

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
January 2, 2007

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	
I. ACTION ON MINUTES a) Regular Meeting of December 5, 2006	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	Motion by Trustee Miller seconded by Trustee Ganer to approve the minutes of December 5, 2006. Minutes were approved unanimously.
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 inquired whether had any resistance getting staff to agree to a Sunday afternoon meeting. Director Mazerov stated that Kathleen Wade and her group wanted to be able to all meet at one time without coverage issues and able to walk around and access area, measuring, etc.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) YTD Revenue Report - Revenues as of December 15, 2006 - \$618,977  b) Expenditures Report - Expenditures as of - December 15, 2006 - \$968,468  c) Monthly Statistical Reports							No discussion.  No discussion.  No discussion.

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for December 2006							
I V. NEW BUSINESS a) Audit Report Presented by Auditor	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X X	Audit report presented by Paul Kaymark from the auditing firm of Charles Fedak. Audit firm suggest that employees that have over 80 hours available vacation time on the books be able to cash out any balance over that if wish to do so. What happens at end of year is that as increases are made to salary and wages the hours stay the same but the wage changes and the balance does increase over the years and periods up to the maximum allowed to accrue. Without option of cashing this accrued time out, it increases the liability of the district over the long term. President Niccum inquired (referring to page 13) regarding compensated absences whether the District pays off both accrued vacation and illness pay on separation to an employee. Robert Housley, Business Officer, interjected that upon separation the District only pays off vacation pay. Upon separation any sick leave balance is forfeited. Employees in CalPERS who retire from the Library can convert the sick for service credit. There is one individual who has been at the Library a very long time and falls under an old policy under which when leaves will be able to cash out the sick leave. President Niccum inquired as to whether it will be paid at the rate at which it was earned or at the rate at time of separation. Robert Housley confirmed that sick leave would be paid out at the rate of pay at time the policy was established. Director Mazerov

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b) Mid Year Budget Review	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	<p>stated District does have a policy of employees being able to accrue up to only 200 hours of vacation. On sick leave, the District does not have a maximum. Trustee Salts suggested discuss this further at another meeting. Motion by Trustee Ganer seconded by Trustee Salts to accept the Audit report.</p> <p>The only adjustment making is moving \$100,000 of the \$300,000 contingency funds to structures and improvement for when starting working on physical changes that need to occur. We are in good shape having gone through 47% of the fiscal year. Trustee Ganer inquired as to any estimate on the front door situation? Director Mazerov stated have just started looking into that since just started happening. Doug Mason interjected also looking into having a single sliding door that allows a larger entry. Will be having vendors in to give estimates. Motion by Trustee Ganer seconded by Trustee Miller to approve the Mid Year Budget Review.</p>
c) Mid Year Plan of Service Review presented by Director Mazerov & Doug Mason	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	<p>Director Mazerov stated there are several differences in this review than in past. Usually at this time have manager's report on their activities for first part of year and what plans are for next year. There is some of that in here; however, are making a couple of changes. Definitely concentrating on the upgrade, which Doug Mason will report on, and during that time there are issues in terms of expansion of children's area, relocating reference</p>

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							<p>desk, setting up computer lab and additional Internet workstations. Very important to have plans in place, decide where things are going to be, at same time will be doing the wiring and cabling for the upgrade as will be much more cost effective. Doug is spending pretty much all of his time on that and reference is working on their plan with Yamada. a library vendor. Continuing with marketing to Spanish community and newsletter is now being made available in Spanish and taken to stores in the community where feel will be read. Have submitted a grant proposal to State Library targeting the home-schooled community. Mary Ivelia is familiar with many of the home-schooling parents involved. The Orange County Department of Education has a liaison that works with parents in different districts in the county. Will be working with them to identify who they are and having information sent to them through Orange County Department of Educations. Want to make sure available to them for library tours, orientations, homework and study guides and skills they need. The library card applications are going out with the new student packets with Buena Park School District and St. Pius V. Working with Centralia to still set that up. Did have very successful staff development day. Original plan for this year included a review of strategic plan and updating it. Thought would be ready now to establish another committee and have focus group meetings and realized trying to do too many things at one</p>

