

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
January 4, 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 5:32 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 Robert Housley, Business Officer Doug Mason, System Services Manager
I. ACTION ON MINUTES	Motion					X	
a) Regular Meeting of December 7, 2004	Second Ayes Noes Absent Abstain	X	X X	X	X	X	Moved by Trustee Salts and seconded by Trustee Ganer to approve the minutes of regular meeting of December 7, 2004.
II. CORRESPONDENCE							
a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations							No discussion.
b) Management Team Minutes							Trustee Miller thought great idea to develop promotional DVD for library.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR							
a) Revenue Report - Revenues as of November 30, 2004 - \$353,337							No discussion.
b) Expenditures Report - Expenditures as of - December 15, 2004 - \$758,583							No discussion.
c) Monthly Statistical Report							No discussion.
IV. NEW BUSINESS							
a) Mid Year Budget Review	Motion Second Ayes Noes Absent	X	X X	X X	X	X	Trustee Ganer commented was pleased to see could move the election costs around to other areas. Director Mazerov stated it allowed library to move forward with couple of different things. Report

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	Abstain						shows we are right on target as far as spending for this part of the year. Adjustments are shown bolded on the actual sheets where they fall. Trustee Miller felt the format was really easy to follow and likes the idea of doing it mid year.
b) Authorize transfer of \$25,000 from General Fund to Capital Reserve Fund	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	Motion by Trustee Ganer seconded by Trustee Miller to approve the mid year budget review. Motion by Trustee Miller seconded by Trustee Ganer to approve transfer of \$25,000 from General Fund to Capital Reserve Fund.
c) Approval of Bid From DLS Builders to Remodel Public Restrooms	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	Director Mazerov stated had Doug Mason here to testify to fact that we attempted to get more than the one bid; however, there were two contractors who declined to come out as they were too busy. Doug Mason stated that one of those two contractors then said they might be able to do something within the next year but wanted us to hire an architectural firm to do a rendering that would cost \$2,000 minimum. Trustee Miller inquired whether felt comfortable with DLS Builders and Doug Mason assured her he did. They were the ones who solved the basement problems and any changes needed since then. Trustee Ganer inquired as to the time frame for this work and Doug estimated about two weeks. Director Mazerov indicated the restrooms in the basement would be available during this time.
							Motion by Trustee Miller seconded by

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							Trustee Ganer to approve the bid from DLS Builders to remodel public restrooms.
<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 Board</p>							<p>No discussion.</p> <p>No discussion.</p> <p>Director Mazerov reported that Luann O'Hara has been ill this month. The bookstore has been closed for two weeks during the holidays and is scheduled to reopen tomorrow, January 5th. Very successful Double Discount Membership Sale. In that week made little over \$1300 with \$800 being from the Double Discount Membership Sale. Guild decided to partner with the Rotary and purchase books for the Reading By Nine collection and this means there will be additional 300 books added to the collection. Romance paperback sale will be coming up in February and is described in the Library's newsletter.</p> <p>Director Mazerov stated that each Trustee should have a copy of the new Library card, which was designed by Sonia Rojas. The meeting of the Council of Independent Special District Libraries is coming up on January 22nd. Each Trustee should have a copy of the notes from meeting held at CLA with a few things discussed there. If anyone has ideas for agenda and going to be able to attend on</p>

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							<p>the 22nd let us know. Have purchased teleconferencing equipment so libraries that call from outside will be able to better participate. This is right after CSDA has its Legislative Committee meeting. Kathy Gould, Director at Palos Verdes Library District, has been appointed to that committee and will be attending and reporting details on the 22nd. Geoffrey Neal will also be calling in and reporting legislative action. We hope this will be after the January release of the Governor's budget and to be hearing about that too. California Library Association Day in the District meetings is going to take place on Friday, January 28th and Friday, February 4th. It all depends on when the legislators are available. If any of the Trustees are available or interested in attending either of those dates, just let Director know. Last year met with Assemblyman Rudy Bermudez in his Norwalk office. Director Mazerov will let Trustees know when the meetings are set if they would like to attend. Director Mazerov attended CSDA workshop Staying in Compliance, which dealt with Brown Act, Public Records Act and Conflict of Interest. Very interesting with lot of good information. There had been a question about email communication. Basically the law impacts the same whether email or phone. Kathy Gould emailed us a copy of the Palos Verdes Library District Board of Trustees Manual. Trustees should have a copy of an announcement of the CALTAC District regional meeting on March 19th in Commerce. Registration due by March 5. Let Administrative Assistant know by March 1st if would like to attend. Trustee Salts stated he would</p>

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2. Children's Department Activity report							like to attend. Good attendance for story times in December with 592 attendees at 14 story times. Seven tours from different schools with total of 230 students. Appeared in the Independent five times, including article last week on the front page that talked about the bookstore reopening.
VI. FUTURE AGENDA ITEMS							
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	Consent Calendar items approved as follows: a) Approve Claims Request Number 617-05 a) Personnel Matters 1. Merit increase for F/T Administrative Assistant Paula Riley to Step 6 on the Salary Scale effective December 24, 2004. Motion by Trustee Ganer seconded by Trustee Miller to approve the consent calendar as presented. Trustee Salts commented that next month will be the 100 th anniversary of Rotary and he would like to bring some refreshments to celebrate. President Niccum suggested posting as an agenda item and draft a resolution.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X X	Motion by Trustee Miller seconded by Trustee Salts to adjourn. The meeting stood adjourned at 5:59 p.m.

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Submitted by,

Dennis Salts
Secretary