

MINUTES  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE  
 BUENA PARK LIBRARY DISTRICT  
 July 1, 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 5:30 p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Director Louise Mazerov Mary McCasland, Support Services Manager Patricia Rivera, Public Services Manager
I. ACTION ON MINUTES Regular Meeting of June 3, 2008	Motion Second Ayes Noes Absent Abstain	X  X	 X X	  X	  X	   X	Motion by Trustee Alibrandi seconded by Trustee Ganer to approve the minutes of June 3, 2008. 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							Director Mazerov stated is short list because had the end of ordering at close of fiscal year. No comments or questions.  Trustee Ganer asked Director Mazerov to fill Board in a little more on the consolidation request. Director Mazerov stated is proposal to join 3 systems, which are SLS, MCLS and South State. What started it is that State Librarian and State Library has encouraged cooperation and joining of the different systems in order to increase efficiencies and to relook at how services are provided by systems. There are two consolidations that will be taking place in northern California. The feeling of those of us who belong to the three systems down here is that often the southern part of the state is neglected to the benefit of the north in terms of attention from the State Librarian. Knowing that we represent a third of the State's

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							<p>population down here, felt that by joining together and speaking as one voice would be of benefit to us. It appeared to us that was the direction the State Library was encouraging. Instead of waiting for other systems to do it that we would be part of the first ones as well. Rosario Garza, who is Executive Director of MCLS, comes from a system in the Midwest where it is a statewide system and has a lot of experience in this area. She has taken the lead with us in the south. Concern expressed in SLS is that we have not paid dues previously and MCLS and South State has. They have a reserve, but we don't pay dues so we don't have a reserve. What we pay for is all from CLSA money which goes straight to MCLS for what they provide for us such as second level reference, delivery of materials, committees and training. MCLS sponsors the Performers' Showcase each year where children and teen librarians go to get a chance to see various programs and performers can use for summer programs. The committees are children's, young adult, teen, circulation, reference, where representatives from each library can meet and discuss, share ideas, bring in training or vendors, etc. Is our feeling by joining together will be able to provide other types of services as well. In order to consolidate, we have to submit a letter to Library of California and they meet twice a year. For August meeting, must be submitted by middle of July. There will be three letters going to them from three systems. It would take effect in the following fiscal year in July.</p>

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							<p>The fact that SLS libraries would have to be paying dues now is obviously a concern and MCLS has complicated formulas based on population with a cap for large libraries. Because of the efficiencies that would result, the cost for administration would overall be lowered. The formula that was agreed to would cost us about \$5,000 a year to belong to this consolidation. Benefits myself and a lot of us saw would be representation to the State Library, opportunity to explore and provide fee based services, such as substitute librarian help, and increased opportunities for training. Still concern and hesitation on part of some SLS libraries but agreed to pursue and submit letter with understanding that since doesn't take effect until the following year if with further investigation decide is not palatable to them can withdraw. Fact doing this will give opportunity to perhaps bring in the two libraries in the Orange County area that are no longer part of a system, and that is Santa Ana and Huntington Beach. President Niccum stated not clear given that we are already getting services from MCLS, where the economic efficiencies come in? Director Mazerov stated right now they are administering 3 different systems, MCLS, SLS and South State. Administrative work as far as report writing and 3 different budgets and audits must take place. One of our concerns is that we don't lose what we have as a smaller system to meet and have training sessions. MCLS is already so big that they have to have more than one anyway and there are libraries in</p>

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							<p>south LA County who could join with us for training. Trustee Salts asked what we lose. Do we lose some of our autonomy? Director Mazerov stated the autonomy part is still the same. Right now each has a Council that is made up of the Director's of each of the members. In MCLS, have an Executive Council since it is so large. Guarantee representation from small, medium and large libraries on that Executive Council. There would probably be something similar to that where we would be represented. Still working on the bylaws and standing rules and that is where a lot of those questions will be answered. Trustee Salts asked if we decide to do whether we are able to opt out in the future. Director Mazerov stated that just submit letter to Library of California that no longer want to be a part of it. Trustee Salts asked whether they are absorbing us or are we willingly joining. Director Mazerov stated was a concern for some. MCLS is made up of small, medium and large libraries and smaller libraries feeling not getting attention need. Benefit is greater to smaller libraries than larger ones. Definitely want to make sure not absorbed and have a voice and that is one reason why Director is on committee helping write the bylaws and standing rules. Trustee Salts just questions whether we will be better off a year, two years, five years, etc. Director Mazerov stated there are three who are from SLS libraries, two from South State, and three from MCLS who are part of the committee working on bylaws and standing rules. Those of us in SLS feel it is our responsibility to</p>

