

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 5, 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 |
|---|---|-----------------------|----------------------------|----------------------------|-----------------------|---|
| 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 | Director Louise Mazerov Vicki Terbovich, Systems Services Manager Victoria Sanders-Victor, Business Officer |
| I. ACTION ON MINUTES Regular Meeting of December 1, 2009 | Motion Second Ayes Noes Absent Abstain | | X | X | X | Motion by Trustee Miller seconded by Trustee Ganer to approve the Minutes of Regular Meeting of December 1, 2009. 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 or discussion. Trustee Miller asked what Even Start is. Director Mazerov stated is a program for parents of non English speaking children in elementary school. They have a program with the parents so parents can help the children succeed in school and in this case they came and learned about sharing books with their children. Trustee Miller asked if Even Start is the program with Buena Park School District and Director Mazerov confirmed it is. Trustee Miller wondered if there are volunteer opportunities available in that program and Director Mazerov did not know, but would find out for Trustee Miller. Trustee Ganer asked whether were going to talk about status of computer center later and Director Mazerov confirmed would be. |
| III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) Revenue - \$374,469.45 and Expenditure - \$988,167.53 Report as of December 15, 2009 | | | | | | No comments or questions. |

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| b) Monthly Statistical Report for December 2009 | | | | | | | Director Mazerov stated what see tonight is an interim report. Are still working on reports from Polaris system and still having to use some of the Dynix information. In addition, the information at the bottom talks about how many people log into our web catalog and register online and place holds from home. Trustee Miller stated this is easier to read. The Board liked the new report. |
| IV. NEW BUSINESS | | | | | | | |
| a) Mid Year Detailed Budget Review | Motion Second Ayes Noes Absent Abstain | | X | X X | X X | X X | Director Mazerov stated that there isn't anything particularly unexpected. Are still waiting to hear back from County about the \$522,688.83 have been waiting for since Dec. 22 when we noticed it online, but it somehow hasn't reached our account yet. Everything else here is pretty much self explanatory, but can address any item have questions on. No one had comments or questions. President Niccum stated is pretty straight forward and clear. Director Mazerov stated there weren't any surprises and pretty much going along as we expected from beginning of year. Motion was Trustee Ganer seconded by Trustee Miller to accept the Mid Year Detailed Budget Review as presented. Motion was passed unanimously. |
| b) Mid Year Plan of Service Review | | | | | | | Director Mazerov stated report reflects what have been talking about over last six months. In discussing with the managers, feel the migration to Polaris is about 85% there. There is still more training going on in terms of acquisitions, serials, and cataloging. Coordination between our book vendor Baker and Taylor and Polaris is still being worked out. The web pac is constantly being worked on by Tony with Patricia as to what the librarians and the rest of staff decide on our public face to our community. Along with the installation of the electrical and cabling for Polaris and new computer lab, there have been a number of other infrastructure issues that have been addressed and untangled literally in terms of wiring computer room. Vicki has been working very hard with our vendors coming in on Mondays and some Sundays trying to get things straightened out with Polaris as well as prepared for the new computer center. As far as the computer lab, perhaps the trustees noticed when walked through tonight the new media shelving is there and the old shelving has been taken down where the computer center is going and there are tables there and walls are ugly, but waiting for paint to choose colors |

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| | | | | | | | <p>until when carpeting is in. Expect the carpeting to be installed on Feb. 22nd. The furniture will already be here and following week can come and install all the computer furniture. Vicki Terbovich interjected installing furniture February 1st. Tomorrow the electrical, cabling and furniture people are coming to make sure all will wind up way should be. Still looking at having everything ready for soft opening by middle of February. Things have been purchased and Victoria Sanders-Victor, Business Officer, has been diligent about asking for our reimbursement for bills paid and finally got clarification that the County's new financial online system caused a little hiccup, but the check should be in the mail as of yesterday. Let Supervisor Norby's office know we're still working on. There are banners down there so people know what we're doing and how paying for it. Mary McCasland mentioned she overheard several patrons asking her clerks how we're paying for this when having to close on Monday's and they explained it very well as to where the funding came from. We found some interesting electrical issues from work done in past when had electric heat system where wires were cut but not capped and had to have them go through whole ceiling to check it all out. Every step has been accompanied with some interesting other things. Vicki spent the day getting our wireless back on line, but it is working now.</p> <p>Director Mazerov stated we have done all the things the Board was closely involved with in dealing with our budget and the State budget, as well as additional items have needed to do and able to do such as the AT&T Grant and applying for a Boeing Grant. The addition of some more adult programming with author talks and computer class getting ready to start and Wii bowling for adults Friday mornings. Everybody is still working very hard and continuing to provide great service. Trustee Ganer was curious about public reaction to Polaris and how it is working for them. Director Mazerov understands are fine with it. Staff is showing them how to do it and is familiar with working in windows environment so that hasn't been unusual for them. Everyone seems to be able to get in there and use it and place their holds. Since it is so user friendly, it not nearly as cumbersome as Dynix was. We want to have a campaign to gather people's email addresses so that</p> |

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| | | | | | | | <p>overdue and holds can be emailed to them, as well as notice a week before books are due. Vicki Terbovich, Systems Services Manager, interjected received a great response to "almost over due." The customer can set that up for themselves and sign up to let them know when almost overdue. Parameters are set for 5 days before due, except with DVDs and that is 3 days before due. Customers are really jazzed about that. Received good commentary about registering to be a customer or patron on line without help. If want to come in and check something out, come in and verify, but in mean time if want to use electronic resources have got the authentication id to use magazine databases or electronic resources. As move forward with Polaris interface, will be really exciting to see changes making in our web interface. Right now we have a separate web page and then click on our catalog. As we move forward, we're looking toward the day when the library catalog and whole interface is seamless. The web catalog is integrated right in the page. We're moving rapidly toward that day. Doing a lot of customization based on feedback getting from the librarians who have the direct line on the customers. Tony has been doing a lot of changes linking dashboards link to the new materials. We received the code to put in dashboard that allows NY Times and LA Times bestsellers and can click on the top 10 best sellers and will link right into our catalog from that dashboard. Can see if we have it and can place a hold on it then. More interactive and self-service oriented for our customers. Genuinely the customers are really open and accepting of it and the staff, especially the younger staff, but everyone in general interacting with each other discussing it and helping each other. Director Mazerov stated last Tuesday had over 1300 people for the day count. There were 3 clerks out front helping people and a line. Vicki stated that people get notified have a hold and have just been notified that morning via email and are right in to get the item. This is why the email campaign is important from that stand point, but will later be able to utilize for special functions and programs. The patron indicates how they want to receive the information and will ultimately put a place on the web site where can actually register yourself with an email or change email address, etc.</p> |

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| | | | | | | | to learn different things about the library, get library cards and sharing books, and helping their children to become successful students. The Independent and Register have been very good about putting our programs in there and even our Christmas program on the 19 th had 64 in attendance. |
| VI. FUTURE AGENDA ITEMS | | | | | | | No items proposed. |
| VII. CONSENT CALENDAR | Motion Second Ayes Noes Absent Abstain | X | X | X | X | X | Motion by Trustee Ganer seconded by Trustee Miller to approve Consent Calendar as presented. Consent Calendar was approved unanimously: a) Unpaid Bills Detail December 2009 |
| ADJOURNMENT | Motion Second Ayes Noes Absent Abstain | X | X | X | X | X | Motion by Trustee Ganer seconded by Trustee Miller to adjourn. Motion was approved unanimously and meeting stood adjourned at 5:58 p.m. |

Submitted by,

Donna Miller, Secretary