

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 April 1, 2008

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 5:30 p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	
I. ACTION ON MINUTES Regular Meeting of March 4, 2008	Motion Second Ayes Noes Absent Abstain					X	Motion by Trustee Miller seconded by Trustee Alibrandi to approve the minutes as corrected on page 2 of March 4, 2008. Motion was approved unanimously.
II. CORRESPONDENCE a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations b) Management Team Minutes							No comments. President Niccum asked whether the purse being stolen was a rare occurrence. Director Mazerov stated it was rare and the Buena Park police officer who came out actually drove her to bank, etc. helping her with the situation. Director Mazerov emailed the Chief to let him know how much we appreciated it. President Niccum also inquired about the clerk exchange with the Fullerton Library. Director Mazerov stated this is a program the SLS Circulation Committee decided to do amongst selves to learn about how other libraries do things, , what like, don't like, etc. We have sent two clerks to Fullerton, but their clerks have not come here as of yet. Our clerks filled out a questionnaire that the Committee had put together upon returning It was only a two hour visit. A meeting is coming up Thursday where will discuss the

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							experiences.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) YTD Revenue Report - Revenues as March 15, 2008 – \$1,454,538 b) Expenditures Report - Expenditures as of – March 15, 2008 - \$1,832,292 c) Monthly Statistical Report for March 2008							No comments or questions. No comments or questions. No comments or questions.
IV. NEW BUSINESS a) Annual Evaluation of Staffing Levels Report b) National Library Week Proclamation 2008 c) Approve Library Consultant Scope and Fee Proposal							Director Mazerov stated managers discussed this and presently feel comfortable with staffing levels as they exist with the services we are currently providing. The only change that has been done this last year is that have dedicated 20 hours of library clerk time, which is Joe, to assist Ray in the early morning. Mary McCasland is already under using her clerk hours so it balanced out. Moved by Trustee Ganer seconded by Trustee Miller to approve the National Library Week Proclamation 2008. Motion was approved unanimously. Director Mazerov stated mentioned last month that have been meeting with Linda Demmers about helping with some of our space analysis and evaluation of our services. She most recently worked with Placentia and Beverly Hills Libraries

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							<p>performing their space and services evaluation. Will see from the attached Fee and Scope Proposal what she is expecting to do for us. She has already started working on the survey and should be ready to go with Board's approval pretty quickly. The staff had talked about doing it ourselves but think that fact that will have a professional and somebody from outside looking at results, doing analysis and giving the report will carry weight with our community members, as well as with staff itself. Felt considering where are in the fiscal year and going to take more than just next couple months and totals nearly \$18,000, proposing allocate \$10,000 from the current fiscal year and bring up the remainder next fiscal year. Trustee Alibrandi inquired whether have talked with Placentia or Beverly Hills about this. Director Mazerov stated has talked to both and are very pleased with her work. Director stated Linda Demmers is very well known in the profession and does a lot of training workshops in addition to this consulting work and has a very good reputation. One of the best things does is when meets with library staff explains what is doing and why. Really good at bringing staff together and understanding what end result hope to have. More information to help guide us in any kind of service development and how will use information she gathers. When move to our new online system, there will be some reorganization. Want a computer lab that will move away from the reference desk, want to situate the reference at best place. Most all the</p>

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							<p>librarians and some other staff have attended at least one workshop within the last two years that has dealt with taking the retail model and applying it to libraries in terms of how going to market services, allow patrons to find things as easily as possible. Linda just really brings this all together in terms of space analysis, where to put things, will recommend furniture, etc. Trustee Alibrandi stated seems like a very high price for just saying where to put something. Director Mazerov stated that not all of it is for that particular item. A lot of it has to do with developing the survey, putting it on line, on paper in English and Spanish, taking all the results and analyzing them and preparing a report, and taking in addition to all the other information she will get in terms of the community demographics, make up and library itself and what we have. A lot of it has to do with making sure have room for everything want and where things should best be placed. She likes the layout but there are some new things want to do and have happen. Trustee Miller stated she had a similar reaction. Did some math and it is \$187 hr and that really is not that out of line. Wonders if we really need that many days. Do we need 11.5 days at \$1500 a day? Director Mazerov stated this is the top amount if would go to and will spend some of that time meeting with staff, coming to a Board meeting and explaining results. Director Mazerov did not have a problem with the amount. Trustee Miller inquired whether Director or Demmers put together the proposal of tasks. Director stated it was done in</p>

