

MINUTES  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE  
 BUENA PARK LIBRARY DISTRICT  
 December 5, 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 30: p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
SWEARING IN OF ELECTED TRUSTEES ALIBRANDI AND NICCUM (added item Pursuant to Gov. Code Section 54954.2)	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	<p>President Niccum stated that before proceed with posted agenda, there is need to add an item to the agenda. Due to the late arrival of paper work from the Registrar of Voters office did not have on the agenda the administration of oaths of office to the newly elected/reelected members of the Board of Trustees. We need to add that otherwise we do not have a quorum to conduct the meeting. Pursuant to Government Code Section 54954.2, which is a portion of the Brown Act, we can add an item due to the emergence of late information by 2/3 vote or majority vote of the Board. In order to conduct the administration of oath, need to take a vote to add item to the agenda. Motion by Trustee Ganer seconded by Trustee Miller to add the item.</p> <p>Dr. Ganer, as the ranking officer, administered the Oath of Office to Trustee Niccum and Trustee Alibrandi.</p>
ROLL CALL	Present Absent Also	X	X	X	X	X	<p>Kathleen Wade, Public Services Manager, serving in absence of Director Robert Housley, Business Officer</p>
I. ACTION ON MINUTES a) Regular Meeting of November 7, 2006	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	<p>Motion by Trustee Alibrandi seconded by Trustee Ganer to approve the minutes of November 7, 2006. Minutes were approved unanimously.</p>
II. CORRESPONDENCE							

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a) Patrons’ Suggestions from individuals requesting purchase of materials or proposing changes to Library operations b) Management Team Minutes							No discussion.  Trustee Miller inquired about the 21 laptops given to the Library by Infopeople. Kathleen Wade, Public Services Manager, stated that since have been having so many more Infopeople workshops here the project manager, Holly Hinman, wants to continue to do so and made sure the laptops were available to us. We also get 2 free spaces at each workshop held here. Trustee Miller asked if laptops are available to the Library for other than the workshop purposes. Kathleen Wade stated, “does not know for sure.” Is something we have to negotiate but are definitely set aside for workshops. Come January when have the wireless will fit in nicely. The details of the laptop donation are yet to be ironed out.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) YTD Revenue Report - Revenues as of November 15, 2006 - \$256,958 b) Expenditures Report - Expenditures as of – November 15, 2006 - \$779,918 c) Monthly Statistical Reports for November 2006							No discussion.  No discussion.  No discussion.
IV. NEW BUSINESS a) Election of Board Officers							Kathleen Wade, acting on behalf of

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							Director Mazerov, opened nominations for Board officers. On nominations duly made, the following were elected:  Bob Niccum, President Lucinda Alibrandi, President Pro Tem Donna Miller, Secretary
b) Revised Overtime Compensation and Compensatory Time Policy	Motion Second Ayes Noes Absent Abstain	X X	X	X  X	X	X	Motion by Trustee Miller seconded by Trustee Alibrandi to approve the Revised Overtime and Compensation and Compensatory Time Policy
V. ORAL COMMUNICATION							
b) From Public concerning non-agenda items							No comments.
c) Board Members' Reports on conferences attended or meetings scheduled							No comments.
c) Volunteer Guild Report							Kathleen Wade reported that Luann O'Hara, Guild Board President, believes the bookstore will reach \$15,000 by the end of the first six months (December 2006). The Boeing Grant is still pending.
d) Director's Report 1. Items of interest to the Board							Kathleen Wade, Public Services Manager, represented Director Mazerov in her absence. Stated have put out a new form for patrons if they want to make a special comment versus putting it on a Patron Suggestion form. Have already received some very nice comments from patrons commenting on service. Six staff attended the Mayor's Prayer Breakfast recently, as well as

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							<p>two from the Guild. Kathleen stated took a marketing class last semester and prepared and distributed a chart on Library as a nonprofit Single Level Marketing Channel. Interesting to see Library from a marketing standpoint. Now as try to fulfill our marketing plan, have to be very careful not to bite off more than we can chew. Is smarter to try and pick a target and focus on one or two a year. For a public library by doing that, those target markets become part of the norm and then move on to target new markets. A very different way of looking at what we do as a public library and how to narrow down our focus a bit, but still stay high end, high quality focus on our community. Our target markets for this coming year are the Hispanic community and, with the Children's Youth Services department, to reach out to the schooled students. That's a really teeny market in our area but they use our facility regularly. Mary Ivelia formerly home schooled her children so she has affinity for those folks and we can develop some personalized things such as an open house, etc. Had usual meeting room users this last month. Director Mazerov and myself attended CLA and learned a number of things that have to do with Library 2.0, incorporating the technology into our web pages and having staff be a little more forward thinking on kinds of technology that will reach out to users who are not necessarily here physically but are here virtually. A few things looking at in redesign of our Reference. Hoping to expand the children's room</p>

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2. Children's Department Activity report							<p>to reflect more of the circulation statistics as they circulate about 45% of the materials. Hoping to expand that to have more seating, more work space and possibly more computers with specific educational databases and software on them. Need more space in there as is cramped, particularly when have school tours with 40-50 kids in the children's room. Would like to move the wall over a bit and expand it another 25-30%. This will change the whole dynamic of the first floor. Are incorporating a lot of new ideas from OCLC report on perspectives of public on library service. There is another report done by Americans for Libraries Council on public libraries trying to respond to community needs being "long overdue." Library as a community central place not necessarily for books but for a meeting place for networking, camaraderie and community events. The wireless part of our plan will help this. Want to put in a computer area away from reference so there is less babysitting and more real reference work going on. Will have a meeting with the reference department on redefining our service and how to go about that. If we do, how will it be reflected by the reference area so must think of this before redesign. At a Centralia community collaborative meeting want to make sure that students have a lot of health information, and parents have the opportunity to get their children free services, free well checks, free shots, etc. Suggested school districts hold their health fairs at the library on a</p>

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							<p>Saturday when more families can get to it.</p> <p>Story time attendance was a little bit down at 615 for the month with the holidays. Have had school tours from both Centralia and Buena Park School Districts. Dropped off application forms from library to Buena Park District Office so our form will go into New Student packets. Have some wonderful volunteers coming in and don't know what would do without them. Have a couple of students coming in – one to job shadow and one to intern. Mary Ivelia was accepted at San Jose State library school and will be starting next term.</p>
VI. FUTURE AGENDA ITEMS							None proposed.
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 the Consent Calendar as presented. Items approved as follows: a) Approve Claims Request Number 640-06 a) Personnel Matters 1. Merit increase for P/T Clerk I, Cindy Morales, to Step 3 on the Salary Scale effective November 24, 2006. 2. Merit increase for F/T System Services Manger Doug Mason, to Step 6 on the Salary Scale effective December 8, 206. 3. Merit increase for F/T Support Services Manger, Mary McCasland, to Step 7 on the Salary Scale effective December 8, 2006.
ADJOURNMENT	Motion Second	X		X			Motion by Trustee Alibrandi seconded by Trustee Miller to adjourn. Motion

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	Ayes Noes Absent Abstain	X	X	X	X	X	approved unanimously and the meeting stood adjourned at 6:03 p.m.

Submitted by,

Donna Miller, Secretary