

MINUTES
 SPECIAL MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 20, 2009
 4:00 P.M. LIBRARY BOARD ROOM

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 4:00 p.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 Doug Mason, System Services Manager Mary McCasland, Support Services Manager Patricia Rivera, Public Services Manager Caroline Egan, Library Clerk II
I. NEW BUSINESS a) Budget Revisions	Motion Second Ayes Noes Absent Abstain	X	X X	X	X	X	<p>Director Mazerov stated that Board members should have cover memo talking about revisions discussed and developed figures for, as well as in a chart from the narrative. Also have a 3 page item President Niccum requested, which is all of our expenses arranged in descending order by amount. Gives idea of what our largest dollar amount items are going on down. Mentioned at last board meeting were developing some scenarios to help us reduce our budget this fiscal year and also to prepare for next fiscal year. Came up with number of different things and met with President Niccum last week to discuss them and decided to call this meeting because if we are going to have some savings this year really need to jump on it.</p> <p>In trying to project what expenses will be until the end of this fiscal year, it looks like we're going to come in a little bit under budget if our revenues maintain the way they are. Our report from the County Controller said we should expect to receive what they told us we would get at beginning of year. Using that we feel, and because have seen some saving in salary and benefits budget</p>

MINUTES
 SPECIAL MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 20, 2009
 4:00 P.M. LIBRARY BOARD ROOM

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>either because of vacancies or new employees, expect we will come in somewhat under budget about \$200,000. However, because of all the other things that can happen or other types of revenue may or may not get, want to try to still save some more. Met with each of the managers and discussed with them where were in their budgets and what they could do. They all felt that they could come in at about 10% below budget in their areas – that’s a total – some things will be a little bit more and some things a little bit less. This does include our materials budget. From that expect will save about \$60,000 in this fiscal year.</p> <p>One thing want to be sure stay on track with is new ILS. We really don’t have a choice. Current system using is not going to be supported, way out of date already. Have what we feel is a good proposal bringing to the Board in February that will allow us to spread cost over this year and next year and will make significant improvement in the services we provide. We have to move forward with that. Also, as supported by the Wall Street Journal article forwarded to Board, folks are flocking to the library. The worse the economy is the busier the library is.</p> <p>Looked at some scenarios, tried to keep cuts for this year where would be the least painful for staff and public in terms of services. There is going to be some pain involved no matter what and all are aware that is going to happen. Received email today from California Emergency</p>

MINUTES
 SPECIAL MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 20, 2009
 4:00 P.M. LIBRARY BOARD ROOM

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>Safety Assoc. that beginning Feb. 6th State employees will be taking the first and third Friday's of every month off without pay, non-essential services, such as DMV, will be closed on those days. Essential services, such as State hospitals and prisons, will remain open; however, the employees will still be expected to take 2 days a month off without pay. Also state parks that generate revenue will not be closed, but employees have to take the 2 days off without pay as part of furlough program. These cuts are happening and taking place in libraries surrounding us, but in order to try to make it workable for the employees and still maintain our level of service is how came up with what recommending here.</p> <p>The first two items are things recommending taking effect immediately, which would be to 1) freeze merit increases. Is not totally fair because some people at top step and would not impact them and some just starting won't be moving up, but will save us some money. One of the things we do that is really, really nice and have appreciated it but is unusual for public agencies is the 5% deferred comp match. 2) Recommend to eliminate that right now. Eliminating both of those things will give us a little jolt and allow us to save some money. The other items are a little more severe. Three, four and five will impact the employee's paycheck. An employee picking up 1% of PERS has been done in number of other cities and counties. Having a small furlough is another area, then there is</p>

MINUTES
 SPECIAL MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 20, 2009
 4:00 P.M. LIBRARY BOARD ROOM

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>the pay cut and more severe cuts are at bottom of memo which directly impact customer service, which are closing one day a week or reducing open hours by one hour a day. Some of the savings in those 2 items would save in utilities, but most of money would come from part time hours and probably would mean, but don't know for sure, a couple layoffs. The last one really don't want to do, but wanted Board to see the impact. That would be to close one day a week, reduce open hours by one hour a day and eliminate one full time Librarian I. To recap, recommending #1 and #2 to start immediately and the others to perhaps be considered for next year. We're all aware it won't be better by next fiscal year and if anything might be a little bit worse.</p> <p>Trustee Salts inquired what amount of staff numerically would no merits affect? Director stated have 9 steps so takes staff while to get to top step. Merits are once a year, on anniversary based on good performance evaluation. Trustee Salts stressed that doesn't want to demoralize the staff and want them to know Board is pulling for them. Trustee Salts said maybe that \$8,000 savings is something could forego as is a morale thing. Ultimately if have to whack will be bigger than \$8,000. If can truly save \$60,000 by 10% is kind of move, even though will have less materials coming in, that customer won't feel so much. Trustee Alibrandi asked whether each employee could give up one day of sick leave. President Niccum inquired how that saves as don't pay until employee</p>

