

MINUTES  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE  
 BUENA PARK LIBRARY DISTRICT  
 August 1, 2006

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 5:31 p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Louise S. Mazerov, Library Director Robert Housley, Business Officer Doug Mason, System Services Manager Mary McCasland, Support Services Manager Kathleen Wade, Public Services Manager
I. ACTION ON MINUTES a) Regular Meeting of June 6, 2006	Motion Second Ayes Noes Absent Abstain						President Niccum stated not enough trustees here that were in attendance at June 6th Board meeting to approve the minutes. Will have to defer approval until another meeting.
II. CORRESPONDENCE a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations  b) Management Team Minutes							No discussion.  No discussion.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) YTD Revenue Report - Revenues as of June 30, 2006 - \$2,155,853  YTD Revenue Report – Revenues as of July 15, 2006 - \$55,729  b) Expenditures Report - Expenditures as of – June 30, 2006 - \$1,942,146  Expenditures Report – Expenditures as of July 15, 2006 - \$49,856							No discussion.  No discussion.  No discussion.  No discussion.

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c) Monthly Statistical Reports for June 2006 and July 2006							Director Mazerov stated very happy to see with June report for end of fiscal year that are a little over goal for circulation and registration. July shows doing quite well already in new fiscal year.
<b>IV. UNFINISHED BUSINESS</b>							
a) Approve Capital Improvement Plan for fiscal year 2006-07 in the amount of \$215,000	Motion Second Ayes Noes Absent Abstain	X	X  X	X	X	X	Director Mazerov stated added narrative to items, which are up 06-07. Made couple adjustments so with upgrading system will be doing computer center and reference area. Motion by Trustee Ganer seconded by Trustee Salts to approve Capital Improvement Plan for fiscal year 2006-07 in the amount of \$215,000. Motion was passed unanimously.
b) Approve Final Budget for fiscal year 2006-07 in the amount of \$3,545,173	Motion Second Ayes Noes Absent Abstain	X	X  X	X	X	X X	Motion by Trustee Ganer seconded by Trustee Salts to approve final budget for fiscal year 2006-07 in the amount of \$3,545,173. Motion was passed unanimously.
c) Approve Capital Items Reserve for fiscal year 2006-07 in the amount of \$128,371	Motion Second Ayes Noes Absent Abstain	X	X  X	X	X	X X	Motion by Trustee Ganer seconded by Trustee Salts to approve capital items reserve for fiscal year 2006-07 in the amount of \$128,371. Motion was passed unanimously.
<b>V. NEW BUSINESS</b>							
a) District Providing Dependent Vision Coverage	Motion Second Ayes Noes Absent Abstain	X	X  X	X	X	X X	Director Mazerov stated that vision coverage and orthodontic coverage, the next item, have been requested by staff members. Have been trying to meet needs of staff and keep handle on the cost and feel can provide with minimal impact on the budget. Trustee Salts requested keep eye on horizon and if conditions change may have to implement co-pay or something. Director Mazerov stated there is co-pay in place. Trustee Salts stated may be minimal at

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b) District Providing Orthodontic Coverage for Dependent Children	Motion Second Ayes Noes Absent Abstain	X	X  X	  X	  X	X X	<p>this point but should be monitored. Director Mazerov agreed. Motion by Trustee Ganer seconded by Trustee Salts to approve the dependent vision coverage. Motion was passed unanimously.</p> <p>Motion by Trustee Ganer seconded by Trustee Salts to approve District providing orthodontic coverage for dependent children. President Niccum stated noticed in background memo there was a \$1000 lifetime maximum benefit per person. Director Mazerov stated does not cover a huge amount and President Niccum stated it's a gesture. Motion was approved unanimously.</p>
c) Approve Agreement for Legal Professional Services Miller, Brown & Dannis	Motion Second Ayes Noes Absent Abstain	X	X X	  X	  X	X X	<p>President Niccum stated this firm has been used for years but not called upon much in recent years. Director Mazerov stated last time used them were charged the associate rate. The partner rate is increasing \$15 an hour to \$250. Director Mazerov suggest this year look at how other libraries are handling this service and compare rates. President Niccum stated in his experience this is an extremely low rate for a partner. Motion by Trustee Salts seconded by Trustee Ganer to approve agreement for legal professional services. Motion was passed unanimously.</p>
d) Review of past year's Plan of Service (goals) Highlights of 2005-2006							<p>(Although this item is listed for voting, it is not a voting item.) Director Mazerov stated will be combining this and the next item in presentation. As Board can see, managers and staff have been very busy and productive in 05-06 fiscal year. Will let each of the manager's give their highlights from last year and at same time give their priorities for 06-07 and then Director will touch on a few things. Doug</p>

