

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 December 2, 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 5:30p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Trustee Miller was not present at Roll Call but is expected. President Niccum noted that Trustee Miller arrived at 5:33 p.m. Director Louise Mazerov Carolyn Emery, Sr. Project Mgr. with Local Agency Formation Commission (LAFCO) Patricia Rivera, Public Services Mgr. Victoria Sanders-Victor, Business Officer
IV. UNFINISHED BUSINESS a) LAFCO Update							President Niccum stated would like to take Item IV. b) LAFCO Update out of order in order to allow the speaker to leave after. Carolyn Emery, Sr. Project Manager, with Local Agency Formation Commission (LAFCO) introduced herself and thanked Board for their time. Currently going out and introducing themselves and being available to funding agencies. Highlighted major projects. Completed review of our district in 2005 and do not expect any other projects coming from our district. Will be having a summit in early spring to develop the next round of service reviews and strategies and hope will send staff to that. Additionally, LAFCO has held their budget steady and last year due to salary savings and conservative spending had a surplus last year and passed along to funding agencies so reduced the dues to members and may have another surplus again in coming year and would pass along to funding agencies again.

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I. ACTION ON MINUTES Regular Meeting of November 4, 2008	Motion Second Ayes Noes Absent Abstain	X X	X X			X X	Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the minutes of November 4, 2008. Trustee Miller abstained from voting. Motion was approved unanimously.
II. CORRESPONDENCE a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations b) Management Team Minutes							No comment or discussion. Trustee Ganer inquired about the intermittent problems with the Internet connection mentioned in the management minutes. Director Mazerov stated had something to do with AT&T phone lines and is okay now. Trustee Ganer asked for clarification on the Proving Reference and Director Mazerov clarified that is actually Roving Reference Trial in which the Librarians rove throughout the Library to see if patrons have any questions, need help, etc. Other libraries are using or trying this practice out.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) Revenue - \$522,589.20 and Expenditure - \$1,007,538.50 Report as of November 2008							Director Mazerov gave an update on the revenue. Received communication from the County Auditor/Controller's office about the current property tax supplemental (under Income on report 6280) budgeted \$60,000. Last year at this time we had already received \$19,000, but County communicated that largely due to significant number of negative supplemental events in October that required a payment of refunds for

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b) Monthly Statistical Report for October 2008							<p>current year collections there will not be a supplemental property tax appropriation in November. We don't know yet about the current property tax.</p> <p>Director Mazerov noted that is up both in circulation and registration. Director Mazerov stated that the worse the economy is the more the library is used, the busier we are, and our services are more in demand. We are having a program coming up December 17th on Job Interviewing and Resume Writing. Trustee Ganer was interested in receiving flyer and information on this program in terms of her students.</p>
IV. UNFINISHED BUSINESS a) Proposed Revisions to Employee Handbook Section on Leaves of Absences Regarding Kin Care and Domestic Violence/Sexual Assault	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	<p>Director Mazerov stated these are two of policies that discussed previously that had some questions about. The first pages are the proposed draft policy and behind each is the background information from the actual laws. We do have other, including the military one, in which confusion in that one came from two sections on military leave for active service personnel and one is leave for family. Believe the one for active duty has just been changed again by the Feds.</p> <p>Trustee Ganer inquired on the kin care in the last sentence of the last paragraph referring to "one's" use. President Niccum stated is in reference to the term being used in the sentence before and it was decided to change the term "one's" in last sentence to "employee's" registered domestic partner.</p> <p>President Niccum stated that appreciated</p>

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b) LAFCO Update							<p>having both the proposed draft policy and statute behind it. He found that in our proposed policy addresses both domestic violence and sexual assault, but could not find any reference to sexual assault in the statute. Wondered how that got to be in there. Director Mazerov stated probably was in the language given to us from the lawyers who reviewed and made the recommendations or someone else's policy. Trustee Ganer stated that even though the statute only refers to domestic violence there isn't any reason we couldn't include it and President Niccum agreed. However, he doesn't feel they necessarily belong together. Feels perhaps should have a separate one for sexual assault. President Niccum suggested separating them and approving the domestic violence policy and then taking another look at the sexual assault one.</p> <p>Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the kin care and domestic violence employee handbook section with proposed revisions. Motion was passed unanimously.</p> <p>This item has already been heard out of order on Agenda</p>
V. NEW BUSINESS a) Election of Officers							<p>Director Mazerov opened nominations for President. On nominations duly made, the following were elected: Motion by Trustee Ganer seconded by Trustee Alibrandi to nominate Bob Niccum President. Motion was passed unanimously. President Niccum opened</p>

