

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 July 3, 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 5:32 p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Director Mazerov Doug Mason, System Services Manager Mary McCasland, Support Services Manager
I. ACTION ON MINUTES a) Regular Meeting of June 5, 2007	Motion Second Ayes Noes Absent Abstain						Minutes of June 5, 2007 could not be approved since all three trustees that were at meeting are not present.
II. CORRESPONDENCE a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations b) Management Team Minutes							No comments. Trustee Ganer asked for further explanation of the ALA Read posters. Director Mazerov stated posters normally have celebrities or sports figures on them holding a book encouraging reading. Now have a disc where can incorporate your own picture into the poster to personalize it.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) YTD Revenue Report - Revenues as of June 15, 2007 - \$2,067,754							Director Mazerov stated that one piece missing is the City of Buena Park's redevelopment money as they have decided to send it only once a year now. Previously received a big check in May, which now will come after the close of fiscal year. Director Mazerov stated had to call to find this out and also has been checking that some boundary changes

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							would not affect us and was reassured would not.
b) Expenditures Report - Expenditures as of – June 15, 2007 - \$2,072,880							No comments.
c) Monthly Statistical Report for June 2007							Director Mazerov stated was nice that June brought circulation into the positive over last year. We are now a little over 1% above last year.
IV. NEW BUSINESS							
a) Approve Updated Agreement for Professional Services with Miller, Brown & Dannis	Motion Second Ayes Noes Absent Abstain						Trustee Ganer commented on typo on page 1, sixth paragraph of the agreement. The number and written figure do not match and need clarification. In the same paragraph, last sentence is concerned about the course of travel reference to billing by Attorney. President Niccum stated will hold item for clarification on those points.
b) Review of Past Year's Plan of Service (goals) Highlights of 2006-2007	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	Director Mazerov referenced reports she read recently that confirmed that libraries are an important valuable resource. One was study conducted by University of North Carolina School of Information Library Science that showed Pennsylvania taxpayers receive a return of \$5.50 for every dollar they invest in public libraries. This study was done in conjunction with an LSTA grant. In another report, ALA indicated that from recent data collected the number of visits to public libraries in United States increased 61% between 1994-2004. In fiscal year 2004, there were nearly 2 billion visits to U.S. libraries. In January at mid year report, Board approved extending 2004-2007 Strategic Plan

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							<p>through 2007-2008. Extension recognized there was still important work to be done on Strategic Plan, but also wanted to ensure continue doing the excellent public service known for here. Tonight the manager's will present reports that include highlights of the last fiscal year and plans for 07-08. Two separate items, but they will present them at the same time. Doug Mason, System Services Manager, first mentioned the new blinds installed in the Boardroom. As far as 2006-07, most of work has done on the network is behind the scenes. Have most of new routers and switches, which are essential for all the wiring to go into. For the wireless, have now cabled all three floors with 15 hot spots. Waiting for final configurations from Dynix and once they get that can get the wireless up, but the actual infrastructure is in place. With Mary's help, getting information into the database getting ready for the migration. In March Sirsi and Dynix merged, and have melded their products into one product. Were not expecting this for another 2 years and have had to go back and reassess how building the network, what kind of platforms using, etc. Will be going with their product, which is named Symphony. As far as the building goes, in continuing to prevent people from sleeping in the back removed the bookmobile wall. A picture was provided for the Board to show the background of the bookmobile wall area. The wall had no structural purpose and now the police can more easily surveillance the area.</p>

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							<p>Doug Mason stated that as far as the future, Symphony is the future. Mary McCasland will be working on most of it with him. As far as the building goes, there is a lot of work being done in the Board room. Using it a lot for Infopeople workshops and like a little media center. That is why got the blinds and will probably see a projector and air conditioning unit specifically targeting the Board room.</p> <p>Mary McCasland, Support Services Manager, stated that past fiscal year passports generated \$82,500. By end of this week, will reach \$100,000. One thing did add this year is passport photos. Seems to be very popular for convenience alone. In just two months time, have generated \$2,400 and the camera itself cost\$2,500 with the first amount of film so it has basically paid for itself; however, the Guild did actually pay for the camera. Caroline Egan has become a notary and has already done 14 signatures. That is more for convenience than a revenue generator. In addition, have added second phase of signs, which is end of range signs. In last month or so, have moved entire 600 collection to the second floor and expanded and moved the world languages collection to the northwest corner near windows. In just few days since made change, people seem really happy with having more space over there. The outreach to the Spanish speaking community has been very successful also. The main thing did in addition to translating the newsletter was hold a program near one of their</p>

