

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
August 5, 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 | Director Louise Mazerov Doug Mason, System Services Manager Kathy McClelland, Business Officer Patricia Rivera, Public Services Manager |
| I. ACTION ON MINUTES Regular Meeting of July 1, 2008 | Motion Second Ayes Noes Absent Abstain | X X | X | X | X | X X | Motion by Trustee Alibrandi seconded by Trustee Salts to approve the minutes of July 1, 2008. Motion was approved unanimously. |
| II. CORRESPONDENCE | | | | | | | |
| a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations | | | | | | | No comments or questions. President Niccum glad to see <i>Idiocracy</i> on the DVD list. |
| b) Management Team Minutes | | | | | | | No comments or questions. |
| III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR | | | | | | | |
| a) Profit and Loss Report - Revenues as July 15, 2008 – \$46,979.22 | | | | | | | President Niccum stated that assumes the new titles are an outgrowth of conversion to QuickBooks; however, for a governmental entity to have our reports captioned Profits/Loss is unseemly. Kathy McClelland, Business Officer, stated since already exporting will look into changing titles. President Niccum stressed would rather see them labeled as revenues and expenditures. President Niccum felt the general formatting is good and liked way presented. President Niccum stated that if is going to stay where both revenues and expenditures are in one table, would |

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| <p>b) Profit and Loss Report - Expenditures as July 15, 2008 - \$149,773.73</p> <p>c) Monthly Statistical Report for July 2008</p> | | | | | | | <p>eliminate the separate agenda items and just call it revenues and expenditures and will cover there all under one topic. This was acceptable to the other Board members present.</p> <p>Director Mazerov stated for Board to please note we had a very, very good month. Mary McCasland went and checked previous month's highs and 51,000 is probably the highest one month total have had in a long time. The number of patrons registered has seen a huge increase as well.</p> <p>Board has also been provided with an Annual Circ report which compares circulation of different items. Shows the breakdown between adult, young adult, children's material, as well as breakdown for different items within those areas, including media which we know is 24% of our adult circulation and 9% of children's circulation. Also can see where some things have gone up or down. We were noting at our manager meeting today that overall the numbers are fairly stable.</p> <p>President Niccum stated is very interesting and since have 2 Board members that are not here would like to bring this back as an agenda item just for discussion. This is some really good food for thought. Director Mazerov stated is used when deciding how to spend budgeted money. President Niccum stated is really surprised to see that total adult media is 24%. Director stated that overall it is fairly stable but see where DVD's are way up and audio books are down. Shows the librarian in charge of that is making good selection decisions based partially on patron requests and quickly keeping up as things are released. Trustee Salts stated if look</p> |

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| | | | | | | | <p>at last 5 years on DVD's, it went from 10,000 to 76,000. Always have concern on ever expanding collection to have room so careful in selection and weeding out process. President Niccum asked if find less need for replacement with DVD's than with VHS. Director Mazerov stated will check with Mary McCasland. Trustee Alibrandi said that a friend of hers that owns video store stated that DVD's last about a third of the time as VHS tapes did. They disintegrate around the middle very rapidly and can take no abuse; whereas with tapes can patch, etc. Director Mazerov said will check with Mary on what we are finding here.</p> |
| <p>IV. UNFINISHED BUSINESS</p> <p>a) Review of Past Year's Plan of Service (goals) Highlights of 2007-2008 and Plan of Service (goals) for New Fiscal Year 2008-2009 Report by Doug Mason, System Services Manager</p> | | | | | | | <p>Doug Mason, System Services Manager, stated to Board that hand out gave Board gives typical breakdown of accomplishments and projected projects. Completed this year includes installation of all new network, switches, routers, etc., installation of public wireless network, a second T1 circuit to bond so have enough room to bring in the wireless. Don't have any statistics on the wireless yet, but just before came in to meeting there were 18 using it. Typically it is approximately 40 a day. They even come really early and access it from the parking lot in their cars. Other accomplishments included redesigning the website to include various live feeds and blogs the librarians write and incorporate. Also, installation and implementation of HIP, the new WebPAC, is up and done. Will help slide into next automation system we choose. Also installed and set up 6 new PCs in the librarian's new office. Configuration of new server with QuickBooks for new in-house</p> |

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| | | | | | | | <p>accounting. Writing requests for proposals for new Integrated Library System.</p> <p>Things can look forward to are clean up of the data base, which is occurring right now, so get all data ready for moving into the next system. The RFPs are all due by September 15 and have already received the ones for Sirsi-Dynix and Innovative System. Waiting for the Polaris one. Will be installing and setting up 12 new staff PCs, which are the ones we use around the library and different work stations. Final decision and contract signing for RFP will be September 2008. The time table will depend on how the vendor can handle migrating the data and getting everything prepared, but is about 3-4 month affair. For Newport, it ended up being 5 months from signing of contract. Going to bring in another T1 because the circuits are starting to slow down because of the popularity of the wireless. Wasn't expecting it to be that popular. Also, that will cover the new public computer lab because they'll also be operating off the same band width. President Niccum asked if there is a finite number of wireless machines that can connect and Doug stated it is strictly the band width. Right now can limit band width on the machines, which still gives amount of flexibility. Installation and configuration of server and new network for public would separate them out. Right now pretty much integrated in, but want them to have their own network for security reasons. There will be 10 new staff ILS PCs and 15 public ILS PCs. All will be going in before migration. Will be installing public time control software so take that off the reference and circulation staff. Had to wait on that because interface is dependent upon vendor, the location for the new</p> |