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							<p>nominations for President Pro Tem. Donna Miller was nominated and passed unanimously for President Pro Tem. Motion by Trustee Alibrandi seconded by Trustee Miller to nominate Trustee Ganer as Secretary. Motion was passed unanimously.</p> <p>Inquiry was made on swearing in of officers who were elected in lieu of election and Director Mazerov stated had not received the official paperwork from the Registrar of Voters to do the swearing in at time of the Board meeting.</p>
b) Approve Library Closure February 9, 2009 for Staff Development Day	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	<p>Moved by Trustee Ganer seconded by Trustee Miller to approve Library closure February 9, 2008 for Staff Development Day. Motion was passed unanimously.</p>
c) Approve Resolution #008-4 to Commence Employer Paid Member Contributions (EPMC)	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	<p>Director Mazerov stated that this is something that is in our contract with PERs, but now are required to have a Resolution on file so this is a formality. Motion by Trustee Ganer seconded by Trustee Alibrandi to approve Resolution #008-4. President Niccum stated does not see any term date and wondered if this is open ended and Director Mazerov clarified it is open until we change it.</p>
VI. ORAL COMMUNICATION							
a) From Public concerning non-agenda items							No comments or discussion.
Board Members' Reports on conferences attended or meetings scheduled							Trustee Miller stated had gone to the Ethics Training done by the South Orange County Community College District and did not receive a certificate

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<p>c) Volunteer Guild Report</p> <p>d) Director's Report 1. Items of interest to the Board</p>							<p>that would verify she was there. If it does not qualify, what is the deadline? Director Mazerov stated has to be done by Dec. 31st and can be done online and the certificate is there to print out when finish the online course. Director Mazerov is going to forward the training information to Board members.</p> <p>Luann O'Hara, Guild President, was not present. Director Mazerov reported that Guild had their second Sidewalk Book Sale and made little under \$500, and hoping to do another one in February just outside the bookstore. Members Only Double Discount Sale is on Saturday, December 13th.</p> <p>Director Mazerov introduced the new Business Officer, Victoria Sanders-Victor, who started on Monday, November 17th. Has been receiving some intermittent training from Kathy McClelland, and busy going through the files and working with Paula Riley, Administrative Assistant. Trustee Ganer inquired as to Victoria's background and Victoria stated came from Orange County Head Start and was there about 2 years. Bulk of accounting experience is in real estate and has been in accounting for about 20 years. Received Bachelor's Degree in 1997 from Cal State Dominguez. Patricia Rivera and Director attended the California Library Assoc. conference in San Jose, CA. Good workshops and talk by our lobbyist, which wasn't very encouraging. Reiterated how important for local libraries to keep in contact with</p>

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2. Youth Services Activity Report							<p>their legislators and really does have an impact when recommendations are made that would impact libraries when public and Board members contacted local legislators. The recognition is that the pain is pretty general, everybody is receiving some cuts so be aware and stay in contact with legislators and convey what do with the money to see what impact would be if cuts happen. Received word today from Carol Stone, Director of Anaheim Library, with cuts in their branch hours and closing one or two days a week. Haskett Branch closest to us will be closing Sunday and since we're not open Sunday we won't feel the impact from that necessarily. The chart that Doug Mason did last year that showed that direct loans while Haskett was closed went way up and then went down when Haskett reopened, but now up to where they were when Haskett was closed and a little higher. Libraries get used a lot when economy bad. Board received their invitations tonight to the annual Christmas party and hope all can attend. Reminded Trustees to make sure the Library gets a copy of their certificate for doing the Ethics Training.</p> <p>One of the Grants Library received since Patricia Rivera is part of the Eureka Leadership Program was \$5,000 to hire an instructor to help staff to learn Spanish to better serve our Hispanic patrons. Have selected someone who will be starting after the first of the year.</p> <p>Had 19 story times during the month of November with total attendance of 969.</p>

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							Still doing tours every week or so and had 2 tours with total of 120. The teen programs are doing well. Second Super Smash Brothers Brawl Tournament had 53 in attendance.
VII. FUTURE AGENDA ITEMS							<p>President Niccum stated before considering next year's budget would like to see all personnel costs broken down so know how much is allocated for salary, health and welfare benefits segregated with current and retired employees, statutory benefits such as workman's comp, PERs payments both employer portion and employee portions, and deferred compensation costs and similar plans such as 403(b) and any other personnel-related expenditures as far as salary and benefits. When bring an employee in the door, what it cost by law or our own policies.</p> <p>President Niccum stated that for the January meeting wants the total revenues from all sources, total expenses and unrestricted net assets for the last 5 years. Director Mazerov stated that Trustee Salts had indicated last month that he would like it also in a graph form and is getting that ready as well.</p>
VIII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X X	X	X X	X	X	<p>Motion by Trustee Alibrandi seconded by Trustee Miller to approve Consent Calendar as presented. Consent Calendar was approved unanimously:</p> <p>a) Approve Unpaid November Bills Detail</p> <p>Personnel Matters</p> <p>1. New hire of F/T Business Officer, Victoria Sanders-Victor, at Step 1 on the Salary Scale effective</p>

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							November 17, 2008. 2. Resignation of F/T Business Officer, Kathy McClelland, on November 30, 2008. 3. Merit increase for P/T Library Clerk, Cindy Morales, to Step 5 on the Salary Scale effective November 22, 2008. 4. Merit increase for F/T Support Services Manager, Mary McCasland, to Step 7 on the Salary Scale effective December 1, 2008.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Motion by Trustee Ganer seconded by Trustee Miller to adjourn. Motion approved unanimously and meeting stood adjourned at 6:19 p.m.

Submitted by,

Patricia M. Ganer, Secretary