

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
December 1, 2009

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 5:31 p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Director Louise Mazerov Patricia Rivera, Public Services Manager Vicki Terbovich, Systems Services Manager Victoria Sanders-Victor, Business Officer
PRESENTATION OF AT&T GRANT BY JOHN HEFFERNAN TO VOLUNTEER GUILD							Director Mazerov had Patricia Rivera, Public Services Manager, come up and give an overview of how will use the grant, and introduce some of the community partners. John Heffernan from AT&T will present check to Luann O'Hara as representative of the Volunteer Guild. Patricia Rivera stated that with the generous AT&T Foundation grant the library is able to collaborate with several community partners so can develop and expand all the programs that we have that can help students successfully complete high school and prepare them for college or the work force. We already subscribe to Homework Help Now database, which helps student's academic performance by offering live on line homework help in math, science, social studies and English. Also subscribe to Learning Express, which gives a lot of college preparation examinations to help with taking SAT or ACT exams. With the grant, we're now able to expand to Job Now. This is a data base that offers resume writing assistance, job coaching and interviewing help so when go into real world able to prepare for career want to go in to. Along with our community partners able to provide services and programs at library. Will have college preparation exams thanks to Kaplan Test Prep and Admissions, represented by Mr. John Peterson. Will also have financial aid information workshops provided offsite by EPI-DIGM. Resume writing and workshops thanks to American First Credit Union and Michelle Lawrence, Business Development/Education Coordinator, is here representing them. Will also plan on having motivational speakers comprised of current college students, college graduates, and those in a Master's program to help motivate students who may want to continue going on to further their education. Of course,

MINUTES  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE  
 BUENA PARK LIBRARY DISTRICT  
 December 1, 2009

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
							<p>working with the Buena Park High School will be very important and thanks to Mr. Scott Edwards-Silva, who is the Dean of Academic Services, and working with their AVID program coordinator and their counselors are able to reach out to a lot of their at-risk students who may not come into the library and will be able to provide some of the services at the schools and in the classroom. We want to thank the AT&amp;T Foundation because we know that working together and with all our community partners we can reach out to a lot more students and help them reach that American dream of getting education and obtaining a good career. At this point John Heffernan stepped forward with a large mock check to present to Luann O'Hara, President of the Library Guild Bookstore. The Board of Trustees, community partners and Director and Public Services Manager all posed for a photograph of the check presentation.</p> <p>Director Mazerov stated that have a Certificate of Appreciation that Luann O'Hara presented to John Heffernan with thanks for the \$5,000 grant, which means so much to the library, Guild bookstore and community. John Heffernan stated that in his current public affairs position is getting out in the community and managing the stakeholder relationships and have 11 cities in Orange County from San Clemente up to Seal Beach and then into Buena Park and Westminster. The credit goes to the folks who completed the grant application. Director Mazerov stated that was Patricia Rivera and Phyllis Nisle, Librarian I. The grant application goes off to Dallas and they see thousands of them a year and have no problem kicking them back if not on target. Congratulated library on a good grant application. Director Mazerov thanked John Heffernan for letting library know about the grant and encouraging library to apply, and to Patricia Rivera and Phyllis Nisle and all the schools and organizations that are going to help make this a very important program for us.</p>
I. ACTION ON MINUTES Regular Meeting of November 3, 2009	Motion Second Ayes	X X X	X X X	X X X	X X X	X X X	Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the Minutes of Regular Meeting of November 3, 2009. Motion was approved unanimously.

