

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
December 4, 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 5:30 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 Caroline Egan, Library Clerk II Mary Ivelia, Library Clerk Harriett Reed, Intern from Cal State Fullerton Paul Kaymark representing Auditor's office of Charles Z. Fedak and Company
I. ACTION ON MINUTES	Motion			X			Motion by Trustee Miller seconded by Trustee Ganer to approve the minutes of November 6, 2007. Motion was approved unanimously.
a) Regular Meeting of November 6, 2007	Second		X	X	X		
	Ayes Noes Absent Abstain	X				X	
II. CORRESPONDENCE							No comments.
a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations							
b) Management Team Minutes							President Niccum commented on the item regarding the pay phone being removed and has seen a flurry of press on that subject recently.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR							No comments.
a) YTD Revenue Report - Revenues as of November 15, 2007 - \$442,474							No comments.
b) Expenditures Report - Expenditures as of - November 15, 2007 - \$897,511							No comments.
c) Monthly Statistical Report for November 2007							President Niccum commented that assumes the month to month change is

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							due to being open fewer days in November as opposed to October. Director Mazerov commented is also due to getting dark earlier, time change and almost always a fall off when winter begins; however, it is up from last year.
IV. NEW BUSINESS a) Auditor Report Presented by Auditor	Motion Second Ayes Noes Absent Abstain	X	X  X	X X	X	X	<p>Paul Kaymark from the Auditor's office of Charles Z. Fedak and Company went over the Annual Financial Report for the Board. Director Mazerov stated that money did not come from the City of Buena Park Redevelopment during the fiscal year reviewed in the report so it changed the revenue figures. Is now being paid to District only once a year. President Niccum asked for Paul to clarify distinction regarding statement on page 2 that property tax revenues decreased by 6.9% and statement of last paragraph on page 4 referencing that actual revenues were higher than anticipated budget by \$264,194 primarily due to an increase in property tax revenue. Paul stated the difference is actual vs. budget. In budget only budget \$1.5 million in property revenue but received \$1.74. If compare actuals to actuals for 2 years on page 7, actual property tax revenue in 2006 was \$1.8 million and actual property tax revenue in 2007 was \$1.7 million. Budget is different than actuals. Trustee Miller inquired as regards to post employment retirement benefits whether the library has to do all the GASB requirements. Director Mazerov stated that CalPERS is doing estimates and actually not due for us until 2010. Once get numbers from CalPERS will work with the auditor and make sure we are covered. Will pass on info as soon as get from CalPERS. Motion by Trustee Ganer seconded by Trustee Miller to approve the Auditor's Report. Motion was approved unanimously.</p>

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b) Overview Report and Evaluations From Staff Development Day							<p>Caroline Egan, Library Clerk II, reported Staff Development Day went really well but the attendance was down when switched to October and a lot of it is school obligations. Because of that, going to look into going back to February. Had an Infopeople instructor conduct a workshop on Customer Service in a Self Check World. Got a lot of excellent comments on that. In the afternoon, brainstormed some customer service ideas. Director Mazerov interjected that Trustees should have received a list of the customer service improvement suggestions made by staff. Caroline stated some of these are already being implemented and beta tested with the patrons to see how they like them. This was one of the more positive evaluations received on the day. One of the suggestions for future presentations was to focus on cultural diversity with our patrons in customer service. If we move the date back to February, it will push Staff Development Day to 1 ½ years but will give us a chance to reevaluate it. Trustee Ganer commented was impressed by the amount of ideas the staff contributed. During this time will put some ideas from last year with these and start implementing more of them. As Caroline interjected, some of them can be implemented with something as simple as more directional signs.</p> <p>Mary Ivelia, Library Clerk II, introduced Harriett Reed, a student at Cal State Fullerton who has been interning here at the library and helping with story times, World Builders Club, Chess Club, Harry Potter Event, and stickering books. Harriett stated has so enjoyed her time here that originally wanted to be a second grade teacher but now may change to</p>

