

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 April 3, 2007

AGENDA		A L I B R A N D I	G A N E R	M I L L E R	N I C C U M	S A L T S	MINUTES
CALL TO ORDER							President Niccum called the meeting to order at 5:32 p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Director Mazerov Kathy Champagne, Business Officer Kathleen Wade, Public Services Mgr.
I. ACTION ON MINUTES a) Regular Meeting of March 6, 2007	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Motion by Trustee Miller seconded by Trustee Ganer to approve the minutes of March 6, 2007. Trustee Salts abstained from voting. Minutes were approved unanimously.
II. CORRESPONDENCE a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations b) Management Team Minutes							President Niccum noted correction to CD title. President Niccum inquired about the Sirsi Dynix item. Director Mazerov stated they are going to be combing a couple of their systems that will include better use of web based systems and include capabilities over and above what would have been available with just Horizon. They are calling it the Rome platform. Will continue to maintain and support Horizon, but Doug Mason stated we will go straight to Rome. Should not impact our going to wireless, which is coming along fairly well. Doug does not seem to be too worried about it but staff from several other libraries has expressed concerns. The place that we're at is fine as we're not already with Horizon or Corinthian. Trustee Ganer inquired about the cost

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							differential. Director Mazerov didn't feel that would be a huge concern as costs coming in about the same.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) YTD Revenue Report - Revenues as of March 15, 2007 - \$1,295,112 b) Expenditures Report - Expenditures as of - March 15, 2007 - \$1,471,350 c) Monthly Statistical Reports for March 2007							President Niccum commented on the new format and not having to turn the report sideways to read. Director Mazerov noted that Trustee Miller had inquired at last meeting about when did the pay adjustments the difference reflected in salary. The cost is about \$1150 a pay period or a little under \$30,000 additional cost per year for just the recent adjustments. President Niccum commented on the largest year-to-year drop on checkouts that have had in some time. Director Mazerov stated is the first drop we've had this year.
I V. NEW BUSINESS a) National Library Week Proclamation b) Annual Evaluation of Staffing Levels Report	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X X	President Niccum stated watched the Council meeting at which Mary Ivelia and Phyllis Nisle accepted the National Library Week Proclamation presented by the City of Buena Park to the Library. Felt we were very well represented and they were very energetic, lively and enthusiastic. Motion by Trustee Ganer seconded by Trustee Salts to approved the National Library Week Proclamation. Director Mazerov stated don't have a written report on this item because staffing levels will remain pretty much the same. Will look at a number of

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							<p>different things, but also understanding will be losing \$53,000 from property tax because of realignment of our boundaries; however, passport service will make up some of that. Saw a big article in Sunday's LA Times regarding people applying to have their property taxes reduced because the value of their homes had dropped. In Orange County it is not happening as much as in other places. We conservatively estimated our expected property tax revenue over the last few years so we will be okay. Approved two part time library clerks for passports last year and Mary only filled one so are going to fill second one because of big jump in applications and still want to reestablish the building supervisor position separate from the library clerks, but everything else will remain pretty much the same.</p>
<p>V. ORAL COMMUNICATION</p> <p>a) From Public concerning non-agenda items</p> <p>b) Board Members' Reports on conferences attended or meetings scheduled</p>							<p>No comments.</p> <p>Trustee Salts stated Rotary Club was honored to select Donna Miller as their Citizen of the Year. Also Rotary is going to be co-donating with the Library Guild about \$3,000 worth of books. Will be doing this at the Chamber Mixer in April. Trustee Miller thanked Trustee Salts for nominating her and appreciated Director Mazerov for attending. Donna stated did research on Rotary before the luncheon and learned how much Rotary does in support of fostering reading in children and explained Trustee Salts interest in so many ways. Trustee Miller stated</p>

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<p>c) Volunteer Guild Report</p> <p>d) Director's Report 1. Items of interest to the Board</p>							<p>went to a technology/education conference for 4 year universities and community colleges and attended a panel that focused on libraries helping students know how to do research in the technology age. One thing that came up was that even though technology is changing how information is available, that libraries, and librarians, and library staff still play such an important role. Just because technology has changed how information is available, doesn't mean there aren't people out there who don't know how to do research and don't know how to find and evaluate the information. Wanted to share with everyone that validation of the library and its importance.</p> <p>No one was present from the Guild Bookstore. Director Mazerov stated that Guild continues to run their sales and will be there the night of the Mixer</p> <p>Director Mazerov formally introduced new Business Officer, Kathy Champagne, and shared her background experience having done the same type of work with a water district. Has quickly grasped how we operate and are now going to be working on the draft budget for the new fiscal year. In March took in 458 passport applications. One day did 40 in one afternoon. If there is someone on staff on a day when we're not officially offering passport hours, staff will accommodate an applicant if can. Everyone is pleased with how it is</p>

