

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
May 1, 2018

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, Patricia Ganer, Rajen Vurdien

Absent: Al Salehi, Dennis Salts

Staff Present: Library Director Mary McCasland, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, and Administrative Assistant Patty Salas

I. ACTION ON MINUTES

- a) Regular Meeting of April 3, 2018

This item was postponed due to the absence of Trustee Salts and Trustee Salehi.

II. ORAL COMMUNICATIONS

- a) From Public Concerning Non-agenda Items

President Ganer acknowledged there was a member of the public at tonight's meeting to address the Board regarding an upcoming Orange County Local Agency Formation Commission (OC LAFCO) election.

Mr. Bob Ooten, an alternate Board member from the Orange County Sanitation District, addressed the Board and stated he is a candidate for the OC LAFCO Special District Alternate Commissioner. He also provided details of his professional experience that would qualify him for the Alternate Commissioner seat. He said he would appreciate the Board's support.

President Ganer and the Board thanked Mr. Ooten for attending the meeting.

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

No comments.

- c) Volunteer Guild Report

The Director reported the Guild had made \$2316 in the month of April.

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 added that the Library's new HOOPLA subscription is active and is very user friendly.

The Director stated staff will begin handing out the Patron Satisfaction Survey throughout the month of May and the results will be brought to the Board in June.

The Patron Code of Conduct is currently being reviewed and will be on next month's agenda.

As a part of the Centennial celebration, Librarian Ann Duarte made a Facebook post asking for old photos and memorabilia of Buena Park that would be scanned and shared on the iCell kiosk. Ann had over 16 individuals respond.

Staff recently visited Buena Terra Elementary School and provided 6th graders with a Library card that would allow them to access the Library's digital services online.

Trustee Ganer stated she was surprised to learn that all 6th graders had their own iPads. The Director said the students were very excited to learn about the digital services the Library has to offer. The teachers also expressed interest in using these services. Trustee Vurdien asked if the Library offers textbooks online. The Director replied that is not a service the Library offers at this time.

Librarians Mary Ivelia and Phyllis Nisle will be at the next meeting to provide the Board with information about this year's Summer Reading Program. Trustee Castaneda asked for clarification about the locations the Pop-up Library would be at this summer. The Director stated staff would be at the same locations as last year.

Trustee Ganer asked Business Officer Marina Tutty what the State Compensation Report entailed. Business Officer Marina Tutty said this report provided staff salary and benefit information to the State.

Trustee Ganer congratulated Librarians Marcia Miyoshi and Ann Duarte on receiving approval of the proposal for the grant for the iCell kiosk.

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

a) Balance Sheet as of April 30, 2018

No comments.

b) Revenue – \$3,029,112 and Expenditures – \$2,054,124 Budget vs. Actual Report
July 1, 2017 through April 30, 2018

The Director stated additional revenue was expected in May.

c) Quarterly Cash Flow Trend Analysis

No comments.

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d) CERBT Quarterly Statement

The Director stated that due to fluctuations in the stock market, this account experienced some losses, but it is a long term investment and overall it has done well.

e) Orange County Investment Pool Apportionment Yields

No comments.

f) Check Register as of April 30, 2018

No comments.

g) Monthly Statistical Reports for April 2018

The Director said there continues to be an increase in wireless usage. Trustee Vurdien asked if the wireless internet reaches neighboring apartment buildings. The Director replied it reaches the parking lot but she does not think its strong enough to reach the apartment buildings.

V. NEW BUSINESS

a) Analysis of draft Budget and Projected Income

Trustee Ganer said this is a preliminary look at the budget for the upcoming fiscal year. The Director explained staff continues to be conservative, estimating a 2% increase in revenue from the previous year. There are no major increases in the budget at this time, staff may make minor changes prior to presenting the final budget for approval in July. Trustee Ganer told the Board now would be the time to ask questions and raise any concerns to staff.

Trustee Vurdien asked about passport fees and which fees the Library kept. The Director explained that the Library keeps the \$35 processing fee. The \$110 fee people pay for the application is payable to the State Department. Trustee Vurdien asked how long each application takes to process. The Director replied that each application takes about 15-20 minutes.

Trustee Vurdien asked if staff is budgeting to make additional payments toward the pension liabilities. The Director stated that we are expecting to make a payment towards the pension liability in May and continue to meet the required contributions for both pension and OPEB liabilities.

Trustee Ganer stated she noticed an increase in proposed interest received from the OC Investment Pool. The Director stated staff included the actual amount typically received instead of a conservative estimate.

Trustee Ganer explained there is also a projection of a 2.7% increase in wages and asked if any Board members had any concerns about this. No concerns were raised.

No other questions or concerns were raised.

b) Review and approval of agreement between the Library District and Centralia Elementary School District for Library Services

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The Director stated this contract is similar to the contract with the Buena Park School District that was approved last year. School Districts are required by law to have a professional Librarian approve new books added to their collections. Under the contract, Children's Librarian Mary Ivelia would review school lists two times per year.

MOTION by Trustee Vurdien to approve the contract.
SECOND by Trustee Castaneda

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

Motion approved.

c) Review and approval of changes to the Collection Development Policy

The Director explained Public Services Supervisor Kathy Billings had recently attended a CLA program which stressed the importance of reviewing and updating the Collection Development Policy to ensure it aligned with current times. Trustee Ganer said it is beneficial to both the District and the Board to have a good policy in place.

MOTION by Trustee Vurdien to approve recommended changes.
SECOND by Trustee Castaneda.

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

Motion approved.

d) Consideration and approval of the proposed pension liability payment.

The Director stated there is a possibility staff would return at a future date requesting to make another additional payment once a revised amortization schedule is released by CalPERS.

MOTION by Trustee Vurdien to approve the additional payment of \$500,000.
SECOND by Trustee Castaneda.

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

e) OC LAFCO Election

Trustee Ganer stated several speakers were present at last month's meeting. She stated last month, the Board had selected her to cast the vote in the OC LAFCO election, however she would like input from all Board members prior to making a decision. A brief discussion followed. Trustee Ganer said she would get input from the other two Board members prior to submitting the ballots.

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VI. FUTURE AGENDA ITEMS

- a) Gann Limit Resolution in June
- b) Annual Investment Policy Review in June
- c) Adoption of Final Budget in July
- d) Service Objectives for new fiscal year in July

VII. CONSENT CALENDAR

a) Personnel Action

- 1. New hire, Andres Escalera, to PT Page position at Step 1 on the Salary Scale effective April 04, 2018.
- 2. New hire, Tristen Miller, to PT Page position at Step 1 on the Salary Scale effective April 03, 2018.
- 3. New hire, Norma Ramos, to PT Page position at Step 1 on the Salary Scale effective April 10, 2018.

MOTION by Trustee Vurdien to approve the Consent Calendar.
SECOND by Trustee Castaneda.

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

Motion approved.

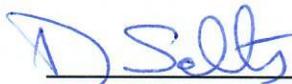
ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:11 p.m.

Submitted by,



Dennis Salts
Board Secretary