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| | | | | | | | computer lab, which will be dependent on Linda Demmer's report. |
| | | | | | | | As far as the building goes, have started the flower beds, new trees, etc. Replaced carpeting on main stairwell with wood laminate and installed around the building non-slip steel skid strips. Skateboarders ripped off the traction strips used to have. Completed the planning and construction of the librarians' new office. |
| | | | | | | | For new projects, want to remove ficus trees as breaking up all the islands and causing big liability issue. All indoor door locks will be replaced with ADA compliant locks. Our current keys are weak and bend easy. Develop the ADA approved plans for the ramp near front door. Trustee Salts wanted to know if the recent construction we did put us in category had to do ADA locks. Doug stated is doing it because needs it done and not because has to do it. |
| b) Approve Capital Improvement Plan for fiscal year 2008-09 in the amount of \$272,000 | Motion Second Ayes Noes Absent Abstain | X X | X | X | X | X X | Director Mazerov stated do move items back when run out of money or something comes up we have to take care of instead. Most things are pretty flexible; however, one thing need to have ILS and new computers in place. Motion by Trustee Alibrandi seconded by Trustees Salts to approve Capital Improvement Plan for 2008-09. Motion was approved unanimously. |
| c) Approve Final Budget General Fund (704) for fiscal year 2008-09 in the amount of \$3,592,166 | Motion Second Ayes | X X | | | X | X X | Motion by Trustee Alibrandi seconded by Trustee Salts to approve final budget general fund for fiscal year 2008-09. Motion was approved unanimously. |

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| Youth Services | R | | | | | | <p>had shifted in the Board room that need attention. Director Mazerov distributed to staff the Linda Demmers' staff survey after the Board's survey was completed. Is really a survey of where they work, are they able to do their work in area or space provided. Do they have suggestions for improving their work space? The Show Your Card Buena Park campaign that we do for National Library Card Sign Up Month in September is going great. We already have twice as many business partners as we had last year. Director Mazerov showed Board a copy of the sign, designed by Caroline Egan, businesses will receive to put in their window that they are partnering with the Library.</p> <p>The Summer Reading Program is going great guns and as usual our program attendance is huge. Have had to rethink how many allow downstairs for the programs. At first program had 446 on July 7th and that really was too much in the auditorium. Air wise they had fans going, etc. They did try to not let people in after certain number, but people totally ignored the teen volunteers at the top of the stairs so now Mary Ivelia's husband, Frank, is our bouncer. We hand out tickets ahead of time now and must have ticket to be admitted. We do have a maximum of 250 downstairs and that is one of the reasons they now hold the closing program outside. They are keeping track of how many people they have to turn away. The first time it was 170, then 150 and this last time about 70. Assume people are catching on. As far as Summer Clubs, we have an Art Club, Origami Club, and a Chess Club. Had twelve meetings of those clubs with total attendance of 453. Our story times are also getting huge attendance. We had 23 story times during July with total</p> |

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| | | | | | | | <p>attendance 1,663. I honestly don't know how Mary and Lynn do it. Our sign ups are going quite well. We have 1495 children signed up for the Children's Summer Reading Program. Our teens Summer Reading Club already has more than entire total last year of 224. We already have 255. Already have 199 signed up for the Adult Summer Reading Club. Trustee Salts asked for reconfirmation on the numbers at the Summer Reading Programs. Trustee Salts inquired if the 250 cut off was because of room capacity? Director Mazerov indicated it was and counts the 250 out ahead of time. Trustee Salts stated we would have a huge liability if we knowingly let in over the room capacity. Trustee Salts asked if have 250 and 170 that additionally want in could we have them leave their name and number and do an additional session for them. Director Mazerov stated that the performers are booked months ahead of time and we can look at whether we need to do additional sessions. We already added one additional at the end and did fundraising to be able to do that. We are talking \$300 or more for each of the events and would add costs and workload issue. We are willing to look at how we do things each year to continue to make it fun and beneficial for the children. We would not be able to do as much as we do without the teen volunteers, who work the sign up desk and hand out the prizes, if the librarians had to do that in addition to everything else. We did have 78 volunteers who worked during July for a total of 994 hours. They also work with the programs as well.</p> |
| VI. FUTURE AGENDA ITEMS a) Discuss Alternate Date for November Board Meeting | | | | | | | <p>Will move this item to September agenda when will have full Board.</p> <p>President Niccum stated already</p> |

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| | | | | | | | mentioned a future agenda item earlier in evening relative to the annual circulation report. |
| VII. 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 660-08 Personnel Matters 1. Merit increase for P/T Page, Fahmeeda Simjee, to Step 8 on the Salary Scale effective July 31, 2008. 2. Merit increase for P/T Library Clerk II, Maribel Morales, to Step 5 on the Salary Scale effective August 3, 2008. Merit increase for P/T Library Clerk I, Josephine Flordelis, to Step 4 on the Salary Scale effective July 19, 2008. |
| VIII. CLOSED SESSION a) Personnel Matters (Pursuant to Gov. Code Section 5497) -Library Director | | | | | | | President Niccum stated will recess into Closed Session relative to the Library Director and at end of Closed Session will reconvene into Open Session and report any reportable actions taken in Closed Session. The Board recessed into Closed Session at 6:11 p.m. The Board reconvened into Open Session at 6:28 p.m. Were in Closed Session on personnel matters pursuant to Gov. Code Section 5497 relating to the Director. The Board took no reportable actions in Closed Session. Want to have the same item on the agenda next session to bring in the other Board Members and Library Director. |
| ADJOURNMENT | Motion Second Ayes Noes Absent Abstain | X X | X | X | X | X X | Motion by Trustee Salts seconded by Trustee Alibrandi to adjourn. Motion approved unanimously and meeting stood adjourned at 6:29 p.m. |

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Submitted by,

Patricia M. Ganer, Secretary