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c) Election of Board Officers							<p>library science.</p> <p>Caroline mentioned the annual Christmas party to the Board and noted they had their invitations tonight.</p> <p>Director Mazerov, opened nominations for Board officers. On nominations duly made, the following were elected:</p> <p>Motion by Trustee Miller, seconded by Trustee Ganer to nominate Bob Niccum, President. Motion passed unanimously.</p> <p>Motion by President Niccum, seconded by Trustee Ganer to nominate Donna Miller, President Pro Tem. Motion passed unanimously.</p> <p>Motion by Trustee Miller, seconded by President Niccum to nominate Patricia Ganer, Secretary</p> <p>Motion by Trustee Miller, seconded by Trustee Ganer to move the January Board meeting date to January 8<sup>th</sup>, 2008.</p>
d) Confirm January 8 <sup>th</sup> Date for January Board Meeting	<p>Motion</p> <p>Second</p> <p>Ayes</p> <p>Noes</p> <p>Absent</p> <p>Abstain</p>	X	X X	X X	X	X	
V. ORAL COMMUNICATION							
a) From Public concerning non-agenda items							No comments.
b) Board Members' Reports on conferences attended or meetings scheduled							No comments.
c) Volunteer Guild Report							Luann O'Hara, Guild President, was not in attendance. No report was given.
d) Director's Report							

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1. Items of interest to the Board							<p>Director Mazerov showed the Board the new teen library card designed by Vince Tannahill. Four members of staff attended the Mayor's Prayer Breakfast. Received a note in the Comment box from a previous trustee, Ed Gunter, who said he was on the Board in the 80's and stated that the library looks very good. Mentioned the pay phone issue. Have had correspondence from a company that does provide pay phone service. There are 2 concerns. Not really happy where it is located by the open stairwell and want to make sure does not cost us to have it. Also concerned about not having a phone because not everyone has cell phones. If we want to relocate it outside the building would be \$150 and could receive a commission of 25% after \$100. AT&amp;T will start removing pay phones in January and ours is scheduled to be removed in March. Kathy McClelland, Business Officer, is looking at other providers as well. Trustee Ganer asked how much of a problem cell phone use is here in the library. Director Mazerov stated let people use their cell phones on the first floor if talk quietly. The policy is still no loud noise that disturbs other patrons, whether on phone or talking to someone with them. However, upstairs do not allow it as supposed to be a quiet area. Kathleen Wade works with the Community Collaborative with the Centralia School District and Board has been provided with a copy of a brochure they put out that tells who is involved. With issues we have had with some of the students at Walter Knott, it has given us an inroad to staff. A problem has come up with the kids playing on the lawn and running across the exit drive. It is mainly their early release day of Thursday.</p> <p>Director Mazerov presented result of Word</p>

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2. Children's Department Activity report							<p>Builder's Club which has been going for 8 weeks. They did things such as learn vocabulary words from Greek and Latin roots; four Greek and four Latin roots each week with word lists; different parts of speech; memorized the Greek alphabet, and the Latin alphabet. Every week learned two Latin phrases, and after looking at Monet's picture, "The Water Lily Pond," the club collaborated on a poem and drew their version of the painting. The poem and five of the drawings are going to be submitted to five different children's magazines. The Board was shown a poster board that displayed the various drawings. President Niccum inquired the ages and Director Mazerov stated ranged from 7 to 12. As usual this time of year, are at the end of this club and chess club. After the first of the year, will start up other programs. Had three meetings of the club in November with total attendance of 63. Additionally, there were 20 story times with attendance of 686, four school tours with total of 191 children. Tours usually made up of two or three classes. Made eleven visits to schools, such as Buena Park Head Start classes.</p> <p>Throughout this month Director will be taking various days off and the week of Christmas while family is in town.</p>
VI. FUTURE AGENDA ITEMS							None proposed.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X	X  X	X X	X	X	<p>Motion by Trustee Ganer seconded by Trustee Miller to approve consent calendar as presented. Consent calendar was approved unanimously:</p> <p>a) Approve Claims Request Number 652-07</p> <p>b) Personnel Matters</p> <p>1. Merit increase for F/T Support Services Manger, Mary McCasland, to Step 6 on the</p>

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							Salary Scale effective December 7, 2007. 2. Merit increase for P/T Library Clerk I, Cindy Morales, to Step 4 on the Salary Scale effective November 23, 2007.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X	X  X	X X	X	X	Motion by Trustee Ganer seconded by Trustee Miller to adjourn. Motion approved unanimously and meeting stood adjourned at 6:21 p.m.

Submitted by,

Patricia Ganer, Secretary