

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 6, 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 5:30p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Director Louise Mazerov Victoria Sanders-Victor, Business Officer Rosario Garza, MCLS Executive Director
SWEARING IN OF ELECTED TRUSTEES GANER, MILLER, AND SALTS							President Niccum conducted the swearing in of Trustees Ganer, Miller and Salts.
IV. NEW BUSINESS a) Rosario Garza, MCLS Executive Director, Regarding System Consolidation							<p>President Niccum stated would like to depart from posted order of business and take New Business, Item IV. a) Rosario Garza, MCLS Executive Director, addressing the Board regarding System Consolidation. Director Mazerov stated over last year or so has discussed issue of consolidation of Santiago Library System with MCLS, and South State and what process has been and the application made to Library of California Board. Rosario Garza is here to speak and give a broader perspective and answer any questions that the Board might have. Rosario Garza provided Board members with a handout regarding Benefits of Consolidation. Rosario provided Board with background of consolidation effort, pros and cons, etc. She feels that consolidation will help meet the challenge of the current and possibly upcoming budget cuts by the State.</p> <p>Trustee Ganer inquired whether there was any organized opposition against this and what were major arguments against it? Rosario stated has not heard of any organized opposition against it. There was one library Director who spoke against it, but that person has</p>

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 6, 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
							<p>since retired. Wasn't really sure of their reasoning other than felt Santiago had operated by itself well enough so why join into larger grouping. Rosario thinks that has worked well in the past, but won't in the future with budget cuts, etc. As money continues to be cut, if not in larger grouping the services smaller groups can offer will be impacted.</p> <p>President Niccum stated had heard concern expressed, and not his own concern, in terms of governance. Rosario stated that the law states that every library's Director is automatically on the Council. Currently grappling with how to bring together 44 library directors and where. Meetings still have to be face to face and are looking at getting as many together as possible 4 times a year and those interested in attending but can't, could teleconference them in or use web technology.</p> <p>Trustee Salts asked if this did happen, how many of the libraries are special districts like Buena Park. Rosario stated that on last page of handout there are 3 listed as special districts and Director Mazerov interjected that Altadena is also a special district. Trustee Salts stated not many of them and the special districts have a consortium already to make sure that know we exist in Sacramento. Rosario stated would see that when go see the legislators would make sure someone from Orange County went also.</p> <p>Rosario stated have to ask Library of</p>

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 6, 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
							<p>California Library Board permission to consolidate, submit paperwork, etc. There are 2 other groupings that are consolidating. Currently this fiscal year there are 15 different CLSA systems through out the state, and when consolidations done will be 8 systems left in State.</p> <p>Trustee Miller asked if there are other systems that might want to join in future. Rosario felt is certainly possible as funding starts to decrease. Trustee Miller asked why not talking to these groups right now. Rosario stated some has to do with politics; the resources would take to join some into system right now. Part of what makes this consolidation easy to work with is that MCLS currently is the administrative agent for Santiago. Need to let dust settle with current consolidation and see how will work new committees and see if need to increase delivery schedule, and make fair to everybody, etc. Trustee Miller asked about the bulleted item on handout regarding investing in a common administrative infrastructure. Rosario said that goes along with bullet regarding reduce the application of current redundancies. By reducing cost of some of administrative overhead, will be able to take that money and put into better infrastructure, web site, better delivery system, etc.</p> <p>Trustee Miller stated is there concern for the smaller groups being swallowed up by the larger groups and voice being lost? Is it anything should be concerned about? Rosario said knows a lot of the</p>

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
January 6, 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
							<p>personalities involved now and it won't be a problem. Half of MCLS libraries never come to a meeting, whereas almost all 9 Santiago libraries do attend. People are clearly making choices about their degree of participation and how loud they make their voice. In doing the bylaws, operating procedures looking very closely at how representation will be, etc.</p> <p>MCLS has an executive committee, which will continue, makes clear representation on executive committee is determined by the size of grouping based on population served. Population served are the divisions established by the State Library and take same divisions and put our libraries into those same groupings making sure there is at least 2 libraries from each grouping. Small libraries will end up eventually on executive committee if interested.</p>
I. ACTION ON MINUTES Regular Meeting of December 2, 2008	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	 X	Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the minutes of December 2, 2008. Trustee Salts 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							<p>No comment or discussion.</p> <p>Trustee Ganer inquired about Servite renting the Board room to study whether they don't have classrooms available on their campus? Director Mazerov didn't know why other than that they had paid</p>