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							<p>holidays, Dia de los ninos. Had a very successful mariachi magic show that drew over 100 people. Were very appreciative and received many thanks that night. Increased 20% circulation of Spanish language materials and also 20% increase in multi-media language sets on how to learn to speak English for Spanish speakers.</p> <p>Mary McCasland stated that for next year going to continue outreach to Spanish speaking community. In particular, tutor.com has now added Spanish for homework help. Will also do another Dia de los ninos celebration of some sort. The other thing really about Library Card Sign Up Month will be doing "Show Us Your Card Buena Park." Sent letters to businesses asking them to partner with the Library so if go to businesses and show library card, will receive discount. Read about this idea in American Libraries. Not only will promote library card sign up month, but partnerships with other businesses. Last thing will be working on, of course, is the migration to Symphony. Trustee Ganer commented felt the innovations on passports and to Spanish speaking are great.</p> <p>Since Kathleen Wade, Public Services Manager, is currently out on leave, Director Mazerov gave the Board her report for accomplishments from last year. The library connected with the Orange County Department of Education's Community Home Education Program serving northern Orange County for home schoolers and educators in our</p>

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							<p>area. We created a special informational brochure with Caroline Egan’s help focusing on how the library can serve them. Did receive an NEH Grant as one of over 2,000 libraries in the nation awarded a We the People Pursuit of Happiness Bookshelf to be used in children’s programs. We sent out a press release on this. Included classic books for children of different ages and had to do with the pursuit of happiness. Children will see the display and are encouraged to read these for an extra chance for the drawing of the bicycles and Knott’s tickets. Started outreach to the Centralia School District’s library clerks and were able to meet with them and have clerks come to the library. One thing they asked for, and we were able to provide, was a small book repair workshop with the help of Maria Mockler and JoJo Flordelis. Also reestablished relationships with the Savannah School District at the request of the Superintendent. Kathleen visited her and spoke to the principals. Provided more opportunities for library staff to attend training workshops and seminars. Staff attended more than 50 different workshops. Everybody got to go to at least one. This will be important with things going to do next year that they have been exposed to ideas and trends out there. Also participated in more local events with the schools we serve. The kindergarten roundup and speech contest with the Buena Park School District and the Centralia Community Collaborative meetings.</p> <p>For 2007-08, some of the things that</p>

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							<p>Kathleen working on with her staff include a concerted effort to encourage students and other members of the public to use our new databases. If go to our website, Doug did a great job of putting it right up there in front showing have changed some of them. The reference staff went through and evaluated what we have, and because they are so expensive want to be sure they're really wanted or needed for our community and evaluated them. Added some and dropped others and new mix there. Going to be promoting, especially in high school and local colleges, and be sure aware of what's available. Will also be promoting tutor.com. Going to be doing a third grade library card campaign. Unfortunately, the attempt to promote by including our application with the new student packet didn't do what we wanted to do. It seems that parents were confused about what library it was referring to and when they brought the applications back, the school just kept them and we didn't get them. We are going to go back and target third graders. Two other things want to start pursuing. One is starting to work with the Buena Park Historical Society. There is a digitization grant opportunity with the State and aware that Historical Society has an endowment where they have funds need to spend and have been encouraged to talk with them about these opportunities. Also, one thing in our Strategic Plan is some type of literacy service for the Buena Park community. We know that to actually manage one in-house is incredibly expensive and labor intensive. The</p>