MINUTES
 SPECIAL MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 20, 2009
 4:00 P.M. LIBRARY BOARD ROOM

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>takes it off. Someone who is never off sick won't be impacted. President Niccum stated that whereas a closure during Christmas and New Year's or unpaid holidays is across the Board and everyone contributes to that. Director Mazerov stated not paying employees for days we are already closed for holidays does not impact the patrons as well. The days would be spread throughout the year so impact would not be as hard as in one pay period or two and would not impact service as much. President Niccum stated talking about 4 days over Christmas, but that means calendar wise library is shut for 8 days in a row. Open on Saturday and closed on Sunday so in 10 days would be open on one Saturday. That is not good public service. Director Mazerov stated strongly believe is very important that public knows this is going on. Need to know that people are making sacrifices so if do decide to do this need to make sure people know that staff is taking their hit, furlough, time off without pay in order to save jobs, etc. We don't want to have to close on days public expects us to be open. Trustee Alibrandi asked how busy the days between Christmas and New Year's are. Director Mazerov stated that tends to be slower than Saturday after Thanksgiving when are very busy. Mary McCasland said numbers are still in the 600's week after Christmas. Director Mazerov stated have 2 holidays left in the fiscal year where can do it. Trustee Salts felt should talk to Michael Mello at the Register if staff is unpaid on those holidays closed.</p>

MINUTES
 SPECIAL MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 20, 2009
 4:00 P.M. LIBRARY BOARD ROOM

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>Trustee Ganer stated her highest priority is to not eliminate anybody's job and has to be highest priority. Wants public service and prefers not to hurt staff across the Board, but there are polls out there many workers would prefer to take cuts themselves than eliminate somebody's job. Would rather see go in that direction, but leads to next question as what kind of target are we looking at in savings? Director Mazerov stated would like to be able to save \$300,000 to \$350,000 and feels \$200,000 will come from salary savings and \$100,000 will come from splitting cost for new computer system over 2 years with \$100,000 this year and \$100,000 next year.</p> <p>Director stated that after the Auditor Report went back and looked at how this happened that expenditures are higher than revenue as didn't really overspend in any area. Went back and looked and the fund balance transfer that we have to carry over to next year to be sure to be able to run the library until first tax revenue comes in. When using the Counties forms, that fund balance transfer was included in our numbers and wasn't pulled out, it was there. Went back probably 10 years looking at budgets and it was always included in that number and because over last 10 years our revenue was always a lot higher than we expected, as we were conservative in our estimate in our increase in revenue, and revenue was always much higher. We kept our estimate at 3% and actually probably got</p>

MINUTES
 SPECIAL MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 20, 2009
 4:00 P.M. LIBRARY BOARD ROOM

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>a 7-8% increase. We got a little used to having a cushion there that we lost last year. Unfortunately some of that information was not available until after we had our budget put together and were in transition from County to doing our own bookkeeping. This year want to be sure that \$350,000 used from our reserves or fund balance transfer that we do not have to do that again. If we could come in under our expenditure number by this amount, that would keep us at a healthy level in terms of our reserves. I think it is doable with some of the proposed changes. Hoping to know by April or May will have a better handle on the revenues that will come in after April property tax payments are in. When next year comes and we talk to Auditor/Controller and he states that property tax revenues are down, we will have some options to consider if we need to do that. If for some reason totally off and still come in over budget, may have to consider some of these other options. Currently recommending the first couple of items to start with this year. Feel that between what are doing in salary savings and manager's saving within their own budgets that will have us on the road to making that kind of savings.</p> <p>Trustee Ganer interjected concerned that even if look at all these options we aren't going to come in at \$300,000 or \$350,000. Director Mazerov clarified that we are currently going to come in \$200,000 under budget before the 10% below budget the manager's are working on that will save approximately</p>

MINUTES
 SPECIAL MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 20, 2009
 4:00 P.M. LIBRARY BOARD ROOM

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>\$60,000. That puts us at \$260,000 of the \$300,000 or \$350,000 desired. Trustee Ganer reiterated we are then looking at \$100,000 to \$150,000 in savings needed beyond the \$260,000. Director Mazerov clarified that is correct. The fact that the new ILS is down for \$240,000 but we are going to keep our first year's expenditure on that at \$100,000. Yes, we have to carry that money over, but this year will help us with savings.</p> <p>President Niccum stated that these are difficult things in difficult times and doesn't want to do anything that has impact on public or employees, but we're in a situation where need to take tough actions and need to do those things that are within our power now. Looking at the fact that have been dipping into reserves need to be as conservative now by saving every dollar can because don't know what next year is going to be like. Our reserves are already depleted and against that facing uncertainties next year would not be doing fiscal duty if didn't take steps that are reasonable and of little impact. Freezing the merits as an alternative to losing jobs is less consequential. The 5% deferred comp match is a given, but to come closer to target Director is talking about need to take the two holidays that remain this year and make them unpaid and add the almost \$15,000 to our savings. Trustee Ganer asked President Niccum which items specifically and he specified the two recommendations for FY 08-09 of freezing merits, and eliminate 5%</p>

