

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
February 2, 2010

| 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 |
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| 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 Mary McCasland, Support Services Manager Patricia Rivera, Public Services Manager Vicki Terbovich, Systems Services Manager Victoria Sanders-Victor, Business Officer |
| I. ACTION ON MINUTES Regular Meeting of January 5, 2010 | Motion Second Ayes Noes Absent Abstain | | X | | X | X | Motion by Trustee Ganer seconded by Trustee Salts to approve the Minutes of Regular Meeting of January 5, 2010. Trustee Alibrandi 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 | | | | | | | President Niccum noted there were no Patron Suggestions listed. Director Mazerov stated that books are being ordered, but still working on connection between us and our vendor. No comments or questions. |
| III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) Revenue - \$1,082,161.99 and Expenditure - \$1,296,203.03 Report as of January 27, 2010 b) Monthly Statistical Report for January 2010 | | | | | | | President Niccum commented the financial report is looking a little bit better this time. Director Mazerov stated that we did receive our first payment from the securitization program and that helped. No comments or questions. Trustee Salts inquired about the 33% overdue items. Director Mazerov stated that means an additional number of overdue items were checked in the same month as last year. |
| IV. NEW BUSINESS a) Review of Fees and Fines | Motion | | X | | | | Director Mazerov stated as mentioned in the cover |

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| | Second Ayes Noes Absent Abstain | X | X | | X | X | <p>memo the only change recommending at this time is that since will have the capability to make color copies from the computer center, that we add \$.50 for color copies as opposed to black and white. The patrons will still have the option of having one or the other.</p> <p>Trustee Ganer expressed concern regarding item on page 2 regarding Duplication of Public Documents that we're at \$.15 fee per page and everybody is at no charge. Remembers very clearly why we went to that and thought was good reason for that at the time. Trustee Ganer expressed being uncomfortable with idea of charging for public documents and wanted to know how much of a demand we have for that. Director Mazerov said not from a large number of people; however, when we get a request it is usually part the Freedom of Information Act request from a news agency and most recently it was from an integrated library system vendor who was not sent our RFP for our system who wanted a copy of the proposals that were sent to us by the three companies that did respond. That was \$145.15 because we took to Kinko's. That is usually the kind of request we get. Things like the meeting Minutes and Agenda are available online and could print those out at home or here for \$.15. Trustee Ganer stated has different reaction to commercial vendor seeking information and members of the public wanting access to Minutes, etc. Trustee Ganer asked if could set a page limit. That way if there is immediate information that the public would need to have. President Niccum stated that proportionately our expenses are incurred on the first copy of the first page and proportionately less on each additional page. So given that the first page would be free, we're giving away our most expensive. Trustee Ganer stated that is why asked how much asked for. If we don't have a huge demand for it under normal circumstances would rather see us not charging and send message is open access. When we went to charging it was using up a lot of staff time and that is why we went to it and way to discourage that. Trustee Salts interjected feels should leave it the way it is with the budget the way it is and can see it online and make copies at home. Sees Trustee Ganer's sentiments, but feels should leave as is. Trustee Ganer stated isn't something that would keep her from approving the whole</p> |

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| | | | | | | | <p>item. President Niccum stated the problem would be if get an abusive request in manpower time, absent this policy it would be too late. Need to have charge in place and is relatively rare we have the request. Director Mazerov interjected in each case since she is here the requests have been result of the Freedom of Information Act and the requests have included a statement that if there are copy fees involved to go ahead and send a bill. In the case of the newspaper reporter request, it was a tremendous amount of work. This recent request wasn't quite as much and we sent it out. In the case of the newspaper requests it almost always includes digging through files and getting the information they specifically are asking for. President Niccum stated in that case the \$.15 doesn't even begin to cover it.</p> <p>Trustee Salts wanted to address the color copy charge and feels we should really charge a reasonable fee for it. He feels it usually might be about a dollar. Director Mazerov asked Mary McCasland to verify. Mary McCasland stated that most of the other libraries surveyed don't have a color printer hooked up to the data base. Vicki Terbovich, Systems Services Manager, interjected that the cost of color printing has leveled out a great deal. The toner cartridges for the older color printers did cost a lot more, but \$.50 per page is probably a very reasonable cost for color printing. There is a larger cost per toner color cartridge depending on number of colors, but think most of ours are 3-4 colors plus black color printers so that makes a difference as well in terms of how much cost per copy. At Maricopa County charged \$1.25 a page and most patrons didn't print in color because out of reach and outrageous when could go down street and get resume printed at Kinko's for way less. Based on analysis, is right on the money. President Niccum stated at next annual review need to make sure we are recuperating our costs on it. Vicki stated that our new print cost recovery system should easily be able to get numbers and track that. Trustee Salts stated that even if cost more at next annual review, please let Board know that. Moved by Trustee Ganer seconded by Trustee Salts to approve the Fees and Fines Report as presented. Motion was approved unanimously.</p> |