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							<p>make sure the concerns have been expressed, that we're not folded into or absorbed where don't have any say or power, or marginalized or left out of major decisions. For instance, since the Executive Council includes the large libraries, which for MCLS would be L.A. Public and Long Beach, it would also include the County of Orange and County of Los Angeles. The OC Public Library Director (County Librarian) would be part of that. Perhaps because have worked in libraries that were part of MCLS and South State, not so concerned that will be absorbed, but want to be sure that individual SLS libraries still continue to participate and have voices and on committees, and take leading roles on committees. Want a lot of these things to be addressed in the bylaws and standing rules in more detail. President Niccum reiterated that we could opt out but not back to SLS. That is correct. Director Mazerov stated that it doesn't mean that if there were enough that wanted to do it, that they couldn't reform as SLS in some way, but all of that would take submitting the material to Library of California. The CLSA, which was first written in '76 and revised once, is very outdated. The needs of libraries and focus has changed but the law is written as such that requires a certain percentage of the money go to second level reference, which many feel is no longer necessary. The State Librarian has indicated understand that and interested in revising or rewriting that law. The other part of that is the role the Library of California takes. That is just like another</p>

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							level of complication that comes into it. We will still be getting deliveries currently getting, but hope what we can get in addition to that will be a big benefit to us. There are things the larger system can actually develop and sell to other libraries in other areas provide services to. They did the administrative work for SLS and several San Diego County area systems and earning some money that way. Director Mazerov stated will ask Rosario Garza to speak to Board on the issue.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) YTD Revenue Report - Revenues as June 15, 2008 - \$2,206,094  b) Expenditures Report - Expenditures as June 15, 2008 - \$2,441,808  c) Monthly Statistical Report for June 2008							President Niccum commented have nearly all the revenue for the year in. No comments or questions.  No comments or questions.  President Niccum stated year-to-year 2.6% increase in checkouts for June to June, but 5.7% in checkout sessions. Does that mean people are checking out more books at a time? Mary McCasland, Support Services Manager, stated she noticed that too and the people we've got are checking out more books, but in terms of new patrons, come in and do other things. Feel that what is happening is that people who check out DVD's are checking out a lot of DVD's. Trustee Salts inquired as to whether we know how many people come into the facility, but don't necessarily check anything out. Director Mazerov stated if use databases that shows up, but if use

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							material here and leave or go to program, we get exit counts only. Director Mazerov is going to check with Doug Mason, System Services Manager, on whether way to knowing how often people signing on to our wireless. Trustee Salts stated that because of way things are changing, we could be increasing our volume of patrons, but really not be increasing our checkouts. Director Mazerov stated the electronic resources can be accessed from home and are not in our exit count. President Niccum stated traditional measures may not capture all this. Director Mazerov stated that even though registration down, they were up last month over the previous years. Even this June over May was way up and probably due to Summer Reading Program, but did have some offsite outreach programs. Mary McCasland, stated had wanted to increase registration by 2% each year. So went to mall for Brain Mania for kids, and a health fair and everyone said already have a library card.
IV. UNFINISHED BUSINESS a) Revised Wording to Employee Handbook Section on Unlawful Harassment	Motion Second Ayes Noes Absent Abstain	X	X  X	X	X	X X	Director Mazerov stated that the change is in the next to last paragraph after bulleted items talking about if their grievance is against Director or Manager can take it to the Board, as well as if not satisfied with the resolution can take to Board. Motion by Trustee Ganer seconded by Trustee Salts to approve revised wording to employee handbook section on Unlawful Harassment. Motion was approved unanimously.

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V. NEW BUSINESS							
a) Resolution #008-3 Authorizing Pre-approved Warrants ("weekly" items)	Motion Second Ayes Noes Absent Abstain	X  X	 X X	  X	   X	  X X	Board commented on the amount allocated to Southern California Edison and Director Mazerov stated to monitor and wait before turning on air. Ray has hooked it up when turn off auditorium lights it turns off the air so not running air when not in use. Motion by Trustee Alibrandi seconded by Trustee Ganer to approve Resolution #008-3. Motion was passed unanimously.
b) Approve 2008-2009 Agreement for Professional Services with Miller, Brown & Dannis	Motion Second Ayes Noes Absent Abstain	 X	X X	 X	 X	X X	Motion by Trustee Ganer seconded by Trustee Salts to approve the agreement for professional services with Miller, Brown and Dannis. Motion was passed unanimously.
c) Review of Past Year's Plan of Service (goals) Highlights of 2007-2008	Motion Second Ayes Noes Absent Abstain	 X	X X	 X	 X	X X	Director Mazerov stated even though two different sections where accept Plan of Service of Past Year and Plan of Service for next year, have asked managers to combine them when speak to Board. Doug Mason's father had surgery last week so is unable to be here tonight but will give Board update next month on technology. Tonight Board will hear from Public Services and Support Services.  Mary McCasland, Support Services Manager, stated in terms of accomplishments started out with a library card sign up month. Worked with business partners in the community to help promote libraries by showing their card at different businesses (10) and get a discount, etc. We will be doing that again. Both the businesses and patrons