MINUTES
 SPECIAL MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 20, 2009
 4:00 P.M. LIBRARY BOARD ROOM

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>deferred comp match and close 2 holidays without pay. Trustee Ganer stated that would equal \$48,000. Director Mazerov stated that would be the \$200,000 under budget, plus \$60,000 manager's are implementing in budget savings, which equals \$308,000 savings. Trustee Ganer stated that comes in on the low end of desired target. Trustee Salts asked if could consider item #4 at having employee pick up 1% of PERS contribution, which would add \$36,000 to the target. Director stated would have to bring a Resolution to next Board meeting regarding the employer only picking up 6% and send to PERS before could implement. President Niccum suggested instead of eliminating 5% deferred comp match and 1% towards PERS, perhaps do item #3 and reduce salaries by 2% instead. Director Mazerov stated hesitation there is that #3 impacts everybody, including least paid employees where #4 impacts only full time and have 3 permanent part time at the higher steps. Trustee Alibrandi asked if there is some we can do now without reducing salaries immediately. Indeed we can do that. The 2% across the Board impacts those who are probably having their hours cut anyway and they won't be getting merits. Trustee Ganer verified talking about implementing 1, 2, and 6 immediately and 4 would be brought to the next Board meeting in a resolution form. With these items implemented, it would definitely be in the ball park of savings needed.</p>

MINUTES
 SPECIAL MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 20, 2009
 4:00 P.M. LIBRARY BOARD ROOM

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>Director Mazerov shared an article that Saint Jude’s Medical Center did that Public Services Manager, Patricia Rivera, brought back from a Community Collaborative Meeting that showed in Buena Park the areas that are “high needs” and there are huge areas in Buena Park that fall under that. Feel that is why we are used so much, people here don’t always have their own computers, own reference material, and numbers for Tutor.com are up again to 600 in last 6 months. We’re also cognizant of fact that have to make cuts and changes, but don’t want to hurt staff, especially lowest paid, and definitely not our patrons who need us the most right now. What the Board proposes is bearable. No one is going to be thrilled or happy, but feel are spreading it across the board a little more evenly. Trustee Salts felt is very prudent and timely. Trustee Salts stated this area has had a 10% “homeless for a while” and now is probably 13-14% as an average.</p> <p>Trustee Ganer stated would like to indicate that once things turn around at some point, and probably speaking for all of Board, when economically feasible will try to restore these things to staff. Do feel a commitment to staff, but do have a fiscal responsibility in the meantime. We’re probably not talking even a year from now, but hopefully in the future. Trustee Ganer would also like to get some feedback or reactions. Doug Mason, System Services Manager, felt is spread out fairly. Patricia Rivera, Public Services Manager, felt all need to</p>

MINUTES
 SPECIAL MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 20, 2009
 4:00 P.M. LIBRARY BOARD ROOM

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>make sacrifices to still have a job. On one hand, conflicted with unpaid holidays unless public is made aware and see that full time staff is making sacrifices. If don't want to cut public services, they need to be aware of need, but if we closed during the Christmas holidays it would make them aware of the situation.</p> <p>Director Mazerov stated will meet with full time staff and any others who are here to let them know what Board decides tonight. Mary McCasland stated that the 5% deferred comp match is something that at least does not come out of pocket so still have money now that need. It has been nice, but realizes the situation. Director stated staff is dealing with health care costs going up again in January. Director stated that staff closer to retirement may really feel it. Mary McCasland interjected was thankful got the COLA we did last July. Trustee Salts stated the Board thinks very highly of the staff. President Niccum requested that Resolution or motion use language referring to "suspend" to reflect intend this to be an immediate fix that will look to reverse when financial picture permits it.</p> <p>Motion by Trustee Alibrandi seconded by Trustee Salts to implement from the Director's recommendations item #1 suspending merit increases, #2 suspending 5% deferred comp match and item #6 suspending payment of holidays for President's and Memorial Day in current fiscal year.</p>

MINUTES
 SPECIAL MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 January 20, 2009
 4:00 P.M. LIBRARY BOARD ROOM

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
							Trustee Ganer requested that item #4 having employees pick up 1% of PERS contribution be put on the February agenda and brought as a Resolution to the Board. Trustee Ganer interjected appreciates staff cooperation and understanding on this and it makes their job easier. Trustee Salts stated appreciated Director Mazerov's recommendations and gave the Board some options.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X X	 X	 X	 X	 X X	Motion by Trustee Alibrandi seconded by Trustee Salts to adjourn. Motion approved unanimously and meeting stood adjourned at 4:53 p.m.

Submitted by,

Patricia M. Ganer, Secretary