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 BUENA PARK LIBRARY DISTRICT
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							<p>conjunction with us. Demmers met with Director, Mary McCasland and Kathleen Wade. Went through types of things she looks at, what we would be looking for and made list of what she calls deliverables. Trustee Miller is happy to hear she prepared the proposal in response to conversation with Director and staff and not just something she put together offering the maximum she could do for us. Trustee Miller just wants to know that we need all these tasks. Director stated yes do need these to fulfill all our needs. Will be updating Strategic Plan next year and having a lot of this research ready for community group to look at during that process. Remember the bottom 2 items might be in addition, but it is the top ones really looking at doing. Trustee Ganer had question regarding process. When a decision is made to do something like this, is it something that is discussed thoroughly among members of management team? Director Mazerov stated absolutely. Started with a staff Space Redesign Committee made up of managers, librarians and clerks. Started looking at materials people brought back from workshops on looking at services currently provide and might provide. Asked staff to go out to new libraries and look at them and give impression of how organized and were there things we could draw upon to improve our organization, physical layout, material display, signage, etc. Everybody brought back lots of information and nobody felt quite comfortable saying going to go forward doing something differently. We knew we needed to do a</p>

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 BUENA PARK LIBRARY DISTRICT
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							<p>survey and the reference librarians actually had put together a draft of one. Then we talked to Placentia, who Linda had worked with over the last year. Linda came by and met with Kathleen and I and told her what committee doing and looking at. Had her come back again and meet with Kathleen, Mary McCasland and Director. All of this sort of came from feelings there were a lot of things could be doing differently, but not really being able to get a good grasp on it. Knew we needed to go to community to find out what makes sense to them and so were back at doing a survey. Felt at this point needed to have it done professionally and not just in-house. She brought Placentia, Beverly Hills, Newhall and one other library sample survey. Staff looked at them and gave their input about what liked or didn't like, and language changes, etc. All of that was sent to Linda to use. Staff has been involved all along and will continue to be and the committee still exists and will continue to meet. Felt had gotten to point where were ready to move forward and what was stopping us was needed information gathering put together by independent party that could use to best make our decisions. President Niccum interjected that he thinks this is a very prudent investment and would encourage going for the extras as things are important. At whatever point are at a position to do renovation of the library, will bring in an architect or space planner or space advisor as develop documents. It would be very unlikely that any of those people are going to have significant expertise and experience</p>

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e) Approval of Revised Public Services Manager Job Description	Motion Second Ayes Noes Absent Abstain	X X	X	X X	X X	X	<p>on what need to keep on paper and how far back. The question came up about the recordings of our Board meetings and how far back needs to keep them. Kathy McClelland, Business Officer, did some research with CSDA, as well as other places, to see what the Brown Act and other State laws require need to do in terms of retention. The policy see before Board came from that. President Niccum stated while on the issue of the tapes from our Board meetings, given the history here. Rather than tying it to a given number of days tapes can be destroyed would rather key it to once the minutes are approved can destroy them. Until minutes are approved should be able to resort to that recording should there be a dispute. Motion by Trustee Ganer seconded by Trustee Miller to approve the Record Retention Policy with recommended change. Motion was approved unanimously.</p> <p>Director Mazerov stated have been working on this while Kathleen was leaving and throughout recruitment process. The last one was done in 2000 and the scope of the position has changed and felt needed to have it updated to reflect those changes. Motion by Trustee Miller seconded by Trustee Alibrandi to approve revised Public Services Manager Job Description.</p>
a) . OR							No comments or discussion.
1. d)							No comments or discussion.

