

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 February 3, 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 5:30 p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Director Louise Mazerov Doug Mason, System Services Manager Mary McCasland, Support Services Manager Patricia Rivera, Public Services Manager Victoria Sanders-Victor, Business Officer
I. ACTION ON MINUTES							
Regular Meeting of January 6, 2009	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Motion by Trustee Miller seconded by Trustee Salts to approve the Minutes of Regular Meeting of January 6, 2009. Motion was approved unanimously.
b) Special Meeting of January 20, 2009	Motion Second Ayes Noes Absent Abstain	X	X		X	X	Motion by Trustee Alibrandi seconded by Trustee Ganer to approve the Minutes of Special Meeting of January 20, 2009. 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							No comments or questions.
b) Management Team Minutes							No comments or questions.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR							
a) Revenue - \$1,447,201.14 and Expenditure - \$1,436,870.93 Report as of January 2009							No comments or questions.
b) Monthly Statistical Report for January 2009							No comments or questions. Mary McCasland stated are doing a lot more online registrations right now.

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IV. NEW BUSINESS							
a) Review of Fees and Fines	Motion Second Ayes Noes Absent Abstain	X X	 X X	 X	 X	 X	Director Mazerov stated as cover memo in packet states are not currently recommending any changes at this time as we are in line with surrounding areas. Motion by Trustee Alibrandi seconded by Trustee Ganer to approve the Review of Fees and Fines. Motion was passed unanimously.
b) Recommendation for Contracting with New ILS Provider	Motion Second Ayes Noes Absent Abstain	 X	 X X	 X	 X	 X	Director Mazerov stated that packet gives information on what the process was for choosing the vendor. Most staff was available to attend the three on-site demonstrations of the vendors who responded to the RFP. The committee consisting of Mary McCasland, Support Systems Manager, Patricia Rivera, Public Services Manager and Marcia Miyoshi, Librarian, met and analyzed their proposals, as well as what was presented, submitted supplemental questions and got answers back and ended up with the recommendation to go with Polaris. Doug Mason, System Services Manager, gave a brief outline of what did in the process for coming up with the recommendation. First selected three of the favorite vendors to send RFP to. Three sent to were SirsiDynix, Innovative Interfaces and Polaris Library Systems. After this developed request for proposal and sent to these three vendors for bidding. A committee was then formed to evaluate the RFPs once they were returned. Before RFPs were received, had the on site demonstrations as well. All full and part time staff were invited and asked to give input. After demos and RFPs returned, committee compared the cost of the system attributes, and company profiles to come up with their selection and chose Polaris Library Systems as having the product that best fit the needs of our library. The majority of the RFP analysis was done by Mary, Patricia and Marcia and their work was exceptional and incredibly detailed in terms of comparison and analysis. At the point decided on Polaris sent the preliminary contract and cost quote in packet. Also included the other two cost quotes based on what wanted in the RFP.

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c) Approve Resolution #009-1 to Change to 6% Employer Paid Member Contributions (EPMC)	Motion Second Ayes Noes Absent Abstain	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X	<p>Optional software is added in afterwards. Each base cost no matter which company went with would have a bit of additional cost to get the add ins in. The base cost was our comparison in the beginning. Just got the quote back today from Polaris and with the add ons the Polaris cost is approximately \$121,000, which is the lower base cost. One of the reasons is the other two systems were very robust. In talking scalability, Polaris really gears toward smaller public libraries. In fact, all they do is public libraries whereas the other two systems concentrate on academic and public and consortiums. They are known for their service to public libraries in their response time and reactions to issues and problems. They are known for being high on support. President Niccum commented thought market would be higher for public libraries than consortium. Doug stated the attorneys at Miller, Brown and Dannis now have the contract going over the legal terminology, etc. and sent back the first revision today and forwarded to Polaris. Trustee Ganer commented appreciated the completeness of material provided to the Board. We gained a lot of information from surrounding libraries that have gone through this and what they like, recommend, etc. Doug stated fortunate we stayed with Dynix Classic because if we had moved to Horizon a couple years ago we'd be in the boat where Horizon is basically being undeveloped.</p> <p>Motion by Trustee Miller seconded by Trustee Ganer to approve recommendation to go with the recommended ILS provider. Motion was approved unanimously.</p> <p>Director Mazerov stated these resolutions are a result of decisions made by Board at Special Meeting on budget reductions. The first resolution is to change the resolution Board made previously in terms of its contribution (EPMC). Now the employer will pay 6% of the contribution and employee will</p>

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							<p>Director Mazerov stated wanted to clarify one thing on figures that worked with on the budget reduction a few weeks ago. The savings on having the four unpaid holidays will be about \$3,000 less than stated because the first recommendation of closing between Christmas and New Year's included savings from everybody both full time and part time. On the holidays closed now, the part time doesn't get paid already and savings are already in the budget. In discussing it, the least paid part timers would get a double whammy if closed over the holidays. It is a matter of trying to balance everything.</p> <p>Director informed Board there is a CalTac meeting that is coming up at the Torrance Library on Saturday, March 14, and program sounds very interesting. It includes talk by Joan Frye Williams, Library and Information Technology Consultant, Libraries in the Future: Trustees and Commissioners Answer Questions -- Before Somebody Else Answers For Us! The second key note speaker will be Stacey Aldrich, California Deputy State Librarian, on Thinking in Future Tense -- from the California State Library. Director will be unable to attend due to surgery and would like any Board members to attend if possible. Trustee Salts requested that a staff member please try to attend.</p> <p>Trustee Ganer thanked Director for sending Board the article about the library book in the plane of the pilot who went down in the Hudson River and his offering to pay for the book. President Niccum stated he forwarded article to the Ethics Officer where he works. Director stated good to share these articles and especially when so much is coming out about the increased use of libraries right now.</p>

