

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
February 1, 2005

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	Louise S. Mazerov, Library Director Mary McCasland, Support Services Manager
IV. NEW BUSINESS a) Buena Park Library District Board of Trustees Proclamation Recognizing the 100 th Anniversary of Rotary International	Motion Second Ayes Noes Absent Abstain	X X	X X	X X	X X	X X	President Niccum suggested moving Item IV a) to beginning of meeting since Rotarians were present for the item. Moved by Trustee Ganer and seconded by Trustee Alibrandi to approve the proclamation. Trustee Ganer expressed appreciation for emphasis Rotary places on literacy and combating illiteracy. Proclamation presented by President Niccum and accepted on behalf of the Rotary by Rotarians Dennis Salts, Ed Marks, Secretary, and Steve Chen, International Advisor.
I. ACTION ON MINUTES a) Regular Meeting of January 4, 2005	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X X	X X	Moved by Trustee Salts and seconded by Trustee Ganer to approve the minutes of regular meeting of January 4, 2005.
II. CORRESPONDENCE a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations b) Management Team Minutes							No discussion. Trustee Ganer requested clarification on where blog format mentioned with no comment capability on "News and Updates" page. Director Mazerov stated there is no comment capability in this particular section, but there is a section where can make comments to the webmaster.

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III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) Revenue Report - Revenues as of December 31, 2004- \$895,364 b) Expenditures Report - Expenditures as of - January 15, 2005 - \$972,498 c) Monthly Statistical Report							President Niccum inquired as to why Actual Revenue column and Balance column reflect the same numbers. Director Mazerov stated would check with Robert Housley, Business Officer, why both columns reflect same figures. No discussion. No discussion.
IV. NEW BUSINESS a) Buena Park Library District Board of Trustees Proclamation Recognizing the 100 th Anniversary of Rotary International b) Fees and Fines Review	Motion Second Ayes Noes Absent Abstain Motion Second Ayes Noes Absent Abstain						This item has already had action taken on it. Includes libraries that were left out last time; namely, Placentia and Newport Beach. President Niccum questioned why not charging as much in the area of Collection Agency Fee. Mary McCasland stated that we have a contract fee of \$4.50 referral fee with collection agency that has kept our cost down. We send approximately 5 accounts a week that reach \$50 to collection and collection rate is approximately 50-55%. Trustee Salts suggested raising the \$10 fee to \$15 to be with the going rate. Director Mazerov would like to find out whether other libraries are higher because their referral fee is higher. Not sure we would make more by charging more and main point is to get the material back. Mary McCasland reiterated that is all electronically done so there is very little

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							<p>staff time that goes into it. Trustee Ganer has concern and would like to see fee removed for Duplication of Public Documents. Realizes was implemented when there was a large demand on staff to duplicate these documents, such as Board minutes, etc. Mary McCasland said that currently there is no demand on staff and much is available on the internet now. President Niccum stated every public agency he knows of charges and is statutorily limited could charge \$.25 for first copy and \$.10 for each page after. Director Mazerov stated would like to check whether other libraries don't have public records copying as a line item but falls under other copying charges. Trustee Miller stated would prefer to have this charge in place rather than have to put it back in. Moved by Trustee Miller and seconded by Trustee Salts to approve the fees and fines review as presented.</p>
<p>V. ORAL COMMUNICATION</p> <p>a) From Public concerning non-agenda items</p> <p>b) Board Members' Reports on conferences attended or meetings scheduled</p> <p>c) Volunteer Guild Report</p> <p>d) Director's Report 1. Items of interest to the</p>							<p>Mrs. Salts introduced several members of the audience. Lori Cyrus, Interact Advisor, from Savanna High and Sam White, President Elect, of the Buena Park Rotary Club.</p> <p>Trustee Miller felt very productive meeting with representative of Assemblyman Bermudez' office at California Library Association Day in the District.</p> <p>Director Mazerov reported things are going quite well with the Guild and starting romance paperback sale.</p> <p>Director Mazerov and Kathleen Wade,</p>

