

MINUTES  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE  
 BUENA PARK LIBRARY DISTRICT  
 June 6, 2006

| AGENDA  |   | A<br>L<br>I<br>B<br>R<br>A<br>N<br>D<br>I | G<br>A<br>N<br>E<br>R | M<br>I<br>L<br>L<br>E<br>R | N<br>I<br>C<br>C<br>U<br>M | S<br>A<br>L<br>T<br>S | MINUTES   |
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| CALL TO ORDER   |   |   |                       |                            |                            |                       | President Niccum called the meeting to order at 5:33 p.m.   |
| PLEDGE OF ALLEGIANCE  |   |   |                       |                            |                            |                       | President Niccum led the flag salute.   |
| ROLL CALL   | Present<br>Absent<br>Also                             | X   | X                     | X                          | X                          | X                     | Louise S. Mazerov, Library Director<br>Robert Housley, Business Officer<br>Doug Mason, System Services Manager  |
| I. ACTION ON MINUTES<br>a) Regular Meeting of May 2, 2006   | Motion<br>Second<br>Ayes<br>Noes<br>Absent<br>Abstain |   |                       |                            |                            |                       | President Niccum stated not enough trustees here that were in attendance at May 2 <sup>nd</sup> Board meeting to approve the minutes. Will have to defer approval until another meeting.  |
| II. CORRESPONDENCE<br>a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations<br><br>b) Management Team Minutes  |   |   |                       |                            |                            |                       | President Niccum stated intrigued has not heard of the Tea Shop Mystery series.<br><br>Trustee Alibrandi inquired about the groundbreaking of the Long Beach Library Director Mazerov attended.   |
| III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR<br>a) YTD Revenue Report - Revenues as of May 15, 2006 - \$1,735,268<br><br>b) Expenditures Report Expenditures as of - May 15, 2006 - \$1,570,697 |   |   |                       |                            |                            |                       | President Niccum asked whether still expect any significant infusion from secured property taxes. Robert Housley, Business Officer, stated one or two more installments. Director Mazerov stated did receive another redevelopment check from City of Buena Park. Robert Housley stated is not included in this report.<br><br>No discussion. |

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| c) Monthly Statistical Report                  |   |   |                       |                            |                            |                       | No discussion.   |
| IV. UNFINISHED BUSINESS                        |   |   |                       |                            |                            |                       |  |
| a) Cancel July Board Meeting                   | Motion<br>Second<br>Ayes<br>Noes<br>Absent<br>Abstain | X<br>X                                    |                       | X<br>X                     | X                          | X                     | President Niccum stated a number of trustees unable to attend in July and would not have a quorum to hold July board meeting. Motion by Trustee Miller seconded by Trustee Alibrandi to cancel the July board meeting. Motion was approved unanimously.  |
| b) Confirm Date for August Board Meeting       | Motion<br>Second<br>Ayes<br>Noes<br>Absent<br>Abstain |   | X                     |                            |                            |                       | President Niccum asked if Trustee Salts was going to be available for the date of the regular August board meeting. Director Mazerov confirmed that Trustee Salts would be available. President Niccum stated that it appears would then have a quorum to meet so will cancel this item.   |
| c) Cost of Living Adjustment for Library Staff | Motion<br>Second<br>Ayes<br>Noes<br>Absent<br>Abstain | X<br>X                                    | X                     | X<br>X                     | X                          | X                     | Director Mazerov stated also had a request from staff to look at the salary ranges for librarians and clerks. The entry-level salary was fairly level with what other libraries paid but when it got towards the end increases were smaller and significantly below what many libraries in Orange County pay. Want to look at comparable libraries and propose at midyear possibly adjusting salary ranges of librarians and clerks. Not make an adjustment at this time. If make the adjustment later will have a better idea what other libraries have given adjustments between now and then. At mid year may be bringing a proposal to reactivate the Building Supervisor position as Doug moves closer to migration, etc. Trustee Miller requested that in future would like to |