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							<p>Director informed Board visited Assemblyman Mendoza's office on Day in the District. Since legislators are in Sacramento right now working on the budget, met with his aide and shared information, etc. The aide met with, Lori Kim, is from Buena Park and loves our library.</p> <p>Thanks to Dennis Salts, Supervisor Norby and Bruce Whitaker, who is Supervisor Norby's assistant, we were invited to submit a proposal for discretionary funds that the Supervisors have available. Placentia Library and Buena Park Library were invited to submit a proposal. I received a call today that the Supervisor is in favor of it and the distribution has to go before the entire Board and once they pass it will know for sure if we get it and how much. We submitted a proposal to build our computer lab. This would give us an opportunity for the hardware, the furniture, the software and hoping some staff time to help Doug because we'd be talking 15 computers in addition to the migration he is already working on. Trustee Salts stated at State of the City Luncheon Bruce Whitaker, aide, took him aside and told him to contact Chris Norby about the funds. Dennis talked to Norby who stated library should make a proposal, have Board President sign it and submit it ASAP. When it happens, they will come out and do a presentation of the funds. Trustee Salts stated this is an example of how important it is being involved in the community. Trustee Ganer requested Director update the Board members when and if it happens.</p> <p>Director updated Board regarding Staff Development Day, which will be Monday, February 9th, with a revised agenda for the day. It was a strategic planning type of agenda originally so asked Linda Demmers make it more fun and directed to all staff including clerks and pages. Director encouraged any Board members that could attend to drop in for part</p>

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Youth Services	R						<p>or all of the day and has invited Luann O’Hara and Darryl Stokes from Guild Bookstore. Director told Linda Demmers when call Planning Committee back end of April or beginning of May want her to come back and do more of the cut and dried presentation of the survey results, and her analysis of the facility. Director asked whether any Board members could make it and none were sure, but it was decided to post the meeting for Brown Act compliance in case Board members did attend. Director felt what Linda Demmers is going to share will be different enough from presentation Board saw at Board meeting and has additional information since that time also.</p> <p>Director notified Board she will be taking off February 12, 13, 16th and 17th and back on the 18th. Will be here for the March 3rd Board meeting and having surgery March 4th and off rest of month, and should be back for the April Board meeting.</p> <p>Everybody has been very busy with children’s, teen and adult programs. Had 17 story times with attendance of 811, teens had 16 programs with attendance of 107, including the SAT practice test which has become very popular with 38 last Saturday. Had our adult book discussion group and started the In Stitches Group, which was in the Independent last week. Received a very nice thank you from the Servite Academic Decathlon Team for use of the Board Room and the US Census Bureau has been using Board room to train and test census takers. We are continuing to host InfoPeople workshops here too.</p> <p>Trustee Ganer stated had an emergency drill today with a shooter on campus and didn’t go very well. Inquired what kinds, if any, emergency drills we do at the library. Director Mazerov stated when preparing to do an emergency drill the last earthquake happened and gave us the opportunity to do evacuation, inspection of the building, etc.</p>

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							Evaluation was that people pretty much did what they were supposed to do. Someone took the schedule with them so could do a staff head count. Had some suggestions of some other things we will be doing and the floor level exit signs were installed then so that when lights are out can see the signs. That was the last time we did a drill. The Business Officer is Chair of our Safety Committee and told Victoria she doesn't have to start that immediately with current workload. Those on the committee, Ray Garcia, Caroline Egan, Patricia Rivera and Bruce Pasarow did a good evaluation of that particular evacuation and some changes have been put into place. We do have a procedure for when something happens like which staff members check what part of the building to be sure everyone is out. Patricia Rivera stated had Ms. Romero from the Orange County Fire Authority came out to talk more about how to be better prepared. She stated that the Red Cross will come in and do the work and we would just provide the place. Trustee Ganer stated their drill with campus shooter was a reverse situation called shelter in place where go in and lock doors to classroom and stay in place. Keep students in, put them against the wall, turn off lights, etc. President Niccum stated can provide some information from Los Angeles Unified on the subject of shelter in place procedures.
VI. FUTURE AGENDA ITEMS							No items proposed.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Motion by Trustee Ganer seconded by Trustee Alibrandi to approve Consent Calendar as presented. Consent Calendar was approved unanimously: a) Unpaid Bills Detail January 2009
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Motion by Trustee Alibrandi seconded by Trustee Miller to adjourn. Motion approved unanimously and meeting stood adjourned at 6:19 p.m.

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Submitted by,

Patricia M. Ganer, Secretary