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							<p>thought it was a positive idea. Last year sold it more on how we could both benefit and this year going to stress supporting education in your community. As of June 30, topped \$100,000 with passports. From day one, we topped 200,000 total in 2 ½ years. That \$100,000 includes the decrease from \$30 to \$25 for the library and probably lost about \$9,000 with that. We did 3,656 applications and last year did 2,750. The staff continues to be very supportive. The Guild bought a camera for us last May and made \$15,000 in passport pictures at \$10 each. With our signage, have picked several subject areas in terms of browsers to try and help if do not have Dewey number. Really worked on outreach this year as well. In the goals, one of the things mentioned would pick a service that thought community needed and had a market for. What found needed was passports for their children. A lot don't speak English that well, so we have one Spanish speaking person available at all times to do passports. We are translating the information so can leave with a checklist of things need, what will happen, etc. We changed our banner to have Habla Espanol to be more welcoming too. Staff went to workshop on marketing to the Latino community and How to Teach Spanish Speakers to use the Internet. Patricia Rivera will expand on what we will be doing for outreach next year. In terms of promotion, started working with book displays downstairs. Heather Mackey, Library Clerk, has been very creative with this. Got an idea from SLS</p>

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							<p>meeting, Placentia Library was wearing little buttons and we have gotten staff to wear buttons promoting services offered, such as placing holds on items, etc. Mary passed out buttons to Board members.</p> <p>For next year, working on the results from the patron survey and space planning and deciding what patrons really want. To prepare for the migration, we are going to work on inventorying the collections so that once send records over to new system everything is there. Of course lots of training that will go along with it. In terms of new collections, we are looking at the new blu-ray discs and video game collection.</p> <p>Patricia Rivera, Public Services Manager, stated in last year did have several grants, but going to mention two. The "We the People Pursuit of Happiness" grant from National Endowment for the Humanities to encourage young people to read classic books and explore themes in American history, culture and ideas. Incorporated that into last year's Summer Reading Program. Also had a Crocker Container Grant and were able to buy DVDs, books and audio books dealing with literacy, ESL and Learn a Language set. Also trying to do things to help our patrons become more literate, plus help those who can't read at the level they want to read at. Also increased our Spanish language titles by 300 and increased circulation by 16%. Kathy Billings, Librarian II, did a great job at surveying the community to see what</p>

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							<p>it was they really want. Also added PlayAways and added 84 titles, which have circulated about 3 times each as very popular and will continue to add to that collection. We added the Gale Virtual Reference Library and they have e-books: reference books can look at online and have access to from our website, and do it remotely from home. Always trying to do partnerships within the community and we did partner with Centralia Community Collaborative. Went to meetings for school districts and other agencies to see what services are out there for the kids and how we can try to help improve these services. We don't want to duplicate what someone else is doing, but want to supplement or compliment. We also made a connection with the Buena Park School Districts Even Start Program. Mary Ivelia was trained on using Kid Builders, which are free books (almost like building blocks), that train the parents on how to teach their kids to learn different skill sets that they need so ready when start kindergarten. Those are provided in both English and Spanish and family gets to take it home and it's theirs. Even Start came to 2 story times and had vision and dental screenings. The librarians and children's staff always very busy with all the programming. For adult programs, had over 275 attendees at our programs. The author Cy Tymony came and talked about <u>Sneaky Uses for Everyday Things</u>. We partnered with SCORE and they did a program on marketing. We want to partner with them next year also. For teens we had over 750 attendees at our programs.</p>

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							<p>Love the Wii, love the games, like coming in and being able to socialize and be with their peers and interact with the librarians in a very positive environment. Those gaming programs and tournaments are very popular and they get male teens in. Children's, of course, very busy and so far have had over 20,000 attendees at our programs. Second year had the Dia Del Los Nino celebration with mariachi magic show with 278 attendees and after school clubs such chess club, word builders homework help, which had about 425 attendees. Lucky Strikes Bowling Alley at Block of Orange donated free bowling for a party of 15. Gave enough for every Monday night program so can raffle them off to attendees. A little boy won last week and his mother stated in broken English that his birthday had been the weekend before and had not had money to do anything for it and now can because of what he won. It shows the library can make a difference in people's lives.</p> <p>In talking about next year, really excited. One of the things want to do is further outreach efforts and one of those is Latino outreach. Part of my project for Eureka Leadership Institute was that would apply for a grant. With that we want to survey the community and find out what really need from us, and also try to identify what other agencies are out there and what they're providing so we don't duplicate. We don't want to compete with anybody, want to supplement and complement and improve everybody's quality of life. On</p>