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 6, 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
							for the room. Trustee Ganer inquired about the request from student in French library training to serve internship here. Director Mazerov stated that Patricia Rivera, Public Services Manager, has been working on this with person requesting it; however, Patricia is out ill.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) Revenue - \$1,317,276.23 and Expenditure - \$1,245,655.34 Report as of December 2008 b) Monthly Statistical Report for December 2008							No comments or questions. No comments or questions.
IV. NEW BUSINESS a) Rosario Garza, MCLS Executive Director, Regarding System Consolidation b) Discussion Regarding Total Revenues from All Sources, Total Expenses, and Unrestricted Net Assets for Each Fiscal Year 2003-04 to 2007-08							This item has already been heard out of order on Agenda Director Mazerov stated that this is in response to information that Board had requested. The first graph shows what revenue and expenditures looked like over the last 5 years at this time of year. The next one shows the actual revenue and expenditures for the last 5 years up to 07-08. The question about unrestricted assets is at the bottom of the mid-year revenue report. Director stated the one thing happy to see is that this year at this time revenue is ahead of expenditures. President Niccum stated it doesn't give him any comfort because our revenues are fixed. His first reaction when looked at bar graph that is first year in 4 years ahead of the game with revenues vs. expenditures, but when look and consider the low numbers is

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 6, 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
							<p>really a timing of payments rather than anything else.</p> <p>President Niccum asked Board if any questions or comments on first mid year chart. Turning to the second one regarding year-to-year charts, Director stated this shows what knew from audit that were over in expenditures over revenue in last year. President Niccum stated the previous year was pretty near a wash. Trend wise it is not encouraging. Trustee Miller asked what the expectation is for this year. Director Mazerov stated that we're watching very carefully our expenditures and trying to cut those back as much as we possibly can without affecting services, which means without affecting staffing which is the largest part. A couple of things that happened last year because of adjustments made to salaries for librarians and merits increases to make them more equitable in Orange County, there were increased costs in salaries as well as PERs and some other things. Feel confident is what contributed to some of this. Watching those very carefully and hoping this similar thing does not happen again barring any major facility issues would have to put money out on. Some of the money that is in reserve was put there so could pay for parking lot and for the new library system (ILS). Feel very strongly still need to pursue this. Plan is to continue with smaller money savings such as doing newsletter quarterly instead of every 2 months, will be 1 page instead of 4 and a few other discretionary spending things. Director Mazerov said</p>

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 6, 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
							<p>is concerned about this year, but big concern is next year. Is currently working with Victoria on running some numbers through different scenarios and only area can save money of any significant amount is in staff salaries, and that type of things. When have those together will present it to the Board with options or recommendations that need to make. Could take place last part of this year or starting next year depending on how strong feel whether need to do something right away. Scenarios looking at savings don't want to lose staff and don't want to cut services – hours so what do we do? These ideas have not been shared with staff and haven't been brought out so not giving anymore details now. As soon as have more firmly, will share ideas with Board and willing to take any suggestions or ideas. Director Mazerov stated that what we do is done with so few people now if anything took place in cutting staff we would have to cut services and not willing to do that. Intent has been to look at ways could make some sacrifices without cutting services. President Niccum asked when would be available and Director stated almost done with it and could send out ahead of time or call Special Meeting or determine how would like to deal with it. Trustee Salts stated there has been 3 flat years of flat revenue and worried about current year and looking at more cuts from Governor. Trustee Salts said it probably will come to stark reality of having to decide how much want to spend out of reserves. President Niccum commentted on issues of reserves in</p>

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 6, 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
c) Mid Year Detailed Budget Review	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X X	X	<p>stating that have purposely put some money in reserves with knowledge that will be taking it out, when start looking at budget numbers next year want to see some history on what have put in there and see segregation of reserves proper and those put into reserves as a holding tank and have clearer picture or what really doing with reserves and why dipping into it for other reasons.</p> <p>President Niccum asked if any one on Board sees need for meeting before February. Trustee Miller stated that didn't see why meeting 2 weeks from now would be any different than meeting 4 weeks from now. Trustee Salts stated that if come to situation where President Niccum feels need to call a meeting then can do that. Director Mazerov stated will send out her rationale when look at numbers Business Officer is preparing and can decide whether to call a Special Meeting or Closed Session in February. Board felt information provided was very helpful.</p> <p>Director Mazerov stated Business Officer spoke with Frank Davies from County of Orange Budget Office to get update on whether a change in what predicted our revenue to be from property tax got before prepared last year's budget. Then they said would go up by 5% and we budgeted 3%. County feels that should still be the case, but what need to take into account is unpaid taxes, which could be as high as 5%. President Niccum stated that even in the case of foreclosure, whether the bank would not still be liable for the taxes?</p>