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							<p>Orange County Public Library actually contracts out their services to other libraries in Orange County. Anaheim uses them and Orange is just now completing a contract with them. We have had one discussion with them and will pursue it and talk with them further. They stated that at one time had eight Buena Park residents that were in their program, and that means at least eight people went somewhere else to get a literacy program.</p> <p>Director Mazerov stated has a couple highlights would like to add to what the manager's talked about. In addition to the training, staff was involved in a number of community events in schools, as well as at senior center, the Mayor's Prayer Breakfast, Police Appreciation Luncheon, Chamber Mixer held here, as well as others, and working with city for the National Library Week Proclamation. Increased adult programming: had series of financial planning workshops, very successful adult reading program done for first time last summer and the Women of Mystery that started two ongoing book clubs. Have also had some local authors come and speak about their books. Chris Haugen, Librarian, has put together a program based on the library 2.0 program that all librarians are required to participate in and other staff is encouraged to do so if they would like. With the vacant Business Officer position, did recruitment and hired a new Business Officer, Kathy McClelland, who is working out extremely well.</p>

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							<p>For the Plan of Service for the next fiscal year, the first page is really the highlights and was talked about by the managers, except for a few items. The space design committee started out with the reference librarians talking about what they see as reference service here, what we have, can change and what public needs. Also know want space for a computer lab, expand the children's room and librarians have been attending lots of workshops that talked about what people see when they come into the library. So set up committee made up of librarians, library clerks and managers that has done brainstorming about services provide, might want to provide and then committee members are going to be visiting some newer libraries and see what they have, how arranged, use of colors, furniture and services provide. Librarians will survey users and then come back with information and try to prioritize and work with a consultant to give us recommendations. We want to be there for people and help them and yet not be intrusive. The October Staff Development Day will be having an instructor from Infopeople to speak to staff about "public service in a self-check world," and what it means.</p> <p>President Niccum made inquiry to reference of installing a separate wireless network not dependent on T1 service to ensure service in case of outages and wondered if this happens often. Doug Mason assured him it does not, but just in case must assure wireless connectivity for Infopeople</p>

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c) Plan of Service (goals) For New Fiscal Year 2007-2008	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	<p>workshops since they come from all over the state. President Niccum asked for clarification on whether registration is down and Director Mazerov stated registration is still down, but when prepared this had May figures and down 2.2% on circulation but with June figures are now up 1.4%. Doug Mason interjected that website use increased 25% (usually 8%) and probably primarily due to the databases and tutor.com pulling people in. A lot of people are using the databases, but not coming in the library itself.</p> <p>Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the review of past year's Plan of Service (goals) highlights for 2006-2007. Motion was passed unanimously.</p> <p>Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the Plan of Service (goals) for new fiscal year 2007-2008. Motion was passed unanimously.</p> <p>Director Mazerov stated spent a lot of time trying to find comparable positions to compare with, but hard in sense that most places as small as us have contracted this out. Realize with an aging facility increased demands to keep up with maintenance of various parts of facility and know that Doug Mason, System Services Manager, will not be able to continue to keep up and continue to do all the networking that needs to be done. Doug will continue to oversee this person. We did find that Altadena and</p>
d) Approval of Addition of Facilities Maintenance Supervisor Position	Motion Second Ayes Noes Absent Abstain	X	X X	X	X	X X	
	Motion		X				

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e) Approve Library Closure October 8, 2007 for Staff Development Day	Second Ayes Noes Absent Abstain	X X	X	X	X	X	<p>Palos Verdes do have this position also. Looked at their job descriptions and responsibilities and came up with the job description presented and the recommendation for salary. The fiscal impact is stated with the cover memo. President Niccum inquired as to whether the salary presented was at the same scale or top scale? Director Mazerov stated that salary is presented at the step Ray Garcia is at now. President Niccum wanted to know if would go in at same step currently at or not. Director Mazerov stated would probably go in a step higher and there would be a probationary period due to the increased responsibilities. Motion by Trustee Ganer seconded by Trustee Salts to approve addition of facilities maintenance supervisor position.</p> <p>Plans are moving forward for next staff development day. Based on evaluations staff has done for past ones and information staff has seen at other workshops feel is important to share current ideas with staff. Cheryl Gould, Infopeople instructor, is speaker looking at as she takes a lot of information from a lot of different studies and separate workshops and puts it together in a very practical package. This is how this place does it, what works, what doesn't, etc. She has a two hour workshop that will be applicable, and especially now when moving forward with on-line system and other things happening is important entire staff has an opportunity to be in on this. Trustee Ganer inquired whether will continue to have all levels of staff on the committee and Director Mazerov</p>