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| b) Conflict of Interest Resolution 010-1, Attachment A, and Exhibits A & B | Motion Second Ayes Noes Absent Abstain | X X | X X | X | X | X | <p>Director Mazerov stated included the communication had from the Clerk of the Board explaining this item. With the new system County has will have the ability to fill out the Conflict of Interests forms online. In order to do that, everybody who does that needs to be under the same agreement or Resolution. When we looked we could not find our original Resolution, but we found the amendment from the last time we sent something to them. Paula Riley, Administrative Assistant, and Director had a conference call with Darlene Bloom, Clerk of the Board of Supervisors, to go over the template and had us add a category for consultant and recommended add our legal counsel too. We contacted them and they were fine with that. We did the Resolution, Attachment A and Exhibits A and B and sent them to Darlene Bloom for review and they okayed them as presented. If the Board approves it tonight, it would go to the Board of Supervisors for approval next. Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the Resolution, Attachment and Exhibits. Motion was approved unanimously.</p> |
| c) Proposed Policies in Response to Auditor Recommendations | Motion Second Ayes Noes Absent Abstain | X X | X X | X | X | X | <p>Director Mazerov stated that what Board sees before them is what we've developed since the Auditor's Report and their recommendations. Trustee Ganer had previously requested an update as we went along. This reflects all the recommendations, our response at that time and what we have done and also the areas where they asked us to develop policies. In almost every case we did what they asked and only thing haven't yet done is transferring our accounts to Union Bank because there was a question on whether they are collateralized and they are. This should cover everything. Trustee Ganer stated was impressed with the number changes have been made. Director Mazerov stated that is thanks to Victoria Sanders-Victor, Business Officer, jumping right on it. Many of the changes were made even before the Auditor's Report to Board had proceeded and made most of the changes they suggested. Whatever needed to be taken care of since then has been taken care of</p> |

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| <p>d) Recommendation to Upgrade Computer Room HVAC System by Contracting With Western Allied Corp for \$5,871</p> | <p>Motion Second Ayes Noes Absent Abstain</p> | <p>X</p> | <p>X X</p> | <p>X</p> | <p>X</p> | <p>X X</p> | <p>also. President Niccum stated had a question on page two in the first bolded paragraph that there is a redundant sentence and it was agreed to change the wording to payroll changes and delete last sentence of paragraph. On page 6 President Niccum commented that the title Public Relations Manager needs to be changed to Public Services Manager. Motion by Trustee Alibrandi seconded by Trustee Ganer to approve the proposed policies. Motion was approved unanimously.</p> <p>Director Mazerov stated as the computer room was reorganized and updating of equipment from Polaris and consolidating of the servers recommending this upgrade. Heat was an issue in the computer room in the past. When first went to Western Allied and asked for a bid probably about five years ago, it was somewhere around \$24,000. We declined and put in fans. In working with another company on computer center, got them to give us a bid and had Western Allied come back out for another bid. Their current bid is much, much less than previously and know have been wanting to do this and all the people doing work in there during this time has commented on how warm it is in there. Vicki Terbovich, Systems Services Manager, did work to get two different vendors to give us quotes on the recommended size and system for that room. It is basically a 1 ½ ton ductless split system. It is a very small space, but needs to be kept at a particular type of temperature. Even in these cool wintry months, we are very often too warm for the equipment that is in there and have a tremendous investment in equipment in there. Probably about \$200,000 worth of computers, switches, routers, etc. and need to protect our investment. Went with company have been using 20 some years here and quote from another big company, Johnson Controls. They are both quality companies and have good experiences with each. Got a quote from each so have an apple to apples type of quote for the same type of system, same type of installation. Both will take away the existing broken equipment on the roof. Trustee Salts inquired whether we have money left from our Orange County Norby grant. Director Mazerov stated that we do and also have capital improvement money. Trustee Ganer asked for verification of the Johnson Controls price. Vicki stated that Johnson Controls was \$6850 and they specified a</p> |

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| | | | | | | <p>brand, whereas could not get the other vendor to specify a brand. Not that is brand specific but the idea of the "no name" brand bothers Vicki a bit. If get York or Bryant or Crane, know getting a good product. Trustee Salts interjected there is only 2 who actually make them and often just slap a brand name on them. Vicki stated the last ton and a half one she bought at Maricopa County was the Leibert unit, which is the Cadillac of air conditioning units for computer rooms and the cost of that even with statewide discount was \$10,800 for unit not including installation 4 years ago. Trustee Ganer noticed there were actually two letters from Western Allied. Director Mazerov stated that is because just first submitted bid with amount and Vicki asked questions based on that bid. Trustee Ganer stated the one on January 7th the price is supplied for on one ton split system for \$5871. The second letter on January 13th is for 1 ½ ton split system and says the same price as earlier letter. Is that for the same price as referred to in earlier letter and Director confirmed that it is. Director said in second letter that if we have any preference willing to go along with it at same price. Motion by Trustee Salts seconded by Trustee Ganer to approve Western Allied 1 ½ ton with the price specified and our preferences in terms of which model or brand. Motion was approved unanimously.</p> |
| a) .OR | | | | | | <p>No comments or discussion.</p> <p>Trustee Alibrandi interjected that New Zealand was cold, wet, and rainy and 60 mile an hour winds everyday and couldn't wait to come home. Trustee Salts stated that Rotarians in Orange County donated enough money to buy shelter boxes for Haiti. It is a box that is water tight, with a 10 person tent with all equipment for the area being sent to. Were able to send enough so there are 35,000 people sleeping in those tents in Haiti. They can be moved from one place to another.</p> |
| 1. d) | | | | | | <p>Director Mazerov stated that their next sale is the Romance Paperback Sale, which starts Feb. 12th through the following week. Also working on doing some additional sales.</p> |

