

MINUTES  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE  
 BUENA PARK LIBRARY DISTRICT  
 February 5 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 5:30 p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Director Mazerov Doug Mason, System Services Manager Kathleen Wade, Public Services Manager
I. ACTION ON MINUTES Regular Meeting of January 8, 2008	Motion Second Ayes Noes Absent Abstain	X X	X X	X X	X X	X	President Niccum stated the minutes now reflect what stated on the recording at the conclusion of the previous Board meeting, adjourning at 6:13 pm; that reflected a misreading of the clock and was actually 6:08 pm. Would like the minutes to be corrected to reflect the reality. Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the minutes of January 8, 2008 as corrected. 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 comments.  Director Mazerov stated that the All Staff meeting dates in management team minutes are incorrect and correct dates were January 18 and 19. Trustee Miller inquired about the item regarding restraining order against patron. Director Mazerov stated met with Buena Park Police Sergeant in charge of Problem Oriented Police Unit. They are very familiar with this patron. This patron has disruptive behavior with other patrons and gets in arguments with them, wanders around making generally

MINUTES  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE  
 BUENA PARK LIBRARY DISTRICT  
 February 5 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
							<p>threatening comments. There was a restraining order that a patron took out against her which listed the library as a location she could not be at. Our attorney said then she shouldn't be here at all. The Buena Park police at first agreed with that but then they did not remove her when called if she was not causing a problem at that time. A representative from our attorney's office came out and interviewed staff members who have had contact with her in terms of going ahead and pursuing a restraining order. We are pursuing our own restraining order against her. Trustee Ganer wanted to be sure Library investigates what type of film the film company who wants to use the library is doing as Cypress College had a scene filmed there that was okay; however, it was later used in a pornographic movie. Director Mazerov assured Board had a copy of script for the scene to be done here. Kathleen Wade, Public Services Manager, assured Board was a senior project for a Chapman College student and we knew the storyline and had our attorney look at agreement used with them. President Niccum inquired about Playaway trial. Director Mazerov had Kathleen Wade show Board a sample. Available in bookstores and is an all-in-one contained small recording of a school text book. Listen to it on earplugs, runs on a battery and libraries have started carrying those as well as books on CD. Makes it easy to listen to while jogging or working out at home. Decided to do a trial and Guild purchased them for us. One issue is batteries don't last very long and because have to use</p>

MINUTES  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE  
 BUENA PARK LIBRARY DISTRICT  
 February 5 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
							earplugs are going to get disposable ones.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) YTD Revenue Report - Revenues as January 15, 2008 – \$1,272,310  b) Expenditures Report - Expenditures as of – January 15, 2008 - \$1,370,148  c) Monthly Statistical Report for January 2008							No comments.  President Niccum had a question about the credit card merchant fees being so high only half way through the year. Director Mazerov stated will have to check with Mary McCasland regarding the increase; however, credit cards are being used for passports now too.  No comments.
IV. UNFINISHED BUSINESS a) Approve Tree Removal and Planting	Motion Second Ayes Noes Absent Abstain						President Niccum confirmed with Director Mazerov that this item is indeed being removed for consideration tonight. Director Mazerov confirmed that and stated the arborist that provided the bid in packet wanted library to go to City to supply him with information regarding what is underground. SDRMA responded after sent out packets to not go with anyone who has the language limiting their liability on the invoice. Found another arborist who came out and we are also looking at sprinklers too and he will do discovery for cost of \$600-\$700 and give bid on other work. We never heard back from the company who submitted first bid in January packet when requested removing the liability language.

MINUTES  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE  
 BUENA PARK LIBRARY DISTRICT  
 February 5 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
V. NEW BUSINESS							
a) Fees and Fines Review	Motion Second		X				Director Mazerov stated Mary McCasland unable to attend meeting due to covering for absent staff. Not recommending any changes but did include some additional information on rental fees for the different rooms and do want to add the fee on that page regarding filming. President Niccum asked if charged for just time filming. Director Mazerov stated fee was for entire time here, but waived the \$100 hour fee because from the college. Did pay \$50 cleaning fee and \$25/hr. for one staff person. President Niccum stated is crucial when dealing with film people that it's in writing that they can not use your power. Have them bring their own generators. Motion by Trustee Ganer seconded by Trustee Miller to approve Fees and Fines. Motion was passed unanimously.
	Ayes	X	X	X	X		
	Noes						
	Absent Abstain					X	
b) Technology Update Report by Doug Mason							Doug Mason, System Services Manager, provided the Board with a technology update outlining what has been done and yet to do. Installed network equipment including switches and routers for upcoming migration. Implementation of public wireless network is complete and running good. Usually 7-8 using wireless now at one time and have about 20 spots now where can plug in. Installed 2 <sup>nd</sup> T1 circuit which is tied with first T1 circuit to give us better band width. Redesigned website to increase visibility of services and judging by the last year database use increased 45%. The business one went from 50 to 392 hits primarily by moving it to the front page. Also installed and implemented

