

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
May 5, 2020

**\*\*Due to Governor of California's Executive Order N-33-20 (Stay at Home order) this meeting was held online via zoom.\*\***

CALL TO ORDER: President Ganer called the meeting to order at 5:31 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, Tech Services Supervisor Ann Duarte, Circulation Department Supervisor Caroline Wilkins, Librarians Nicole Hight and Gloria Nguyen, Library Assistants Ashley Parker and Brenda Gomez, Library Clerks Audra Anderson, Yesenia Sandoval and Julie Watson, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of March 3, 2020

MOTION by Trustee Salehi to approve the minutes of March 3, 2020, as presented.

SECOND by Trustee Salts.

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

ABSTAIN: Trustee Castaneda.

MOTION approved.

b) Special Meeting of March 31, 2020

MOTION by Trustee Salehi to approve the minutes of March 31, 2020, as presented.

SECOND by Trustee Rams.

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

None.

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III. CORRESPONDENCE

a) Directors Report

The Director said staff is in the preliminary stages of planning the following two services – curbside pickup and also answering telephone reference calls. She said the Library has begun to purchase masks, glove, and sanitizer in preparation for staff returning to work in the Library. Staff hopes to begin offering these new services soon.

She said staff continues to work from home when feasible or are on-call and are still being paid. She added she would like to have a discussion regarding staffing levels at the June meeting.

The State Librarian is currently requesting feedback to determine how they will disperse Care Act funds.

The Director thanked the staff for all they have done to adapt to the current situation.

Trustee Salts stated he watched a portion of the virtual storytime on Facebook and was impressed.

Trustee Ganer asked the Director what information she had gathered from meeting with other Library Directors. The Director stated most are primarily figuring out how to bring staff safely back into their libraries and also figuring out ways to offer basic services to patrons.

Trustee Ganer commended staff for continuing their professional development by taking webinars and online classes during the closure.

Helen Medina added that the virtual storytimes have been a bit challenging while trying to maintain social distancing. She said Librarian Mary Ivelia has adapted well and we have received positive feedback from patrons who are excited to see Mary, Chelenne, and Brenda on video.

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

a) Balance Sheet as of April 30, 2020

No comments.

b) Revenue – \$3,226,268 and Expenditures - \$2,116,711 Budget vs. Actual Report  
July 1, 2019 through April 30, 2020

Trustee Ganer requested clarification on one item of page 4. Business Officer Marina Tutty explained the meaning of the percentage.

c) Quarterly Cash Flow Trend Analysis

The Director pointed out how the District’s current position is much better than the previous recession of 2008-2009.

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d) CERBT Quarterly Statement

No comments.

e) Check Register as of February 29, 2020

No comments.

f) Monthly Statistical Reports for April 2020

The Director pointed out how the usage of the Library's eBook resources have more than doubled in comparison to last year. President Ganer asked if there has been specific feedback from parents regarding the virtual storytime. The Director stated most comments were positive and many people tagged their friends in the posts.

V. NEW BUSINESS

a) Selection of Auditor for the next three fiscal years (2020 – 2022)

The Director stated staff had done an RFP and had received 8 proposals. She stated we were very satisfied with the previous auditing firm but the District had used them for the past 5 years and it is best practice to change firms.

MOTION by Trustee Salehi to approve the three year contract with Harshwal & Company LLP for professional auditing services.

SECOND by Trustee Castaneda.

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

MOTION approved.

b) Annual Review of the Capital Improvement Plan

The Director stated this is done annually in conjunction with the preparation of the budget. She stated due to uncertainty staff chose not to do any large improvements projects in the upcoming fiscal year.

c) Review and approve recommended changes to the Circulation Department Supervisor job description

The Director added that she had hoped to do a formal compensation study this year but due to the current economic uncertainty she decided not to move forward with paying for a study, and had done an informal study by comparing similar positions in other local libraries to ours.