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							reassured her would continue to do so. Motion by Trustee Ganer seconded by Trustee Alibrandi to approve closure of library October 8, 2007 for Staff Development Day.
							<p>No discussion.</p> <p>No discussion.</p> <p>Director Mazerov reported that Luann O'Hara, Guild President, reported today believes will reach their \$30,000 goal for this year.</p> <p>Director Mazerov started out by acknowledging some thank you's and donations from patrons. Received an email request from patron for a book, which it turned out we already had, and patron stated there are so many great books in catalog. Another patron stated not sure we could do anything better. Another patron stated visiting here for nine months and service far above average, can not ask for better, so professional and suggested \$7 per hour raise for all staff. Received \$10 from an anonymous patron and another patron, Robert Williams, has donated books and money for at least the past 3 years. He just turned 90 and he brought in a check for \$490.90. Temp helping out is named Elizabeth Segar, who has a lot of experience and worked at a number of different libraries. Director Mazerov and Kathy McClelland, Business Officer, met with the auditor's staff regarding number</p>

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							<p>of different changes coming along in audit practice requirements for special districts, including SB1234. Looked at some of our policies to make sure they are updated and gave us regulations as come out so we know what have to do to make changes. Did confirm that can no longer have a per diem. We can indicate what we will cover for average cost of meal; however, everything must be based on itemized receipts. Business Officer also met with representatives from the County, who came to update us on what is going to be happening with their upgrades of computers, financial and human resources systems, etc. Kathy asked them a lot of questions about what we can and can't do and are going to upgrade our interface because it currently is very labor intensive.</p> <p>The big news for June is always the Summer Reading Program. Had 600 people attend the kickoff. Currently have 987 children, 125 teens and 78 adults signed up. Have had huge turnouts at all our programs with one or two programs every day. Mary Ivelia again has the chess club, and added a geography and origami club. The first day of the chess club was last Tuesday and there were 90 attendees. We actually had to go buy more chess sets. The bicycles, including helmets, were given to us at a huge discount from WalMart for approximately \$35 each. In recognition of our work with the Centralia School District, Mary Ivelia attended their Board Meeting where they honored their community partners. Received three</p>

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							certificates honoring the library as a whole, one for Kathleen Wade and one for Mary Ivelia.
VI. FUTURE AGENDA ITEMS							None proposed.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X X	X	X	X	X X	<p>Motion by Trustee Salts seconded by Trustee Alibrandi to approve consent calendar as presented. Consent calendar was approved unanimously:</p> <p>a) Approve Claims Request Number 647-07</p> <p>b) Personnel Matters</p> <ol style="list-style-type: none"> 1. Merit increase for P/T Library Clerk I, Sarah Anderson, to Step 7 on the Salary Scale effective July 6, 2007. 2. Merit increase for F/T Librarian I, Phyllis Nisle, to Step 5 on the Salary Scale effective July 6, 2007. 3. Merit increase for P/T Library Clerk I, Vince Tannahill, to Step 3 on the Salary Scale effective July 6, 2007. 4. Merit increase for P/T Library Clerk I, JoJo Flordelis, to Step 3 on the Salary Scale effective July 20, 2007. 5. Merit increase for P/T Library Clerk I, Chantell Martinez, to Step 3 on the Salary Scale effective July 20, 2007. 6. Merit increase for P/T Library Clerk I, Julie Watson, to Step 8 on the Salary Scale effective July 20, 2007.
VIII. CLOSED SESSION							
a) Personnel Matters (Pursuant to Gov. Code Section 54957) -Library Director							Board adjourned into Closed Session at 6:32 p.m. Board reconvened into Open Session at 6:53 p.m. President Niccum stated Board met in Closed Session on

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							Personnel Matters pursuant to Gov. Code Section 54957 with matters regarding the Library Director. The Board took no reportable actions in Closed Session.
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 the meeting stood adjourned at 6:54 p.m.

Submitted by,

Donna Miller, Secretary