

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
August 7, 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 5:33 p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Director Mazerov Kathy McClelland, Business Officer Kathleen Wade, Public Services Manager
I. ACTION ON MINUTES							
a) Regular Meeting of July 3, 2007	Motion Second Ayes Noes Absent Abstain	X X	X	X	X	X X	Motion by Trustee Salts seconded by Trustee Alibrandi to approve minutes of July 3, 2007. Minutes were approved unanimously.
II. CORRESPONDENCE							
a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations							President Niccum inquired whether this was the first time listed Spanish titles. Paula Riley, Administrative Assistant, stated there was one other time.
b) Management Team Minutes							No comments.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR							
a) YTD Revenue Report - Revenues as of July 15, 2007 - \$3,181							No comments.
b) Expenditures Report - Expenditures as of - July 15, 2007 - \$89,653							Director Mazerov stated should have a revised page for this. Under two columns there was some strange lettering or formula.
c) Monthly Statistical Report for July 2007							Director Mazerov stated this shows that for first month of this fiscal year were up some in circulation. Mary McCasland provided Board with a hand out of annual statistics. Gives breakdown of

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							percentage of total circulation for adults and children. Children’s still continues to be almost 43-45% of entire circulation. Also shows media circulation has continued to increase and it now holds steady at approximately 24% of circulation. International circulation continues to go up also. Circulated almost 500,000 items last year. President Niccum said would be nice to acknowledge the person who is the one half million person. Trustee Salts brought attention to the fact that young adult numbers are rising and very important in days of Ipod, computers, etc. Director Mazerov stated continue to build collection and programming in that area. Director stated have been asked if will continue annual Harry Potter event as no more Potter books. Stated there are a number of other fantasy series for that age group. Imagine will continue an annual event like Harry Potter event.
IV. UNFINISHED BUSINESS							
a) Approve Updated/Revised Agreement for Professional Services with Miller, Brown & Dannis	Motion Second Ayes Noes Absent Abstain	X X 	 X 	 X 	 X 	 X X 	With the requested clarification from last Board meeting done on the contract, there was a motion by Trustee Alibrandi seconded by Trustee Salts to approve the agreement. Motion was approved unanimously.
b) Approve Capital Improvement Plan for fiscal year 2007-08 in the amount of \$278,735	Motion Second Ayes Noes Absent Abstain	X X 	 X 	 X 	 X 	 X X 	Director Mazrov said the ones working on for this year are listed in memo with brief explanation. Most of them are continuations of what were working on last year. Once the integrated library system upgrade takes place then will be putting in the workstations and Internet lab. Wireless should come up sooner. Wireless in the board room is activated and soon will be all three floors. The

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c) Approve Final Budget General Fund (704) for Fiscal year 2007-2008 in the amount of \$3,670,173	Motion Second Ayes Noes Absent Abstain	X X	X	X	X	X X	<p>pc's for the librarians are part of the library office remodel. In the process of getting bids for construction of the walls, etc., but running into same problem as with couple of other construction projects. It is difficult to find companies that will bid on this small of a project. The company that did work at Haskett only do \$20-\$30 million dollar projects. Luckily have a reliable, reputable company have worked with in the past that is willing to do the work. Board is invited to see the layout of the desks, table, etc. if they would like to see what will look like. The children's room expansion have in there with the hope that will be working on some fundraising and get a plan in place. Motion by Trustee Alibrandi seconded by Trustee Salts to approve the Capital Improvement Plan. Motion was passed unanimously.</p> <p>Director Mazerov stated is basically the numbers that were presented to Board in May. There is a correction to the cover memo as years were not changed in the next to last paragraph under Capital Maintenance and Repair Fund. Originally spoke of projecting an income increased 5% over last year and decided after last packet material printed to go with 4% but have lowered it to 3%. Still don't have the estimated property tax figures from the County. Last year it came in August but looks like may be September this year before available. Motion by Trustee Alibrandi seconded by Trustee Salts to approve final budget for 2007-08. Motion was passed unanimously.</p>