MOTION by Trustee Salehi to approve the recommended changes to the Circulation Department Supervisor job description.

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SECOND by Trustee Rams.

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

MOTION approved.

- d) Review and approve recommended changes to the salary scale of the following positions: Circulation Supervisor, Building Supervisor, and Librarian

The Director explained that the salary scales for these three positions was modified to make them comparable to other libraries in the area.

MOTION by Trustee Salehi to approve the recommended changes to the salary scale of Circulation Supervisor, Building Supervisor and Librarian positions.

SECOND by Trustee Rams.

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

MOTION approved.

- e) Analysis of draft budget and projected income

President Ganer stated this is just a draft of the budget for the upcoming fiscal year and would not be voted on today. The Director stated this is a very conservative budget due to the uncertainty caused by the Coronavirus pandemic. She stated although the District would not be affected by sales tax loss, it could experience a delayed loss of revenue if people are unable to pay their property taxes next year. Also, we expect to lose revenue from our passport services. She said at this point, staff is not recommending a cost of living increase on the salaries in July. Trustee Rams asked if it would be appropriate to create a study committee to discuss the budget in a more detailed manner. The Director stated if there was a need to significantly cut programs and staffing levels that would be something to consider. But with the current draft she did not think it was warranted at this time. He confirmed that there is sufficient reserves to operate in 2020-2021. The Director confirmed there are sufficient reserves but added the projected 2020-2021 budget did not include the use of reserves to meet the budgeted expenses.

Trustee Ganer said she was pleased to see staff using a conservative approach to the upcoming budget.

- f) Declaration of Qualification to vote in OCLAFCO Regular Special District Member Seat Election

Trustee Ganer explained that if this form was not completed and submitted the Board would be unable to vote in the OC LAFCO election. She explained it was a formality done each year. No motion was made.

- g) Review and approve the Transmittal of Election Information Special District form for the upcoming 2020 Election

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MOTION by Trustee Salts to select a 200-word limit for the candidate statement.  
SECOND by Trustee Salehi.

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

MOTION approved.

MOTION by Trustee Salehi that the candidate's statement be paid for by the candidate.  
SECOND by Trustee Castaneda.

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

MOTION approved.

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) Review of past year's Service Accomplishments in July
- e) Service Objectives for new fiscal year in July

MOTION by Trustee Salehi to reconsider New Business Item f. SECOND by Trustee Rams.  
AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salts, Trustee Salehi.

MOTION approved.

Motion by Trustee Salehi to designate President Pat Ganer as the designated voter in the OCLAFCO election and President Pro Tem Salts as the alternate.

SECOND by Trustee Castaneda.

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

MOTION approved.

VII. CONSENT CALENDAR

- a) Personnel Action
  1. Merit increase for Library Assistant Brenda Gomez to Step 4 on the Salary Scale effective April 24, 2020.
  2. Merit increase for Librarian Nicole Hight to Step 2 on the Salary Scale effective May 8, 2020.
  3. Merit increase for Gloria Nguyen to Step 2 on the Salary Scale effective May 8, 2020.
  4. Merit increase for PT Library Clerk Mario Delgado to Step 3 on the Salary Scale effective May 22, 2020.
  5. Merit increase for PT Library Clerk Fiorella Casella to Step 2 on the Salary Scale effective May 22, 2020.

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- 6. Merit increase for PT Library Clerk Yocelin Ruiz to Step 2 on the Salary Scale effective June 5, 2020.
- 7. Merit increase for PT Library Clerk Nancy Sanchez to Step 3 on the Salary Scale effective June 5, 2020.
- 8. Merit increase for PT Page Karla Ochoa to Step 2 on the Salary Scale effective June 5, 2020.
- 9. Merit increase for PT Page Perla Salazar to Step 2 on the Salary Scale effective June 5, 2020.

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

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

Motion approved.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:34 p.m.

Submitted by,

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Richard Rams  
Secretary