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							<p>No report.</p> <p>Director Mazerov mentioned the information given to Board members on the Ethics Training that is due to be done again by the end of the year. There will be a National Library Week Proclamation presented by the Buena Park City Council on Tuesday, April 8th and if any one is able or want to attend let Director know. President Niccum indicated might be able to attend and Trustee Ganer not sure. The Chamber Mixer is on Thursday, April 17th and Board members should have a flyer on it and hopes are able to attend. Will be having demonstration in the Board Room of our electronic databases given by Marcia Miyoshi. Refreshments will be in the bookstore. The day previous to that the Chamber Networking Luncheon will be here and she will be doing the same demonstration for them and other business resources. Marcia Miyoshi made a very generous donation of \$300 to purchase children's materials. Also received a donation for \$50 to purchase a history book in memory of Jack Resh from his wife Betty. A thank you letter will be sent when we know which book is purchased. Have filled the Public Services Manager position. Patricia Rivera is going to be the new manager and comes from Yorba Linda Library and will start on April 16th. She is young, enthusiastic and has about 4 years experience but has done a lot of planning and programming and working on grants</p>

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							<p>and has also been accepted to the Leadership Institute, which is a State Library 5 day workshop that is going to be going on the last week in April. Have to come with a plan for a project for your library. Luckily the project she had presented for Yorba Linda will also apply for us. Her plan was to try out 3 different types of reference modules. This is a big thing in libraries now. Getting away from the desk. One of the workshops I went to at PLA was <i>Off Your Seat and On Your Feet</i>. Some of our staff has gone to workshops and have been talking about using some of these techniques. She will be at the Mixer on the 17th and will come to the Board meeting next month. The interview panel consisted of me, Linda Katsouleas and Mary McCasland. Did attend PLA last week in Minneapolis. It was a good conference, very busy with lots of different programs. Brought some material back but a lot of it they don't hand out and one has to go on-line and print it out. Will be distributing it to staff and give Board highlights next month. A lot of things were on updating services and one called <i>Dangerous Ideas</i> about what if actually asked questions people not entirely comfortable with but if talk about them and discussion that results gives good ideas. Today received call from Joel Rosen's office, City's head of Planning and Building, and has asked that he and his managers be able to come for tour on April 11th. Director informed Board is taking vacation time April 23rd through April 28th.</p> <p>There were 19 story times during the</p>

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							month of March with total attendance of 986. There were four class tours to 194 children. Has been very busy with spring breaks hitting different schools at different times. The Guild provided the money to purchase a Wii for the teens. They are now having tournaments with great turnouts. Phyllis Nisle stated that after the first tournament with 25 teens, only a few of them had Wii's at home. Really appreciate the Guild being willing to give us the money for that.
VI. FUTURE AGENDA ITEMS							President Niccum stated has one for in the future as next year will be the 90 th anniversary for the library. Wants to make sure before year actually hits there is some kind of planning going on even though have 8 months to go.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	Motion by Trustee Ganer seconded by Trustee Alibrandi to approve consent calendar as presented. Consent calendar was approved unanimously: a) Approve Claims Request Number 656-08 Personnel Matters 1. Merit increase for P/T Page, Grace Park, to Step 3 on the Salary Scale effective March 22, 2008. 2. Merit increase for F/T Library Clerk II, Circulation, Caroline Egan, to Step 9 on the Salary Scale effective April 17, 2008. 3. Merit increase for F/T Library Clerk II, Children's, Mary Ivelia, to Step 9 on the Salary Scale effective April 17, 2008. 4. Merit increase for P/T Clerk II, Support Services, Maria Mockler, to Step 9 on the Salary

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		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	
AGENDA							MINUTES
							Scale effective April 17, 2008.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X X	 X	X X	 X	 X	Motion by Trustee Alibrandi seconded by Trustee Miller to adjourn. Motion approved unanimously and meeting stood adjourned at 6:13 p.m.

Submitted by,

Patricia M. Ganer, Secretary