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							<p>top of that, we want to provide staff with cultural and language training. One of the things very important is want it to be a positive experience not only for Spanish speaking customers, but also for staff so feel have skills and tools need so can help anyone who walks in that door. Want to expand the Dia Los Ninos program and implement at least three more programs for our Latino community. We know it is a very diverse community here and we know it is not just Latino. We want to enhance our Vietnamese collection this year. Kathy Billings has a volunteer willing to translate a survey so can find out what they need. We can also produce flyers and market to them and increase that collection and increase circulation stats for that. Want to build strong relations with schools and school districts and going out and doing more staff meetings and let teachers know what we have and educate them on which data base can be used for specific projects, etc. and hopefully will promote it to their students. Of course, always continue to partner with SCORE. Want to do baby boomer and senior programming. Bruce Pasarow has spoken to AARP regarding doing a reverse mortgage topic. Also wanting to do one on identity theft and a current one right now called Divided We Fail, which encourages people to get involved, especially before election, with health care and financial security. Want to continue with our teen programming. We have already partnered with American First Credit who has a series on life skills like dealing with money, interviewing and resume writing skills.</p>

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							<p>Would like to partner with health agency who could talk about fitness and nutrition geared toward teens. For children's, emergent children's literacy is really big. How important developmental stage is in getting them ready for school and life. Have purchased AWE Early Literacy stations meant for 2 – 8 years old. They're little computers with mouse and keyboard and lots of educational software like math, reading, and vocabulary. Trustee Ganer inquired if with the outreach programs whether there are materials to be given or could meet with ESL programs at Cypress College? Patricia Rivera stated that Buena Park School District has district wide English Language Advisory Committee (ELAC) run by parents and their kids are English learners. We know we need to get into these ESL classes. Lots of times the ESL classes are grammar and writing and not necessarily conversation and we would like to bridge that and have them come here and be able to converse with someone who wants to learn Spanish and someone who wants to learn English converse. Patricia felt that is a good suggestion to pursue. Trustee Salts stated in Centralia District two schools in Anaheim, Danbrook and Centralia, which have adult education teaching grandmothers, aunts, mothers who can't speak English to do so. Have some grant money and meet 3 times a week and referred to Dr. Matlock at headquarters. Dennis suggested the collaborative health fair at the Boys and Girls Club and Director Mazerov indicated library had participated in that.</p>

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							<p>Director Mazerov indicated that there were a lot of technology items this year including the wireless and redesign of the website. Will let Doug Mason, System Services Manager, elaborate on when gives his report. Director Mazerov stated one major item this year was the space design committee made up of clerks, librarians and managers. Did a lot of work on investigating, talking about current and future library services, as well as visiting new libraries, just to get a picture of how they are arranged and organized. We, of course, hired consultant and the surveys have been completed. There were over 1,000 responses to the survey in paper, as well as on line, and there is also a staff survey that will be going out. Worked on finding a new carrier for our deferred comp program, transitioned the payroll function to private vendor, and also working on using QuickBooks to do our own bill paying and tracking. In addition to what Mary mentioned, through staff suggestions the floor plan map was created, had services of graphic artist (clerk on staff who was doing internship) making our signs look very professional and filled the Public Services Manager position. One of the things most proud of is finally completed the office space for the librarians. They have their own computers, network color printer in their office and also able to attend a great deal of training sessions.</p> <p>For next year, the biggest amount of time will be upgrading our library system, which will entail staff cleaning</p>

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d) Plan of Service (goals) for New Fiscal Year 2008 - 2009	Motion Second Ayes Noes Absent Abstain	X    X	X X	X	X	X	<p>up all the data bases, training, and also making sure patrons comfortable with results. With space design committee working on where put computer center and configure reference desk and any other changes want to make in how space is organized will be happening in conjunction. Will be doing things this coming year based on 2003 plan and will be updating or revising the plan at end of fiscal year. The workshop that Mary McCasland and Director attended put service responses in real language that makes more sense to public and community. Have spoken to several people who were on original committee and are still interested in participating in it again.</p> <p>President Niccum indicated have two action items here for approval. First is to receive and approve the past year's plan of service. Motion by Trustee Ganer seconded by Trustee Salts to approve Review of Past Year's Plan of Service (goals) Highlights of 2007-2008. Motion was approved unanimously.</p> <p>Motion by Trustee Alibrandi seconded by Trustee Ganer to approve the Plan of Service (goals) for New Fiscal Year 2008-09. Motion was approved unanimously.</p>
a) I. OR							<p>No comments or discussion.</p> <p>Trustee Salts stated that Rotary had their convention in Los Angeles and there were 20,000 Rotarians from around the world. One of the projects</p>