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d) Approval Capital Maintenance and Repair Fund (704) for fiscal year 2007-08 in the amount of \$136,354	Motion Second Ayes Noes Absent Abstain	X X	 X	 X	 X	 X X	Director Mazerov stated is similar to what have prepared in the past. Motion by Trustee Alibrandi seconded by Trustee Salts to approve Capital Maintenance and Repair Fund for fiscal year 2007-2008. Motion was passed unanimously.
V. NEW BUSINESS a) Discussion Regarding The Standard Deferred Comp Program							Director Mazerov updated Board on some of issues that have been occurring with Standard. Ran into one issue at the end of 2005 in terms of what regulations as to how much could be put into deferred comp program by an individual in one year. At that time gave us one answer and question again came up at end of 2006 and gave us another answer. Finally found out was amount contributed by both employee and employer. Therefore, employee was owed a refund for 2005 and it was going to impact her 2005 taxes. Have had a really hard time getting answers. Started these questions in December and come April 15 th still did not have answer for us. Even misinformed us on the issue of the Standard's tax ID number. Were assigned a new rep who assured us things would be better, but then ran into another problem indicating had a surplus in our account, which we do not. Additionally, we received a copy of a letter indicating to us that Standard made a mistake on one of our employee's individual accounts. Just want to make Board aware that this is happening and are looking at other deferred comp programs. Also, Standard is now going to start charging accounts that don't do electronic transfer of funds \$500 a year. Because

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							<p>ours is done through the County, the transfer has to be done manually. The other company we have been speaking with does not have a problem or charge for manual transfers. Will call a meeting of the finance committee and present this information to them.</p>
<p>I. OR</p> <p>1.</p>							<p>No discussion.</p> <p>No discussion.</p> <p>No discussion.</p> <p>Director Mazerov referred the Board to information given to them that is informational copy of a report by the District Attorney regarding what might be a violation of the Brown Act. Board also has a copy of our Direct Loan report and can see our Direct Loans have gone way up again. We knew there would be some drop after Haskett opened but we have recovered almost all that and also fairly good jump recently with Orange County Library. Moving forward with librarian's offices</p> <p>Coming to the close of the Summer Reading Program, and final program will be this coming Saturday. Did have the Harry Potter party two Saturday's ago and I was able to attend this. About 90 people there with the invited children and volunteers, a magician, musical group called The Two Harry's. Ended as always with the in the dark tour of the</p>

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							library and children got to meet the library ghost, who is Ms. Grey, the cat. Mary Ivelia had the story and pictures to share. In September will have Mary Ivelia and Phyllis Nisle come give a report. Had 1,490 children signed up for the children's Summer Reading Program, 209 teens, and 130 adults. There were 19 story times during the month with attendance of 1304, which averages about 69 at each of them. Averaging about 50 at movie times and the special Summer Reading Programs average was 258 but ranged in attendance from 400 at Abram's Animal Magic to 243 at juggling show and 288 at Rudy's Radical Science. Attendance at geography, chess and origami clubs still very high. Will be having recognition for teen volunteers on August 20 th , which is a Monday. Trustee Salts asked for clarification on attendees in Summer Reading groups. He wanted to know if the numbers were up or down from last year. Director Mazerov stated there was a little less attendance for teens but children's was up 10%. Even though the Summer Reading Program officially ends this coming Saturday, will still be having the Amazing Race Program after-hours for the teens on August 18th.
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 Alibrandi seconded by Trustee Salts to approve consent calendar as presented. Consent calendar was approved unanimously: a) Approve Claims Request Number 648-07 Personnel Matters 1. Merit increase for P/T page,

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							Fahmeeda Simjee, to Step 7 on the Salary Scale effective August 3, 2007. 2. Merit increase for F/T Library Clerk I, Maribel Morales, to Step 4 on the Salary Scale effective August 3, 2007.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X X	 X	 X	 X	X X	Motion by Trustee Alibrandi seconded by Trustee Salts to adjourn. Motion approved unanimously and the meeting stood adjourned at 6:18 p.m.

Submitted by,

Donna Miller, Secretary