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Board							<p>Public Services Officer, met with Trudy Barnes, City Parks and Fine Arts Commission, began planning for <u>Da Vinci Code</u> Program here in our meeting room on April 16th from 3-5 pm. The Guild has agreed to be co host. There will be a fee of approximately \$10-\$15 depending on cost of caterer. A tea will be held and an art professor will discuss the <u>Da Vinci Code</u>, Leonardo Da Vinci and the Last Supper. It takes place at the end of National Library Week and the day after Leonardo Da Vinci's birthday. Parks is being very generous bring over round tables and supplies. Whatever money is left after expenses will be split between the Guild and Fine Arts Commission. Director Mazerov attended a tri system meeting; SLS, MCLS and South State where discussed the future of the Library of California and a recommendation to be made to the State Librarian. While Director attended an Info People workshop on Effective Change Management for Libraries, Kathleen Wade and Luann O'Hara were attending a meeting on a system that is in place to help sell used books that can't be sold in the bookstores. The company is called bLogistics and they sell the books via eBay and other places on line. They track the books, the money and the Guild wouldn't have to do that work but some of the profit would then trickle down to us. Libraries in the immediate area interested are Placentia, Santa Ana, Fullerton, Mission Viejo and probably some of the Orange County libraries. They'll make an arrangement with a local shipper. The Guild has agreed to give us some seed money for that. This should enable to sell books unable to sell here. The Buena Park School District library clerks held their monthly meeting here and were</p>

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							<p>given a tour of the library by Phyllis Nisle and Mary Ivelia, as well as a demonstration of some of our online resources. Asst. Superintendent Dr. Marilou Ryder wrote a very nice letter thanking Kathleen and myself. Kathleen Wade sent letters to all local school districts that they can use our library for meetings. The Special District Coalition met and included Director of Dixon Library, and representatives from Palos Verdes and Placentia Districts. Report from Geoffrey Neal, CSDA representative, and Kathy Gould, who is on CSDA Legislative Committee. Per one of the emails I sent to Board, CSDA has set up a subcommittee to study pension plans and what future costs might be because is a huge item for the Governor and Legislature. Also because Day in District was coming up, having a letter from all of us introducing this coalition to the different legislators. Kathy Gould developed that letter and we took it to our meeting with Assemblyman Bermudez and it was available for the other special districts to use if they were going to be meeting with their legislators. For Day in the District myself, Trustee Salts and Trustee Miller met with Gloria Pulido from Assemblyman Bermudez' office, presented the letter and discussed library and financing and encouraging support for the public library fund. At the Chamber Breakfast Greg Beaubien, City Manager, gave a state of the City address with a huge turn out. We received \$500 grant from the Noon Lions from Silverado Fundraising. Applied for the money for programs that will encourage discussions about the different cultures, and communities, through story telling. Have the signs up for staff development day, press release out, and schools have been</p>

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2. Children's Department Activity report							<p>notified and is also on our web page.</p> <p>Twenty story times with an attendance of 840 and decided five a week not enough to decided to add one more story time for after school. Weekly elementary school tours continue as well as starting to go out to the schools. Being invited to different parent nights, open houses and Sonia Rojas went to one school with a lot of Spanish speaking parents and actually signed up 19 people with new library cards. It is nice to have a staff that is flexible and able to do that.</p>
VI. FUTURE AGENDA ITEMS							
VII. CONSENT CALENDAR							
	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X X	Consent Calendar items approved as follows: a) Approve Claims Request Number 618-05 a) Personnel Matters 1. Motion by Trustee Ganer seconded by Trustee Salts to approve the consent calendar as presented.
ADJOURNMENT							
							Motion by Trustee Miller to adjourn and encourage people to take advantage of the refreshments Trustee Salts brought in honor of the proclamation. The meeting stood adjourned at 6:21 p.m.

Submitted by,

Dennis Salts
Secretary