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							<p>Mason, System Services Manager, stated last year a lot of small things such as elevator repair. Did create a web committee and have 3 people working on that. Added few web pages, one being the Board section with minutes, etc. In preparation for the upgrade, want data cleaned out before move over to the other system. Replaced the clocks with radio frequency-controlled clocks. Formed system upgrade committee that will be looking at different aspects of moving system from Dynix Classic to Dynix Horizon. Bottom line moving from text based system to window system. Mary McCasland, Support Services Manager, handed out graphs showing revenue generated from passports. Much of this year was spent training and setting up the facility to do passports. Quality control check done by passport staff on our work stated accuracy rate really good. Caroline Egan has become the expert in passports and has gone to extra training. Replaced some signage in the building. Broke into two phases. Replaced the homemade signs first and next year hope to replace the end of the range signs to look more professional. Kathleen Wade, Public Services Officer, reported Public Services department participated in number of things that ordinarily haven't done in past. One thing took part in last year was the <i>Better Together Conference</i> sponsored by the California State Library. The point was to become more collaborative and participative in community with established organizations that hadn't worked together before. Got together with our Cultural and Fine Arts Supervisor with the City and local businessperson, Sandy Smith, who worked on our Strategic Plan. One of the continuing partnerships is the one with Buena Park</p>

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e) Plan of Service (goals) for new fiscal year 2006-2007	Motion Second Ayes Noes Absent Abstain	X	X  X	  X	  X	X X	<p>Rotary. Every year have a Reading by Nine contribution. Thankful to Rotary. Another partnership have enhanced this last year is through the Centralia School District. Became partners in a safety community organization with members of police, fire departments, school district and other organizations to bring together everybody's mind set on having a safety plan in case of an emergency in our community. A fourth thing participated in was Imagination Celebration that is an Arts Orange County event that has happened for at least the last ten years. This was our first time and we were only one of two libraries participating. We participated by having our own event and were co participants with an event through the City.</p> <p>Doug Mason, System Services Manager, stated goals for 06-07 are to have wireless access by January. Will bring in another T1 line and have a totally separate network for protection. Have an upgrade to Horizon timetable of July 2007. Mary McCasland, Support Services Manager, stated that next year the upgrade would entail a lot of Support Services time as well. In addition, continuing efforts to reach the Spanish speaking community. Attended a workshop called <i>Spanish Language Outreach</i>, which gave tools and techniques to do marketing. Drawing up an action plan for the marketing and will participate in at least one event that brings the Spanish speaking community in. Workshop stated the best marketing to get the Spanish speaking community in is word of mouth. Suggested emphasizing the 4 F's, which are free, family, food and fun. Still trying to increase the knowledge and skills of</p>

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							<p>library staff as well. Continue to increase the Spanish language collection and considering locating closer to the children's room. Participated today in conference call with Al Milo, Director of Fullerton Library. He belongs to the Reforma organization and ten years ago went up against a community resident that didn't think should be spending money on Spanish books. In response to this, he published a book <u>Ten Reasons Why We Should Buy Spanish Books</u>. Hoping to add passport photos to our passport services. Will be concentrating on database cleanup and doing upgrade from Dynix to Horizon. OCLC wants us to download our catalog so we become part of WorldCat so that patrons can go to Google and put in what book you want in a library and then enter zip code and refers to what libraries to go to that carry it. They are offering a free download to all libraries but will have to pay to maintain it. Director Mazerov stated the State Library is supporting WorldCat financially and wants to put their emphasis there. Kathleen reported providing staff support for system upgrade. Have moved around some work assignments so staff available to Doug for documentation, physical moving, technical help. Going to apply for Early Learning for Families grant through LSTA for libraries that have an early literacy programs. We already practice early literacy. What this grant will do is to formalize so we can take statistics. Not just say we have five story times in one week with attendance of 1100 but what it is we actually do. In reconfiguration of reference and children's areas, are going to try and build in some of the ideas from the <i>Future of Libraries</i> web cast. There are a couple</p>

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							<p>of workshops coming up called Reshaping Reference in the Internet Culture and the OCLC report on library values and public values and hoping that in upgrade of system will reshape what do as reference service. Not just physical shape but the shape of the service. May not see us behind desk but walking around, or a podium there with a sign in sheet.</p> <p>Director Mazerov stated can see have an incredibly ambitious plan and as last year moving on and continuing to do more and even better while maintaining services we are well known for already. This is the third year of our Strategic Plan. Upgrade from Dynix to Horizon, wireless access and Strategic Plan upgrade are our top priorities. Upgrade goes on all year, and hope to have wireless access in place by January and Strategic Plan upgrade will be in second half of year. Will be identifying and conducting additional focus groups specializing with groups such as educators, students and patrons. For focus groups will need to have an outside consultant conduct who doesn't have a vested interest. Probably will be some changes on our planning committee and will be an update on what have done and developed and see if still accurate and where we want to go. Other items listed on cover memo are all things would like to be able to do such as marketing to Spanish language community, adding photos to passport service, early literacy project. The library card campaigns always continue at different levels and have staff development day set for October 9<sup>th</sup>. Focusing on two prong plans building on customer service and looking at our library and other community businesses and ask staff to go out with</p>

