

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 8, 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 5:32 p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Director Mazerov Kathy McClelland, Business Officer Kathleen Wade, Public Services Manager
I. ACTION ON MINUTES Regular Meeting of December 4, 2007	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	Motion by Trustee Ganer seconded by Trustee Miller to approve the minutes of December 4, 2007. 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. President Niccum inquired about the consolidation of the systems. Director Mazerov stated looks like State Library headed toward encouraging, but would have to change the legislation that created the systems to begin with. Library of California had a meeting hearing a report of consolidation of systems in northern California. Linda Katsouelas, Director at Newport Beach, was one who attended along with others very familiar with systems and how started and what has gone on in past years, as well as Rosario Garza, who is currently head of MCLS. Said they are not as far along as expected. A committee was created between MCLS, South State and SLS. We are affiliated with MCLS not really a joint member as SLS libraries don't pay dues. MCLS

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							libraries do pay dues so there would need to be a change to the agreement. Something looking at and also approaching other systems in southern area, Sierra area and San Diego area to see how they feel about it. Since so much of population is in southern California, driving power is from northern California, would make sense for us to start talking and coming up with ideas operating together and coming forth with a plan instead of waiting for it to be dictated to us.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) YTD Revenue Report - Revenues as of December 15, 2007 – \$966,789 b) Expenditures Report - Expenditures as of – December 15, 2007 - \$1,122,682 c) Monthly Statistical Report for December 2007							No comments. No comments. No comments.
IV. NEW BUSINESS a) Mid Year Detailed Budget Review	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X X	X	Director Mazerov stated can see from memo in packet not anticipating any big changes right now. The Governor’s address this morning was talking about next year’s budget. As we always do, we will spend very conservatively and keep close eye to see areas that are going to jump (such as insurance costs). Basically, the only changes are the changes between two funds listed. President Niccum had inquired about the expiration date of the current agreement

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b) Mid Year Plan of Service Review	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	<p>with the Buena Park Redevelopment. Kathy McClelland, Business Officer, called the City and the current agreement expires in 2027.</p> <p>President Niccum questioned item 2 in Mid Year Budget memo regarding the collection on current property tax collections being higher this year than last year. Director Mazerov stated was also surprised increase was as much as it was. Motion by Trustee Miller seconded by Trustee Ganer to approve Mid Year Detailed Budget Review. Motion was passed unanimously.</p> <p>Director Mazerov stated much still revolves around trying to upgrade library's online system. Made one big step as wireless has been installed throughout the building and going to do a press release about it in February. Are going to have to look at the access to power because people want to plug in lap tops and not just run on battery. Other major item is the website redesign. Do have two blogs, a book blog and teen blog. We're getting a lot of hits on our online resources now. Next month Doug will give a full report technology wise what has been going on. The librarian office construction is complete, furniture installed, computers being set up. We have a power issue that we are working on with our vendor. Signage has made a big leap this year with Dewey stack numbers going up. For rest of the year, upgrading online system, space design committee will meet again and want to do a user survey this spring. Motion by Trustee Ganer seconded by Trustee</p>

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c) Approve Tree Removal and Planting by Natural Green for \$8,650	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Alibrandi to approve the new Mid Year Plan of Service Review. Motion was passed unanimously. Director Mazerov stated that the ficus trees in the parking lot planters are causing a lot of concrete damage and drop lots of sticky stuff part of the year. Therefore, would like to remove the trees per attached bid and replant other trees. The replacement trees may not be the liquidambar trees mentioned in the bid because they also have droppings. Trustee Ganer expressed concern regarding the disclaimer section where the landscape company is not responsible for underground piping, wiring, utilities, etc. and wondered if that is standard language in contracts. President Niccum stated also wondered the same and Trustee Alibrandi said it was on a contract when she had trees removed at home. Motion by Trustee Miller seconded by Trustee Alibrandi to accept proposal. However, due to concerns with the disclaimer and the liability if the underground power lines are damaged and not being time sensitive, Trustee Ganer and President Niccum voted no. Since there is concern and no time sensitivity, the Board chose to hold this item over and not approve at this time. President Niccum stated to check if this is standard language and if there is an indemnity we can get at an additional cost or provision covering gross negligence.
V. ORAL COMMUNICATION a) From Public concerning non-agenda items							No comments.

