

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 5, 2005

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	Louise S. Mazerov, Library Director Doug Mason, System Services Mgr. Mary McCasland, Support Services Mgr. Kathleen Wade, Public Services Mgr. Luann O'Hara, Guild President
I. ACTION ON MINUTES a) Regular Meeting of June 7, 2005	Motion Second Ayes Noes Absent Abstain						Do not have quorum for official voting on minutes so will defer until have proper quorum.
II. CORRESPONDENCE a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations b) Management Team Minutes							Director Mazerov stated this is time of year not doing much ordering of books because of fiscal year end. No comments
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) YTD Revenue Report - Revenues as of June 15, 2005 - \$1,894,103 b) Expenditures Report Expenditures as of - June 15, 2005 - \$1,710,419 c) Monthly Statistical Report							No comments. No comments. No comments.
IV. NEW BUSINESS a) Auditorium and Meeting Room Reservation Policy Change	Motion Second Ayes Noes Absent	X X	X X	X	X	X	Director Mazerov stated revision takes into account that the Board Room is now also being used for meetings. All changes are highlighted. After discussion the word "emergency" was removed from

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	Abstain						the sentence "library reserves the right to cancel or reassign meeting dates because of emergency requirements of the library." Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the policy with that change incorporated.
b) Resolution No. 005-2 authorizing pre-approved warrants ("weekly" items)	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	President Niccum stated this is the annual bill paying resolution. Motion by Trustee Ganer seconded by Trustee Alibrandi to approved Resolution No. 005-2.
c) Resolution No. 005-3 approving alternative formula for distributing LAFCO fees among the Independent Special Districts in Orange County	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	Director Mazerov stated this item arrived literally the day getting Board packets in the mail. This item preserves the formula that is currently being used that recognizes the difference between enterprise and non-enterprise districts. The State Code formula is based strictly on the revenues for the Special District. In our case for instance, if it were based strictly on the State Formula we would pay something like \$7,000 a year instead of the \$2,000 we currently pay. We definitely want to be sure this formula is kept in effect. Since 2 new districts were added, there is the need to pass resolutions from 15 of the districts. Motion by Trustee Alibrandi seconded by Trustee Ganer to approve Resolution No. 005-3.
d) Review of past year's Service Objectives (goals) Highlights of 2004-2005							Director Mazerov stated that there was a lot done last year and the manager's are here to give highlights of a couple of things they felt were major accomplishments in the past year. This same information was also given to staff at an All Staff meeting last month so they could not only see what all was done last year, but staff was also asked what they

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							<p>particularly remembered from this past year and then some of those thoughts were added too. Mary McCasland, Support Services Manager, spoke on the Library Card Campaign and the marketing plan. Future plans include a video by Tim Winkey and targeting different markets such as ESL and seniors. Found that there is 48% of Buena Park that is considered ESL. Not just Spanish speaking but several different languages with focus on Spanish speaking ESL patrons we showed a DVD called <u>Bridging the Digital Divide</u> at the last All Staff meeting that gave different techniques to reach to the Spanish speaking community and plan to take that a little further this next year. In process of evaluating the library's signs. Plan to upgrade signage and become a passport acceptance agency. Trustee Ganer inquired as far as ESL as to how contacts will be made. Mary stated have made contacts at school district and had a tour of Spanish speaking adults of children in the district. One contact stated that a lot of Spanish don't know library offers free services and believed had to pay for things. Will be leaving information where they shop, like Spanish markets, and Sonia is translating the library brochure into Spanish. Trustee Ganer suggested contacting staff at Cypress College. Doug Mason, System Services Manager, stated that the restroom remodel has received good feedback from the public. The BLOG and RSS is up and running. Steven Cohen, who writes for Information Today Inc., saw what had done and he liked the way tied RSS with BLOG and he put it on his Information Today BLOG called Library Stuff and now receiving emails from as far away as Canada. Only 110 libraries are currently using BLOGS.</p>

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							<p>LibDex, which is Library index for American and Canadian libraries, an open library directory web log, and being indexed has increased people seeing our web site and we increased 23%, which is way above the 2% looking for. As far as next year going to primarily focus on the new Dynix upgrade migration to the new software. Also going to concentrate on putting up wireless internet. Kathleen Wade, Public Services Manager, spoke about the Global Language Materials Grant that received from the California State Library last year. Able to build up the Spanish language collection, the learning a language collection and the Korean collection. Gained a couple new contacts through this grant. Got a new vendor for Korean language books that are local so, therefore, shipping is nil. Able to gain a community partner contact, a local realtor that directed us to the vendor has also helped us advertise with the Korean Times. Last year able to increase participation in community group activities, particularly the Centralia School District and as a fortunate turn of events the Buena Park School District. Participating with Centralia on a safety team Grant to put together disaster preparedness response for their district with community partners. Have been working with Dr. Marilou Ryder with the Buena Park School District to get AR testing here and library was chosen as a pilot site this summer for accelerated reader testing for the kids. Estimates were that maybe 30 students would be interested but there are 165 signed up. Future goals for Public Services is the Teen Life Skills programming that we are doing but hope to do more of if get LSTA grant from this. Planning on adding to teen collection focusing on career</p>