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 6, 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
<p>d) Mid Year Plan of Service Review (presented at meeting)</p>							<p>Since property tax is major source of revenue, President Niccum asked that it be clarified whether a loss or deferral. Director Mazerov stated will clarify that with County. Otherwise, what Board has is mid year what have received and spent. Already received 58% of total income and some of it is because pass through money from City got in one fell swoop. As far as expenditures, overall expenditures were 47% operating expenses. There were some item line things may be higher than that because they are one time a year payments. In one case, is \$2,000 over in risk management because after earthquake needed a lot more Exit signs that had done. Trying to be very careful and control cost and expenditures; however, major expenditure is personnel.</p> <p>Motion by Trustee Miller seconded by Trustee Ganer to accept the Mid Year Budget Review as presented. Motion was passed unanimously.</p> <p>Director Mazerov stated sorry receiving at Board meeting as was not ready to go in packet when mailed. The gist of it is with everything else going on everyone has been very busy and still are pursuing the items that were presented in Plan of Service last July and have already accomplished a great deal, but major item in priority then and now is the upgrade to a new ILS system. The three vendors that responded to our RFP have done their presentations to the committee and library staff. Will be ready to make a recommendation at the February meeting of which vendor to go</p>

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 6, 2009

		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
AGENDA							
							<p>with. Then will be able to start instituting all of this. During this time, staff has been busy working on preparing the collection and catalog so is ready to be migrated to a new system. The space design committee, which received update from Linda Demmers in October, will be working with staff and doing presentation at Staff Development Day in February. Met with her to start preparing for that and is including a lot of staff input and participation. Outreach to Latino community is continuing. Received the \$5,000 grant that Patricia Rivera applied for through the Eureka Leadership project and have language training beginning next week being paid for by the grant. We have ongoing bilingual story time and will do adult computer training in Spanish. Have a committee working on the 90th Birthday celebration and hope to begin that in April. Still plan on doing update to Strategic Plan and have talked to some of the members who were on the community committee and will be calling them to get together. The number of items here may be a little fewer, but a lot of them are big projects that are taking a lot of staff time.</p>
<p>V. ORAL COMMUNICATION</p> <p>a) From Public concerning non-agenda items</p> <p>Board Members' Reports on conferences attended or meetings scheduled</p> <p>c) Volunteer Guild Report</p>							<p>No comments or discussion.</p> <p>No comments or discussion.</p> <p>Luann O'Hara, Guild President, was not</p>

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 6, 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
d) Director's Report 1. Items of interest to the Board							<p>present. Director Mazerov reported that Guild will be having a "Ring in 2009 with a 99 cent sale" starting Monday, January 12th – Saturday, January 17th. Luann, who also is out ill, is preparing a number of other sales too.</p> <p>Director Mazerov stated that Staff Development Day is on February 9th, a Monday, and would like any Board member that is available to attend. Is going to ask Luann to attend also if possible because will include report on survey and look at community of Buena Park and library and what we provide. Linda Demmers will also be presenting her facility analysis and space plan ideas. The Staff Development Day time frame will be from about 9 am to 4 pm. President Niccum asked it be posted for Brown Act purposes in the event that 3 Board members show up. Trustee Alibrandi stated she will be teaching and unavailable. Director Mazerov stated has mentioned in the past that whenever the economy gets bad that the library gets busier than ever. This has recently been coming out in a number of articles and shared an article from <u>American Libraries</u>, November 2008 issue that stated library card sign-up numbers have risen sharply. In person visits are also up 10%. We can see it in our circulation and library registration numbers and staff is being very diligent arranging programming for job hunters, resume writers, as well as phone.</p> <p>One of the ways that some libraries have been able to raise funds is the developer</p>

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 6, 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
							<p>impact fee. Placentia library did a study last year. Must have a study done to prove the impact of any development on the library and has to be approved by the City, etc. Meeting with Placentia’s new Director, Jeanette Contreras, to go over the process and who used to do study and law firm. The Buena Park City Manager talked about the kind of development Buena Park is looking at in different areas. There are still some areas in Buena Park actually looking at developing and with economy may be slow in taking place, but now is a good time for us to be in place to take advantage of this in case the developments happen; however, there is cost involved in having the study done and using consultant. Will get as much information as can from Placentia Director. Trustee Salts interjected that school district is considering asking for \$15 a house parcel tax added to their tax. Director Mazerov stated then it would have to go to election and pay for an election. Director Mazerov stated day to meet with representatives at their local offices, Day in the District, is happening Friday, January 30th, and Friday, February 6th. There currently aren’t any appointments set due to legislators being in Sacramento working on budget, but when they’re available will let the Board know.</p> <p>In cost cutting, just in paper cost we have combined the teen calendar, children’s calendar and adult calendar into one. It was already that way on the website, but now is also done that way in print. A couple programs that are</p>

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 6, 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
							Flores, to Step 2 on the Salary Scale effective December 25, 2008.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X X	 X X	 X	 X	 X	Motion by Trustee Alibrandi seconded by Trustee Ganer to adjourn. Motion approved unanimously and meeting stood adjourned at 6:53 p.m.

Submitted by,

Patricia M. Ganer, Secretary