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1. d)							<p>was associated with the Reading by Nine to see how many books could get people to bring. Set goal of 250,000, which would be a Guinness World Record. At closing session the official certification man from Guinness stated had collected some 242,000 books in all languages and set a new world's record by at least 100,000. All the books were given to school districts within southern California. Orange County alone sent in 30,000 books.</p> <p>President Niccum mentioned received first response to staff survey in the mail this very day.</p> <p>No report given.</p> <p>Director Mazerov stated that her first item to Board was mentioning that the staff survey from the Board has been distributed to staff. There was a power outage in area on June 17<sup>th</sup> due to vandalism at local power station and in order to replace wiring stolen had to turn off power to work on it. Getting many positive comments from our patrons as well as donations. A patron submitted a comment on the clean, open area in center by stairs, wood on stairs, and lovely landscaping. Some staff able to attend ALA events since it was in this area for a change. Volunteered to work at the California Library Assoc. booth and local information booth a few hours and had opportunity to visit with librarians from all over. Most of workshops were very good. Director wrapped up year as Chairman of the</p>

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Youth Services	R						<p>Chamber of Commerce Board of Trustees and am now the new President for Soroptimist. The Chamber turnover happened last week at the City breakfast. Did a couple of little fundraisers for the children's programs. For the last couple of years, we asked for donations at the checkout desk. If people put a dollar in, they get their name on one of the flowers that are hanging from the ceiling at checkout. They collected \$419. Not only did Lucky Strike Bowling Lanes donate party item giveaways, but came to opening Summer Reading program and sold raffle tickets for a bowling party for 15 as well. They then donated the money to us, which amounted to \$82.</p> <p>The turnouts have been huge for programming. In the 18 story times that were conducted in June, had a total attendance of 1,497. Towards the end of year, always lot of school tours. Had 5 tours with 332. The Summer Reading Program kickoff and 3 Monday programs had a total attendance of 1,364. Same time Mary Ivelia went to every grade K-6<sup>th</sup> at Centralia Elementary and talked about the programs. Had 81 volunteers who worked total of 562 hours. Did a volunteer orientation for the teens working the Summer Reading Program and there were 24 at that. The teen programs kickoff had 33 attending, game-a-thon had 20 and the Uno tournament had 23. Have been getting better coverage in the Independent and also the Register and had a number of listings for our programs. The Adult Reading Program already had 35 people</p>

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							who signed up as of last week. As of June 23, had 798 children signed up for Summer Reading Club, and don't have the teen or adult figures yet.
VII. FUTURE AGENDA ITEMS							President Niccum stated that it doesn't have to be at the next meeting, but need to discuss the date for the November Board meeting as it is currently falls on election night.
VIII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X	X  X	X	X	X X	<p>Director Mazerov stated that the first personnel item regarding resignation of Kathleen Wade is because realized had not listed on Consent Calendar previously. Motion by Trustee Ganer seconded by Trustee Salts to approve Consent Calendar as presented. Consent Calendar was approved unanimously:</p> <p>a) Approve Claims Request Number 659-08                      Personnel Matters</p> <ol style="list-style-type: none"> <li>1. Resignation of F/T Public Services Manager, Kathleen Wade, effective February 29, 2008.</li> <li>2. Merit increase for P/T Library Clerk I, Sarah Anderson, to Step 8 on the Salary Scale effective June 28, 2008.</li> <li>3. Merit increase for F/T Librarian I, Phyllis Nisle, to Step 6 on the Salary Scale effective July 2, 2008.</li> <li>4. Merit increase for P/T Library Clerk I, Julie Watson, to Step 9 on the Salary Scale effective July 16, 2008.</li> <li>5. Merit increase for P/T Library Clerk I, Josephine Flordelis, to Step 4 on the Salary Scale</li> </ol>

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 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE  
 BUENA PARK LIBRARY DISTRICT  
 July 1, 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
							effective July 19, 2008. 6. Merit increase for P/T Library Clerk I, Chantell Martinez, to Step 4 on the Salary Scale effective July 19, 2008.
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 6:53 p.m.

Submitted by,

Patricia M. Ganer, Secretary