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c) Service Objectives (goals) for new fiscal year Plan of Service 2005-2006	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	<p>building, things that need after graduate high school. Next push is school library card campaign. Hoping to do one with at least one school district, of second, fourth and sixth graders. Next is the Digitization Grant, another LSTA Grant, coordinating hopefully with the Buena Parking Historical Society. More and more regular adult programs this year. Should seriously think about an adult summer reading program for next year.</p> <p>Director Mazerov stated last year full of activity, and outreach and resulted in a lot of good contacts and partnerships. The Da Vinci Code Program hadn't originally been in the plan but we were able to do it. The RSS was something that came up after doing the Strategic Plan and shows the plan is flexible and we can shift and move with as opportunities present themselves. Trustee Ganer stated is impressive when see it all at once.</p> <p>Director Mazerov stated that Board has a copy of revised Plan of Service that reflects a couple of items President Niccum wanted included. One of the topics that were not addressed in the original Strategic Plan, was the fiscal picture of the district and having that as one of the objectives. When Bob sent the item on doing the Capital Expenditure Plan, it didn't fit with any of the existing goals so it got it's own topic. Director highlighted and underlined the things Bob sent. Have a committee looking at options of diversifying our deferred comp plan. The second item investigating the cost of increasing dependent coverage in the health plan because the coverage for Blue Cross is going up 10% in January. Looking at what can do for this upcoming change to start when this change</p>

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d) Revised Librarian II Job Description	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	<p>happens in January. Other things say new because they are opportunities that have presented themselves. Director Mazerov thanked staff for trying so hard to meet the 2% in library card registration. President Niccum suggested a nice convenience it would be if someone coming in to get a passport could walk upstairs to the Guild and get their passport photo taken., Director Mazerov noted that one of the items mentioned adding some additional public use computers. One area looking at is in the periodicals section. The space is there, cabling, desk there with staff already scheduled. The backroom would need air conditioning, walls, floors, dividers, etc. Board will get an update on the figures Doug gave Board last October on adding more computers but will also be in terms of the whole migration. Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the Service Objectives Plan of Service 2005-2006.</p> <p>Director Mazerov stated has been a long time since job description had been looked at and the position is very different than last time job was filled. Have totally rewritten it, put in responsibilities that would exist now but would also carry over for a Librarian II. Motion by Trustee Ganer seconded by Trustee Alibrandi to approve Librarian II job description.</p>
V. ORAL COMMUNICATION							
a) From Public concerning non-agenda items							No comments.
b) Board Members' Reports on conferences attended or meetings scheduled							No comments.
c) Volunteer Guild Report							Luann O'Hara, Guild President, reported have just received \$3000 grant from

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<p>d) Director's Report 1. Items of interest to the Board</p>							<p>Crockett Container. At May Board meeting received draft of new fiscal year Library Wish List and working on that. The bookstore has all of their things set up through end of year. A magazine sale, textbook and computer book sale and day the Summer Reading Programs ends on Saturday, August 27th there will be a vendor faire on the lawn and will be giving out book bucks just for that day. On August 8th will be having \$.25 blowout sale, Dec. 10th will be double discount sale, and annual meeting will be last Thursday in September. May do a semi-annual romance sale in August for the first time.</p> <p>Director Mazerov stated received a very nice thank you from patron Robert Contreras complimenting the library services and outstanding, friendly staff. Received letter from Marilou Ryder that she is leaving and going to Fresno Unified School District as their Superintendent. Kathleen has been asked to serve on the interview panel and that's a good sign that they're still going to be keeping that piece in the position regarding library clerks in place. Kathleen, her daughters and myself did the Cancer Relay Walk. Last Tuesday Director attended Buena Park Council presentation to Don McKay for doing 100 laps. Director was sworn in for the Chamber of Commerce Executive Board as Vice Chair of Community Affairs as well as the Incoming SLS Chair for the Directors. Had a meeting here last week with other Special District Directors from Placentia, Altadena and Palos Verdes. Barbara Pearson of Altadena is working on doing a Strategic Plan and wanted our input and experience. Also discussed</p>

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2. Children's Department Activity report							retirement plans and health benefits. Obviously with Summer Reading Program has been very busy. The kickoff had 700 attending. As of June 30 th have 1086 children that have signed up for the Summer Reading Program. Mary Ivelia has tried some new things. Started a Philosopher Club and Shakespeare Club this year and has gotten a lot of attendance. Some of the parents want to have a Philosopher Club at their level. SRP bubble program had 350 attend and 460 at magician show, which is one thing that prompted controlling attendance at downstairs events mentioned in the new Auditorium and Meeting Room Reservation Policy change. Through June did eight tours before school ended for different classes from Walter Knott, Buena Tierra, the ESL class and teen program. Looking forward to Society of Financial Advisors starting their series here again for adults.
VI. FUTURE AGENDA ITEMS							None proposed.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	Consent Calendar items approved as follows: a) Approve Claims Request Number 623-05 a) Personnel Matters 1. Merit increase for F/T Library Clerk I for Youth Services Stella Galvan to Step 6 on the Salary Scale effective June 24, 2005. 2. Merit increase for P/T Library Clerk I Sarah Anderson Step 7 on the Salary Scale effective July 8, 2005. 3. Merit increase for F/T Librarian I Phyllis Nisle to Step 3 on the Salary Scale effective July 8, 2005.

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							Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the Consent Calendar as presented.
VIII. CLOSED SESSION a) Personnel Matters (Pursuant to Gov. Code Section 54957) -Library Director b) Compensation							Board of Trustees adjourned to Closed Session at 6:30 p.m. Board reconvened in Open Session at 6:48 p.m. President Niccum reported Board gave the annual performance evaluation to the Library Director and Board approved adjustment of the salary for Library Director, inclusive of the COLA, to \$8,700 per month effective immediately. That was the only reportable action taken 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. The meeting stood adjourned at 6:49 p.m.

Submitted by,

Dennis Salts
 Secretary