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| | | | | | | | <p>Vicki is working on upgrading our phone system. Avaya contacted us that our 25 year old phone system is going to need to be replaced. Have had one other company out and are looking at another to compare costs. Avaya has presented us with a proposal that will only increase our monthly cost by about \$60 a month. It will totally upgrade our system and include VoIP and 2 full years of maintenance. We are already tied into a contract for 2 additional years and this would bring it into a 5 year contract. They are willing to do everything and no additional cost for changing out anything, equipment, lines, etc. The upgraded system through Rimrock Avaya will give us a much better phone system. In doing the computer center and reference desk find a lot of our lines are old and worn out and need to be upgraded.</p> <p>In addition, Vicki is looking at our telecommunications system. The one we're pursuing will probably be saving us about \$700 a month. We should be more than able to make us the costs and give us better control over our broadband coverage which currently is not adequate. Currently if here about 4 in the afternoon it is going very slowly due to the demand.</p> <p>We have been asking all of our vendors to give us new bids on their services and getting bids from other vendors as well. Did it with our custodial vendor and doing it with our HVAC as Johnson gave competing bid for maintenance and Western Allied will too. Found that fees that were added on at different times, such as increases due to higher gas prices, never went away.</p> <p>Director stated that if Board members did not get a chance to look at the progress of the new computer center area, please do on the way out tonight. The furniture was delivered and installed with the reference desk on Monday. Have received a number of nice compliments on how it looks. The librarians are getting used to the new reference desk and whatever modifications we need to make. The carpet people and furniture installers did a really good job. Kudos to Ray Garcia and Joe Famalaro for the painting. Furniture and shelving had to be moved in and out as things were being done. On Monday Vicki, Tony and Ray were here</p> |

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| 2. Youth Services R | | | | | | | <p>all day into evening. They had to be sure everything was hooked up and ready to go for opening on Tuesday. That included the 5 public use computers and they're working on getting the new computers all set up and ready to go with the new time management software, printing system, etc. Will be able to put money on library card account to be able to make copies and at some point can use that money to pay fines.</p> <p>One of the things have wanted to do the last few years and determined to get to this year is updating our Strategic Plan. Working on calling Strategic Plan committee we had before back in April. Letters will be going out soon asking them about a couple of dates. Asked Linda Demmers to come and present a report on the survey and analysis she did in 2008 to the Board and staff. Also will give a report on the previous Strategic Plan and what was done (and almost everything that was in there was accomplished) and where the District is now since that has changed since survey was done in terms of our hours and budget. Will look at where we want to go from here, aim towards and what need to do to get there. Hope to have that done by the end of this fiscal year.</p> <p>We have been continuing with our many story times and programs, including the Cordelia Knott Birthday program a couple of Saturday's ago. Attendance was about 125 and Knotts provided a birthday cake. Christiane Salts presented some of the history of Knotts Berry Farm to the children as Cordelia Knott.</p> <p>Trustee Alibrandi inquired about the status of former Trustee Donna Bagley's health. Director Mazerov stated that Donna Bagley had been at the State of the City address on Wednesday and that afternoon or early the next morning had a stroke. She was in the hospital a couple of days, went home and has now suffered slight heart attack on Sunday. Trustee Salts interjected that Donna is staying with her son and he brings her over to the house to pick up messages and the mail. The doctor does not want her alone so they're looking for someone to stay with her so she can stay in her house.</p> |
| VI. FUTURE AGENDA ITEMS | | | | | | | No items proposed. |

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| VII. CONSENT CALENDAR | Motion Second Ayes Noes Absent Abstain | X 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 2010 |
| VIII. CLOSED SESSION a) Personnel Matters (Pursuant to Gov. Code Section 54957) | | | | | | | The Board convened into Closed Session at 6:15 p.m. The Board reconvened into Open Session at 6:28 p.m. President Niccum stated as posted discussed Personnel Matters pursuant to Gov. Code Section 54957. The Board took no reportable actions. |
| ADJOURNMENT | Motion Second Ayes Noes Absent Abstain | X X | X X | | X | X | Motion by Trustee Ganer seconded by Trustee Alibrandi to adjourn. Motion was approved unanimously and meeting stood adjourned at 6:29 p.m. |

Submitted by,

Donna Miller, Secretary