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Board Members' Reports on conferences attended or meetings scheduled c) Volunteer Guild Report d) Director's Report 1. Items of interest to the Board							<p>Trustee Ganer expressed what a nice Christmas party it was and other Trustees concurred. Director Mazerov will be sure to relay to Caroline Egan and Mary Ivelia, who planned the party.</p> <p>Luann O'Hara, Guild President, was not in attendance. The Guild made over \$400 at their Double Discount Member Only sale. Trustee Alibrandi stated that donations may pick up even more since Book Baron closed.</p> <p>Director Mazerov reported getting ready to set up appointments for Day In the District visits to the local offices of our Legislators. The dates set aside for this are Friday, January 25th and Friday, February 1st. Director is responsible for getting the appointments with Senator Ackerman and Senator Correa. President Niccum stated his availability for the 25th but not on February 1st. Legislative Day in Sacramento will be April 16th; however, Director will not be able to attend this year as is also National Library Week and we're hosting the Chamber's Networking Lunch on that Wednesday and the 17th is the Chamber Mixer that the Guild will be hosting again this year. Due to what is going on with the State budget and possible impact on us, we are going to have a joint Board meeting with the other special district libraries on Saturday, February 16th, here from 9 am to 11 am. President Niccum has already stated he can attend and any other Trustee available please attend. By that time the CLA Legislative Committee will have met and Greg Atkins, who is from Dixon, on the CSDA</p>

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2. Children’s Department Activity report							legislative committee, can report to us at the meeting. A couple of activities that are happening in the library were in the newsletter including Mysterious California, which is being sponsored by the California Center for the Book. The children’s department is running a short reading program through February. Parents really seem to appreciate having their children encouraged to read. Kathy McClelland, Business Officer, and I met with the Orange County team who is working on an upgrade to their finance and purchasing system. It is not something that we are tied into right now. We do have a new payroll processor and ADP will be issuing our payroll checks this Friday. Did have a hiccup waiting for us on Monday. When their central office did a Dunn & Bradstreet check the library came out not looking very well. The only federal tax identification number we had was for the County of Orange. Consequently, we had to purchase a copy of the Dunn & Bradstreet report for the library itself and ADP got us our own federal identification number. The CalTAC meeting will be held on Saturday, March 15 th , at the new Orange Public Library. If any trustee wants to attend, please let us know so we can do the registration. No report.
VI. FUTURE AGENDA ITEMS							None proposed.

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VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X 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) Approve Claims Request Number 653-08 Personnel Matters <ol style="list-style-type: none"> 1. Merit increase for F/T System Services Manager, Doug Mason, to Step 6 on the Salary Scale effective December 21, 2007. 2. Merit increase for F/T Library Clerk I, Lynn Pence, to Step 4 on the Salary Scale effective December 21, 2007. 3. Merit increase for F/T Administrative Assistant, Paula Riley, to Step 8 on the Salary Scale effective December 21, 2007. 4. Merit increase for P.T Library Clerk I, Erin Sandhoefner, to Step 4 on the Salary Scale effective December 21, 2007. 5. Merit increae for P/T Library Page, Daniel Macri, to Step 4 on the Salary Scale effective December 23, 2007. 6. Merit increase for P/T Library Clerk I, Joe Famolaro, to Step 4 on the Salary Scale effective December 24, 2007. 7. Merit increase for F/T Librarian I, Chris Haugen, to Step 9 on the Salary Scale effective January 6, 2008. 8. Merit increase for P/T Library Clerk I, Vince Tannahill, to Step 4 on the Salary Scale effective January 9, 2008.

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ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X X	 X	X X	 X	 X	Motion by Trustee Alibrandi seconded by Trustee Miller to adjourn. Motion approved unanimously and meeting stood adjourned at 6:13 p.m.

Submitted by,

Patricia Ganer, Secretary