MINUTES  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE  
 BUENA PARK LIBRARY DISTRICT  
 February 5 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
							<p>HIP, which is the new WebPac. Currently running both simultaneously but eventually old WebPac will drop out. Finished setup of 6 new PCs in the librarian's office just yesterday. Will be installing and setting up 12 new staff PCs. Upcoming primarily revolving around the migration. Will be doing an RFP for the new system rather than just slide into the one offered by the current vendor. RFPs due May 1<sup>st</sup> and have final decision and contract signed by June 2008. After migration and settle into new system will incorporate the new computer lab. As far as logistics need the other system in place first. Trustee Ganer mentioned the link to Amazon.com for ordering. Doug said have had 90 orders already. Information has gone out and more will be regarding this feature.</p>
<p>VI. ORAL COMMUNICATION</p> <p>a) From Public concerning non-agenda items</p> <p>Board Members' Reports on conferences attended or meetings scheduled</p> <p>c) Volunteer Guild Report</p> <p>d) Director's Report</p> <p style="padding-left: 20px;">1. Items of interest to the Board</p>							<p>No comments.</p> <p>Trustee Alibrandi announced that she has turned in her retirement letter at Cypress College effective May 22, 2008.</p> <p>No report.</p> <p>Director Mazerov stated that on the top of the list is Kathleen Wade, Public Services Manager, leaving us and going to Orange County Public Library as a Regional Services Manager in north County. The Board congratulated Kathleen and Trustee Ganer gave her a gift on behalf of the Board. Trustee</p>

MINUTES  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE  
 BUENA PARK LIBRARY DISTRICT  
 February 5 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
							<p>Miller stated cannot imagine library without Kathleen. Caroline Egan and Mary Ivelia are putting together some kind of event for Kathleen and will let Board know when finalized. Director Mazerov stated that the Board has been given a sheet that outlines some changes to the Brown Act and one of the first things have done is put on the agenda the location where agenda and materials are available for public viewing. The "at the meeting rule" is to have available for any visitors the information that is handed out to the Board at the meeting. There are new table covers with the library logo that will take when out in public for events. One is on display for the Board in the Boardroom this evening. Director Mazerov stated visited the Buena Park High School for a tour that was very interesting. In regards to Kathleen, we are revisiting the job description for the position and putting together a bulletin that hope to have out next Monday. The actual detailed description will be finishing this month and bring to Board next month. The previous job description was done in 2000 and things have changed in what the position does. Passport update is that fees have changed somewhat. Will now be getting \$25 instead of \$30 per passport and the overall fee was raised \$3. Instructions are out on the new ID cards they will be starting to issue in May but can take applications for them now. Busy putting together instructions for all staff that do passports. The changes started Feb. 1<sup>st</sup> but cards won't be coming out until later. The material sent to us about changes was very</p>

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
February 5 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
2. Children's Department Activity report							<p>confusing so Caroline Egan disseminated it and made a chart that was easier to understand. Issued a new edition of the application and things arranged differently so getting reoriented on that.</p> <p>There were seventeen story times in January with total attendance of 700. The Winter Reading Program had a total of 751 sign up for that. The school tours have started up again.</p>
VII. FUTURE AGENDA ITEMS							None proposed.
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 Claims Request Number 654-08</p> <p>Personnel Matters</p> <ol style="list-style-type: none"> <li>1. Merit increase for F/T Librarian I, Marcia Miyoshi, to Step 9 on the Salary Scale effective February 13, 2008.</li> <li>2. Merit increase for F/T Facility Maintenance Manager, Ray Garcia, to Step 9 on the Salary Scale effective February 13, 2008.</li> <li>3. Merit increase for P/T Library Clerk I, Virginia Marfice, to Step 9 on the Salary Scale effective February 17, 2008.</li> </ol>
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	<p>Motion by Trustee Miller seconded by Trustee Ganer to adjourn. Motion approved unanimously and meeting stood adjourned at 6:12 p.m.</p>

Submitted by,

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
February 5 2008

Patricia Ganer, Secretary