- a) National Library Week Proclamation request

MOTION by Trustee Salehi to approve the National Library Week Proclamation as written.  
SECOND by Trustee Salts.

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

Motion approved.

- b) Annual Review of the Records Retention Policy

MOTION by Trustee Salehi to accept the Records Retention Policy as presented.  
SECOND by Trustee Rams.

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

Motion approved.

- c) Review and approval of contract for the purchase of 20 computers for the computer lab

Trustee Rams asked if staff had researched leasing options. The Director stated that was not something staff considered for this current project, but it was something they would keep in mind when replacing staff computers in the future. Trustee Salehi asked if it would be possible to upgrade the processor from i5 to i7. Tech Service Supervisor Ann Duarte said she would look into the possibility of making that change.

MOTION by Trustee Salts to approve the proposal from Dell in the amount of \$20,735.02 plus 15% for additional costs.  
SECOND by Trustee Salehi.

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

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Annual Evaluation of Staffing Levels in April
- b) Review of Salary Comparisons in April
- c) Annual Review of BPLD Library Fund Balance and Reserve Policy in April

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- d) Review of Capital Improvement Projects in April
- e) Analysis of draft Budget and projected income in May

VII. CONSENT CALENDAR

a) Personnel Action

1. Retirement of Public Services Supervisor Kathy Billings effective January 31, 2019.
2. New Hire, Chelene Slaven, as Library Assistant at Step 5 on the Salary Scale effective February 11, 2019.
3. New Hire, Helen Medina, as Public Services Supervisor at Step 6 on the Salary Scale effective February 27, 2019.
4. Merit increase for PT Clerk Audra Anderson to Step 3 on the Salary Scale effective March 15, 2019.
5. Merit increase for System Services Supervisor Doug Mason to Step 9 on the Salary Scale effective March 29, 2019.
6. Merit increase for PT Clerk Mavely Fajardo to Step 6 on the Salary Scale effective March 29, 2019.
7. Merit increase for PT Page Marjorie Portillo to Step 2 on the Salary Scale effective March 29, 2019.
8. Merit increase for PT Page Simone Williams to Step 2 on the Salary Scale effective March 29, 2019.

MOTION by Trustee Rams to approve the Consent Calendar as presented.  
SECOND by Trustee Salehi.

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

Motion approved.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:09 p.m.

Submitted by,



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Richard Rams  
Secretary