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							<p>checklist to note signage, ease of use, help receive and then come back to the library and share. Couple of speakers on dealing with difficult people and services to homeless and people with mental health issues.</p> <p>Motion by Trustee Ganer seconded by Trustee Salts to approve the Plan of Service for fiscal year 2006-07. Motion was approved unanimously.</p>
<p>VI. 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>c) Volunteer Guild Report</p> <p>d) Director's Report</p> <p>1. Items of interest to the Board</p>							<p>No discussion.</p> <p>Trustee Ganer mentioned all the records that President Niccum donated to the library. Trustee Salts mentioned he had donated a lot of books on tape himself and good Board is leading by example.</p> <p>Luann O'Hara, Guild President, was not present. Director Mazerov stated that the Guild is having a Buy One Get One Free sale that has been extended until September 1<sup>st</sup>.</p> <p>Director Mazerov stated in June attended an Ambassador Training Workshop put on by California Chamber of Commerce. Training was very useful and informative and a lot of good ideas that any organization, public service agency can use. Included developing the thirty second talk about what you do, because don't have someone's attention much longer than that and describe what do with action terms. June Chamber breakfast swore in this year's board, including Dennis Salts, and Director Mazerov as Chair Elect for next year. Kathleen Wade attended the last Chamber breakfast for the library and made a good contact where will be joining</p>

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<p>2. Children's Department Activity report</p>							<p>with the Women's Club and presenting a money-management program for seniors and women. Continue to receive compliments from patrons and one patron inquired whether the library could be a beneficiary in her trust. Please note the August 17<sup>th</sup> talent show on the Children's calendar and try to attend if can. The adult summer reading program has a lot of adults signed up and established a reading program for staff also. The Women of Mystery program has been very successful and is held twice a week with one in the afternoon and one evening. They want to continue by having a book club and we will try to accommodate them with getting copies of books they request through rental system if we don't already have it. Kathleen Wade stated that Phyllis Nisle, Youth Services Librarian, was the one who brought the program to the library. She helped make it successful because she was so knowledgeable and worked really hard to make it go off really well. Trustee Ganer asked Kathleen Wade to express thanks from Board for her hard work on this.</p> <p>Summer Reading Program is rolling right along. In June had 19 story times with 932 attendees. There were 20 story times in July with total attendance of 1061. The two programs that Mary Ivelia started last year were Shakespeare Club and Philosophy Club. This year she has the Mythology and Chess Club. The first Chess Club meeting had 31 in attendance and now has at least 50 or more. There were four Chess Club meetings in July with a total attendance of 196. Three Mythology Club Meetings with a total attendance of 100. In June had usual year end class visits with eight</p>

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							tours with total of 269 students attending. First Summer Reading event held in June had 263 in attendance. Have had six programs in July with total attendance of 1368, and that includes the Harry Potter after hour's event this past Saturday evening. Still have some classes from Child Development Center and some preschools, six day care class visits with total attendance of 144. Very lucky have Mary Ivelia and Phyllis Nisle who work so hard and rest of staff whom take care of coverage while they are doing this. Staff works very well together to make it work.
VII. FUTURE AGENDA ITEMS							None proposed.
VIII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	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 635-06 Approve Claims Request Number 636-06 b) Personnel Matters 1. Resignation P/T Page, Cherrise Faulkner, effective June 14, 2006. 2. New hire F/T Library Clerk I (Children's), Lynn Pence, at Step 1 on the Salary Scale effective June 21, 2006. 3. Merit increase for F/T Librarian II, Katherine Billings, to Step 4 on the Salary Scale effective June 23, 2006. 4. Merit increase for P/T Library Clerk I, Sarah Anderson, to Step 8 on the Salary Scale effective July 7, 2006. 5. Merit increase for F/T Librarian I, Phyllis Nisle, to Step 5 on the Salary Scale effective July 7, 2006. 6. Merit increase for P/T Library

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							Clerk I, Vince Tannahill, to Step 2 on the Salary Scale effective July 7, 2006. 7. Separation from employment for P/T Page, Gene Mijares, effective July 13, 2006. 8. Merit increase for F/T Library Clerk I, Maribel Morales, to Step 2 on the Salary Scale effective August 4, 2006. 9. Merit increase for P/T Page, Fahmeeda Simjee, to Step 8 on the Salary Scale effective August 4, 2006.
IX. CLOSED SESSION a) Personnel Matters (Pursuant to Gov. Code Section 54957) -Library Director							President Niccum stated next item is Closed Session regarding Personnel Matter pursuant to Gov. Code Section 54957 regarding Library Director. Will recess into Closed Session and will reconvene in Open Session at conclusion of Closed Session and announce any reportable actions taken in Closed Session and proceed to adjourn meeting. Board recessed into Closed Session at 6:32 pm. Board reconvened into Open Session at 6:43 pm. In Closed Session Board took no reportable action. Discussed schedule for continuing the process when five Board members are present. Will schedule Closed Session for September meeting.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X	X  X	X	X	X X	Motion by Trustee Ganer seconded by Trustee Salts to adjourn. Motion approved unanimously and the meeting stood adjourned at 6:44 p.m.

Submitted by,

Patricia M. Ganer, Secretary