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							<p>going. Staff attended various training related workshops or events. Mary Ivelia and Phyllis were at the City Council meeting for the National Library Week Proclamation, Director was at the Rotary luncheon honoring Donna Miller, Kathleen Wade and Director attended Women’s Club Birthday luncheon. Kathleen Wade and Director also attended a Future of Libraries workshop that was put on by American Libraries Council. They did a report called <i>Long Overdue</i> in which surveyed number of educators, City and County government officials and prominent members of the community and found libraries are held in very high esteem; however, they are not always considered important when comes to budget cuts and how important it is for everyone involved with libraries to be involved in advocacy and advocacy is not just going out when have specific need but being out there and being part of community and showing with real stories how library impacts individuals, children, education and contributions made by public library. Along that line when host the Chamber Mixer will be doing something a little different. Caroline Egan has designed a little booklet that looks like a passport and has statistical information from the annual report on the inside. People will be asked to pick up their passport and go to different parts of library for a stamp and when have completely stamped will get a prize when arrive at the Mixer. Goal is to have people that don’t normally use the library to have a chance to walk around and see what</p>

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2. Children's Department Activity report							<p>the library is, staff and services, etc. This is an opportunity to impress some people who don't normally come in. Director Mazerov attended CalTac meeting entitled <i>Building Your Trustee Tool Kit</i>. Operated in a format called Open Space. Trustee Miller inquired how many attendees and Director Mazerov stated there were approximately 40 - 45 in attendance. The Banning Library Board members were in attendance and are looking for a director and wanted suggestions about formulating questions for interviews. They probably got the most out of this meeting. Director Mazerov and Kathy Champagne, new Business Officer, attended quarterly meeting of ISDOC in Irvine. Conducted national management system training at that event. Director Mazerov inquired whether any of Board has attended emergency management training since the law was past in the 90's. All trustees and Board members are to have attended some kind of training. President Niccum stated has attended through the Los Angeles Unified School District where he works but not here. Trustee Ganer inquired whether have to take training here or would Bob's training suffice for instance. Director Mazerov said will check up on this and that the training they took was just 90 minutes. Because of our safety record, did receive a refund from SDRMA in the amount of \$652. Attending things like this training does earn discounts for the insurance. Hope all trustees are able to attend the Chamber Mixer on April 19th.</p>

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							<p>Had 22 story times in March with total attendance of 953. Eight school tours with total of 414. In addition to attending several work shops, Mary Ivelia read to 3 classes at Gilbert School for Read Across America, taught 2 classes at Buena Park High School on story telling techniques; Kathleen went to Pendleton and Corey Buena Park schools for their kindergarten round up. Hand out information about the library and passports to the parents. Continuing with teen programs. Don't have numbers for how many attended special programs for teen tech week, but did have an online scavenger hunt and a You Tube contest. Only one teen showed up for online training so got a one-on-one training with Caroline Egan. Staff attended everything from Excel training, Perceptions of Libraries and the training that Kathleen Wade and Mary McCasland went to San Jose, a retailing and way finding workshop which discussed designing look of your library based on traffic flow. What a person perceives when come into the building. Helps take advantage of behavior of consumers to better market the library. Director Mazerov stated the State Librarian's conference last year also stressed this. Look at generational difference as to how people today like to get their information at the library. Is it different than in the past? Have some forms to fill out to give picture of what service we offer now and a consultant, Linda Demmers, can help us with this facility needs assessment. Trustee Salts</p>

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							stated thought this is great news and is very similar to techniques used in super markets. This is the kind of information need to continue to have quality, presentation and service we have.
VI. FUTURE AGENDA ITEMS							None proposed.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X X	X X	Motion by Trustee Ganer seconded by Trustee Salts to approve the Consent Calendar as presented. Items approved as follows: a) Approve Claims Request Number 644-07 a) Personnel Matters 1. New hire P/T Library Page, Lauren Beville, at Step 1 on the Salary Scale effective March 7, 2007. 2. New hire P/T Library Page, Ashley Parker, at Step 1 on the Salary Sale effective March 9, 2007. 3. Merit increase for P/T Page, Grace Park, to Step 2 on the Salary Scale effective March 30, 2007.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X X	X X	Motion by Trustee Miller seconded by Trustee Ganer to adjourn. Motion approved unanimously and the meeting stood adjourned at 6:17 p.m.

Submitted by,

Donna Miller, Secretary