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
December 1, 2009

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
	Noes Absent Abstain					
II. CORRESPONDENCE a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations  b) Management Team Minutes						<p>Director Mazerov assured Board that now finished migration will be back to ordering books and there will be more on the list in following months.</p> <p>Trustee Ganer asked if everything is continuing to work with Polaris. Vicki Terbovich, Systems Services Manager, assured Board it is and has done 5 migrations and this was the smoothest even with the power outage the day before going live. The customers seem to really like it and staff is very happy. There are some wrinkles to work out before sign off on it and issues we have to work out like being able to pay with credit cards from the web site.</p>
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) Revenue - \$230,769.59 and Expenditure - \$854,208.06 Report as of November 2009  b) Monthly Statistical Report for November 2009						<p>Director Mazerov gave kudos to Victoria Sanders-Victor, Business Officer, for pursuing getting a refund on a double payment made to Baker and Taylor in the amount of \$15,000. Due to Victoria's persistence and diligence the library finally received the refund after letters were sent to the President of the company and CFO.</p> <p>Director stated that the statistical report trustees have only reflects through the last time used Dynix, November 16<sup>th</sup>, before transition to Polaris. When add in the circulation for the 19<sup>th</sup> – 30<sup>th</sup>, which is additional 12,566 items, then YTD numbers are just down 5%. Very impressed with the patrons registered numbers. When add in 185 patrons registered since the 19<sup>th</sup> to the 238 done earlier for over last November it was only down 7% and YTD number is up 16%. We're working on refining the report and the numbers we will be getting from Polaris so that it reflects these same items from now on.</p>
IV. NEW BUSINESS						

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
December 1, 2009

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
a) Election of Officers							Director Mazerov opened the nomination for President of the Board. Motion by Trustee Ganer seconded by Trustee Alibrandi to nominate Bob Niccum for President. There were no other nominations and Bob Niccum was elected President. Bob Niccum opened nominations for President Pro Tem. Trustee Miller nominated Pat Ganer for President Pro Tem and there were no more nominations. Pat Ganer was elected as President Pro Tem. Nominations were opened for secretary. Trustee Alibrandi nominated Trustee Miller. There were no other nominations. Trustee Miller was elected Secretary
b) Approve Purchase or Lease of 3M Self Check Machine and Book Check	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Director Mazerov stated existing self-check machine is at least 9 years old and is currently jerry rigged to work with Polaris. Need a new self check machine and a new book check, which is what use when check in items to reactivate the security tape. That is even more tenuously jerry rigged to work with Polaris. Have the proposal from 3M and Vicki Terbovich worked with them to get best price. This does include 5 year maintenance agreement for both items. Five year maintenances were almost \$8000. We are currently paying \$2053 a year for maintenance on the self-check machine. Do have the option of paying the entire thing now, \$30,406, or leasing it with option to purchase at end of 5 years or paying more monthly and purchasing for \$1 at end of that time. Vicki Terbovich stated is recommending the leasing option although slightly more costly because end of 5 years technology needs to be refreshed. When looking at units like these, 10 years is way past its time. The flat monthly schedule makes it much easier for us to replace because when turn around in 5 years price now for self check alone is \$19,000. If in 5 years if got a flat schedule and ready to replace it, can replace nicely by just turning around and give it back and not worrying about recycling. Recommending going that direction as will have a flat, predictable cost. Understands that leasing will cost more money, but isn't something will keep forever as it has a life span from a technology perspective. Trustee Salts asked how much more leasing cost and Business Officer verified it would be about \$8,000 more to lease it and making payments. Trustee Salts stated the reason

MINUTES  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE  
 BUENA PARK LIBRARY DISTRICT  
 December 1, 2009

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
							<p>businesses do it that way is so can deduct it as a current cost instead of having to depreciate it. We don't have that tax implication. If we can save \$8,000, don't see us spending \$8,000 don't need to spend. Trustee Salts asked if we have the money to buy it outright. Trustee Miller asked for verification that if lease it will ultimately cost \$8,000 more, but if buy it our payments will be more each month? Director Mazerov stated that if outright will just pay one amount. Director Mazerov stated she has gone back and forth with several different options including paying for 2 years up front and picking up monthly cost in third year, or paying it all up front. They are willing to work with us on whatever we decide to do. Trustee Miller agrees with Trustee Salts as to why pay \$8,000 more. What concern might be is in 5 years Board might say that we bought it so why buy anything new? Hopes the Board will be proactive enough. Trustee Salts stated that if we have the cash, are willing to commit it then we save \$8,000. President Niccum stated what occurs to him as a mitigating factor for paying the money up front is we have no interest money coming from the state and we don't want to be building annual costs. That is the kind of situation where you want to use that kind of money for a one time purchase. That is interest free money as opposed to interest with lease payments we would be paying. Fully understands Vicki's recommendation and under other circumstances would go with it, but think in this particular circumstance where have an infusion of interest free money coming from the State we don't want to reverse some of the things we've already built into it. It is a very valid use of a portion of that State money. President Niccum states that from a financial standpoint should be building a reserve for a replacement into our annual budget so that we aren't hit with shell shock 5 years from now if have another large sum needed. Trustee Ganer stated we will be facing that regardless if lease or purchase, but if planning for it is better.</p> <p>Motion by Trustee Miller seconded by Trustee Salts to purchase 3M self check machine and book check as opposed to leasing. Motion was approved unanimously.</p>



MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
December 1, 2009

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
2. Youth Services R							<p>reopened and thanks to Volunteer Guild as people came in handed out Book Bucks for the bookstore. Staff is still working out kinks, but the teamwork is just great. Mary McCasland was very concerned having to be gone this and last week with death of mother, but assured her everybody is working together and turned to each other when had questions or to Vicki. Vicki has practically been living here since she started. To the patrons it was pretty seamless. Still working on modifications to website. There was a day or day and half until catalog was available on the website. The hard work of everyone in preparation, and their continuing to work together so well, and attitude has been great and positive.</p> <p>Even though closed those few days, still had 15 story times with 638 children in attendance. The Register or the Independent has been picking up our information. Adult programming continues to grow and the author talks are very popular and will be continuing with that. The In Stitches group has crocheted squares that were made into an afghan that will have an opportunity drawing for after first of the year to help raise money for children's programs.</p> <p>Trustee Ganer asked about the turnout for author meetings. Director Mazerov stated there were 22 at the Jay Jennings <u>Knott's Berry Farm - The Early Years</u> talk. When someone came and talked about writing and getting published, had approximately 30 attend. It varies but the turn out is definitely growing over time. Like to have them up here in Board room for a more intimate setting. Did have the Beginning Computer Classes with about 14.</p>
VI. FUTURE AGENDA ITEMS							No items proposed.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Motion by Trustee Alibrandi seconded by Trustee Ganer to approve Consent Calendar as presented. Consent Calendar was approved unanimously:  a) Unpaid Bills Detail November 2009
VIII. CLOSED SESSION							
a) Personnel Matters (Pursuant to Gov. Code							Board adjourned into Closed Session at 6:14 p.m. Board reconvened into Open Session at 6:35 p.m. Had

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
December 1, 2009

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
Section 54957)							<p>Closed Session on Personnel Matters pursuant to Gov. Code Section 54957. Board took no reportable actions in Closed Session.</p> <p>President Niccum stated reached end of posted agenda; however, we will pick up again on an earlier portion of the meeting. Director Mazerov stated another one of our community partners for the AT&amp;T grant is here now. Patricia Rivera, Public Services Manager, stated the three students are part of the Orange County Dream Team and are the ones who will be providing motivational speakers to come and talk to the students. They're college graduates and current college students to help motivate them and say they were there once and that if they did it others can do it too. Patricia introduced Noemi Degante, Chair Educator for Orange County, and Carlos Perea and Francisco Bravo. They came from Santa Ana and were stuck in traffic earlier. President Niccum stated appreciated them making the trip, but even more appreciate what they are going to be doing. Trustee Ganer asked where they all are going to school. Noemi Degante graduated from Cal State Fullerton, Carlos Perea is a high school student from Los Amigos High, and Francisco Bravo just graduated from Cal State Long Beach. Board thanked them and stated this will be a great service for the community.</p>
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X X	X X	X X	X X	X X	Motion by Trustee Salts seconded by Trustee Alibrandi to adjourn. Trustee Ganer stated would like to adjourn in memory of Mary McCasland's mother, Evelyn Shook. President Niccum felt that was well suggested and motion was approved unanimously and meeting stood adjourned at 6:37 p.m.

Submitted by,

Donna Miller, Secretary