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|  |   |   |                       |                            |                            |                       | get total on 10-year analysis. Director Mazerov stated did have a total but took it out because had a question from staff on whether it reflected nationwide for the federal statistics but doesn't truly reflect that because was based on our salaries. Robert Housley stated the second page is a snapshot of what we did compared to the annual CPI for our area. Is not how they do the CPI where is compounded. If added all up is a reflection of what we did. Trustee Miller said knows there are different CPIs but whatever one we look at would like presented in the most appropriate way to make decision. Moved by Trustee Miller seconded by Trustee Alibrandi to approve the cost of living adjustment for staff. Motion was approved unanimously. |
| V. NEW BUSINESS  |   |   |                       |                            |                            |                       |  |
| a) Resolution #006-2<br>establishing upper limit of appropriations for fiscal year 2006-07 | Motion<br>Second<br>Ayes<br>Noes<br>Absent<br>Abstain | X<br>X                                    |                       | X<br>X                     | X                          | X                     | President Niccum stated this is the annual appropriation limit resolution required each year. Moved by Trustee Miller seconded by Trustee Alibrandi to approve the appropriation resolution. Motion was approved unanimously.  |
| b) Resolution #006-3<br>authorizing pre-approved warrants ("weekly" items)                 | Motion<br>Second<br>Ayes<br>Noes<br>Absent<br>Abstain |   | X                     |                            |                            |                       | President Niccum stated this is annual resolution to facilitate the paying of routine bills. Motion by Trustee Alibrandi seconded by Trustee Miller to approve resolution. Motion was approved unanimously.  |
| VI. ORAL COMMUNICATION   |   |   |                       |                            |                            |                       |  |
| a) From Public concerning non-agenda items   |   |   |                       |                            |                            |                       | No discussion.   |
| b) Board Members' Reports on conferences attended or                                       |   |   |                       |                            |                            |                       | President Niccum stated had boxed up 1,429 LP's (19 boxes) and brought   |

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| AGENDA  |  |   |                       |                            |                            |                       |   |
| meetings scheduled  |  |   |                       |                            |                            |                       | them over and donated them to library. President Niccum also stated ran into Mary Ivelia at Trader Joes in Cerritos over the weekend. Trustee Miller stated a friend in Texas tried to donate books to her local library and they didn't accept them and didn't have a nice volunteer organization like the Guild here at our library.  |
| c) Volunteer Guild Report                                 |  |   |                       |                            |                            |                       | Director Mazerov stated Luann O'Hara, Guild President, is working on putting together having more special sales during the summer.  |
| d) Director's Report<br>1. Items of interest to the Board |  |   |                       |                            |                            |                       | Director Mazerov stated that for the July claim approval would be ready on June 30 <sup>th</sup> . Trustees asked for email reminder. Will need three trustees to come and sign it at their convenience. Director Mazerov asked President Niccum if he would be interested in taking the ethics course via email or not. He asked if he would be the only one going to the actual course and Director Mazerov stated she would be attending the actual course. Will confirm with Trustee Salts what he would like to do. President Niccum said if time is not critical will make decision at later time. Robert Housley stated must be certified for ethics training by January. Trustee Alibrandi inquired the dates for filing for candidacy and Director Mazerov stated Paula Riley, Administrative Assistant, would email the dates again and requested Robert Housley to email her the information on taking ethics training on line as well. Director Mazerov |

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|        |  |   |                       |                            |                            |                       | <p>reported on the State Librarian’s forum in San Diego. Very well done, lot of useful information. A lot of it built on what came away from PLA with. There is an OCLC report on the perceptions of libraries, which has been quoted in many different places. The summary is worth passing around. Surveyed people all over the world about what they think of when think of libraries, how often they’re used. Very interesting statistics and will send the summary and conclusions to all of you. The results are not exactly what we would have hoped for. Everyone loves libraries but not the first place they go to when they have research after google and yahoo. When they think of libraries think of books and have decided to stop fighting that and start using it in positive ways. Because of this the State Library is supporting WorldCat and CalCat, which is access to different catalogs through yahoo and google, but not necessarily statewide funding of databases for individual libraries because finding individuals rarely use specific library’s web pages first. So want connections to our web pages and catalogs so State library is not particularly interested in putting money behind statewide funding for databases. Did interesting exercises and one was called “walk about.” After talking about the library and how perceived by users and appear in community sent out in teams to go to different hotels, stores, train stations, bus stations with checklist of outside appearance, signage, staff helpful, comfortable inside, can find way</p> |