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							<p>time. Hadn't finished all of the existing strategic plan, still some big things such as upgrade to Horizon and knew needed to concentrate staff time to this. Plan is to postpone the work on the Strategic Plan date to the spring or summer of 2008, extending the three-year Strategic Plan to a fourth year and work on other items, especially since have in-house type of things such as remodeling the children's area, and giving the librarian staff some real office space. Included strategic directions for the strategic plan and where priorities are. The priorities reported in July are pretty much same. Doug Mason, System Services Manager, gave an update on technology for 2006-2007. There are primarily 3 points working on right now. First, is revised wireless access. Originally planned on trying to get small network up by January that was going to be independent wireless on second floor only, but after costing it out would be more cost effective to do both floors all simultaneously. Board received pass out with basic configuration changes will have. The engineer from Sirsi Dynix was here several weeks ago going over it. The second is the installation of the Horizon system public interface. Right now have WebPAC and this replaces that and is far more functional and faster. Third thing is the target date must be revised because once had engineer on sight found there were a lot of added things that needed to be done. Intent is to get all the hardware in before do the migration upgrade. The final</p>

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d) Update on Librarian and Library Clerk Salary Survey							<p>upgrade should be December, which is a slower period and librarians and staff would have more opportunity to work with it during this time. Motion by Trustee Miller seconded by Trustee Salts to approve Mid Year Plan of Service Review presented by Director Mazerov and Doug Mason. Trustee Miller commented wanted to compliment decision to extend strategic plan into fourth year.</p> <p>Director Mazerov stated had hoped to have a recommendation for Board this meeting; however, that is not the case. Director Mazerov stated needs to meet with committee that brought request and let them see what are actually comparing to. Left for Board to look at is the overview of the different salaries for the positions. Once the committee takes a look at job descriptions, and what comparing ourselves too plan on coming up with a proposal on where we need to go. Hoping to have a recommendation for the February meeting.</p>
V. ORAL COMMUNICATION							
a) From Public concerning non-agenda items							No comments.
b) Board Members' Reports on conferences attended or meetings scheduled							Trustee Salts stated participated in Snowball Express, which was for children who had lost a parent in wars. Had about 900 people, representing almost 300 families.
c) Volunteer Guild Report							Luann O'Hara, Guild President, was not present. Director Mazerov stated that Guild held their double discount sale and it went very well.



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							cooperate with Buena Park Parks Department and provide them space to have their Krafts for Kids program. Two were held with attendance of 45.
VI. FUTURE AGENDA ITEMS							President Niccum stated have discussed one future agenda item: possible policy to cash out vacation time over a certain designated number of hours as recommended by auditor.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X	X X	X	X	X X	Motion by Trustee Salts seconded by Trustee Ganer to approve the Consent Calendar as presented. Items approved as follows:  a) Approve Claims Request Number 641-07  a) Personnel Matters 1. Merit increase for F/T Library Clerk I (Children's), Lynn Pence, to Step 2 on the Salary Scale effective December 22, 2006. 2. Merit increase for F/T Administrative Assistant, Paula Riley, to Step 8 on the Salary Scale effective December 22, 2006. 3. Merit increase for P/T Clerk I, Erin Sandhoefner, to Step 4 on the Salary Scale effective December 22, 2006. 4. Merit increase for P/T Clerk I, Joseph Famolaro, to Step 3 on the Salary Scale effective January 5, 2006. 5. Merit increase for P/T Page, Daniel Macri, to Step 3 on the Salary Scale effective January 5, 2006.
VIII. CLOSED SESSION a) Personnel Matters							Board convened to Closed Session at 6:29 pm. Board reconvened in Open

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(Pursuant to Gov. Code Section 54957) -Library Director							Session at 6:53 pm. President Niccum stated Board took no reportable action during Closed Session.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	Motion by Trustee Miller seconded by Trustee Ganer to adjourn. Motion approved unanimously and the meeting stood adjourned at 6:54 p.m.

Submitted by,

Donna Miller, Secretary