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|        |  |   |                       |                            |                            |                       | <p>around, etc. Heard speaker who advises industry in that very type of thing. Information on how people behave when walk into a place and what look for when try to use any place whether library or store. Also heard information about grab and go services. Found out can take passport center on the road and not just in the building; therefore, looking at going to Senior Center to provide services once a month for example. We're doing our library card campaign and working great. Seeing increases in registrations and contact with schools very positive. Another library has created an agreement with local school district that library card application is part of the kindergarten registration packet. OCLC pulled out information on college student's perceptions of libraries and conclusion that books are still the main brand associated with libraries. The library has not been successful in leveraging its brand to incorporate growing investments in electronic resources and library web based services. This part of the conclusion fits in with our Strategic Plan and that is that libraries need to be a gathering place for the community or university. That need has not decreased. A place to learn, to read, make information freely available, support literacy, support research, free computer/internet access and more. Next year when update Strategic Plan will look at getting some more specific information in that area. Received interesting statistics from Elizabeth Minter of Placentia Library, who was</p> |

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| 2. Children's Department Activity report |  |   |                       |                            |                            |                       | <p>working on their Strategic Plan that pulled together some statistics from State Library Report that compared the libraries in Orange County and some smaller district libraries information such as local library income per capita. Have copies for 3 of trustees in attendance tonight to look at. Buena Park has \$21.59 per capita for income and circulation is 5.9, circulation per hour open is 172. Mary McCasland, Support Services Manager, left passport income update and cost in terms of clerks. Since March 2<sup>nd</sup> have accepted 425 passport applications, which is \$12,750 and estimate staff and postage costs were about \$5,000 so net for first 3 months was \$7,750. Looking for probable increase in PLF funding. Governor did add \$7 million to the \$14 million that was in early Jan. budget both for the transaction based direct loan reimbursement as well as PLF. Nice to be invited to the Centralia School District Board meeting where library received a nice recognition certificate as partner in the community. Both Kathleen Wade and Robert Housley have been working with them on the Safe-T Grant received. Very interested in continuing and increasing opportunities for this type of thing. Board members should have a copy of summer reading events coming up and June calendar.</p> <p>There were nineteen story times in May with total attendance of 994. Six school tours with 324 attending. Mary Ivelia did two school visits consisting of a parent group and an open house.</p> |

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| VII. FUTURE AGENDA ITEMS |   |   |                       |                            |                            |                       | None proposed.   |
| VIII. CONSENT CALENDAR   | Motion<br>Second<br>Ayes<br>Noes<br>Absent<br>Abstain | X<br><br>X                                | <br><br><br>X         | X<br>X                     | X                          | <br><br><br>X         | Motion by Trustee Alibrandi seconded by Trustee Miller to approve the Consent Calendar. Items approved as follows:<br><br>a) Approve Claims Request Number 634-06<br>b) Personnel Matters<br>1. New hire P/T Library Clerk, Cindy Morales, at Step 1 on the Salary Scale effective May 22, 2006.<br><br>Consent calendar approved unanimously. |
| ADJOURNMENT              | Motion<br>Second<br>Ayes<br>Noes<br>Absent<br>Abstain | X<br><br>X                                | <br><br><br>X         | X<br>X                     | X                          | <br><br><br>X         | Motion by Trustee Alibrandi seconded by Trustee Miller to adjourn. Motion approved unanimously and the meeting stood adjourned at 6:07 p.m.  |

Submitted by,

Patricia M. Ganer, Secretary