

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
June 5, 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 5:30 p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Director Mazerov Kathy McClelland, Business Officer
I. ACTION ON MINUTES a) Regular Meeting of May 1, 2007	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	Motion by Trustee Miller seconded by Trustee Ganer to approve the minutes of May 1, 2007. Minutes were approved unanimously
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 inquired as to what AIM is? Director Mazerov clarified it is the temporary service use to get fill in librarians. Used them previously when had a time period needed librarian due to medical leave. Trustee Ganer asked for more discussion on potential future plans for staff computers. Director Mazerov stated that plan when move to Horizon and create staff office area is that everyone will have their own computer instead of sharing computers. President Niccum inquired about the bookmobile wall. Director Mazerov clarified wall had originally been put there when had bookmobile and now having issues with camping and other activity and visual for police is blocked when drive thru at night.. Put motion detector lights out there and solved it for a while but now feel need to remove wall.

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III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR							
a) YTD Revenue Report - Revenues as of May 15, 2007 - \$1,981,580							President Niccum stated revenues looking better as of May 15 th . Director Mazerov stated expect at least one more check.
b) Expenditures Report - Expenditures as of – May15, 2007 - \$1,853,132							No comments.
c) Monthly Statistical Report for May 2007							No comments.
IV. UNFINISHED BUSINESS							
a) Cost of Living Adjustment for Library Staff	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	Motion by Trustee Ganer seconded by Trustee Miller to approve cost of living adjustment for library staff. Motion passed unanimously.
V. NEW BUSINESS							
a) Resolution #007-1 establishing upper limit of appropriations for fiscal year 2007-08	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	President Niccum stated this is the Gann Limit resolution. Motion by Trustee Miller seconded by Trustee Ganer to approve the resolution establishing upper limit of appropriations for fiscal year 2007-08. Motion approved unanimously.
b) Resolution #007-2 Authorizing Pre-approved Warrants ("weekly" items)	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	Motion by Trustee Miller seconded by Trustee Ganer to approve resolution authorizing pre-approved warrants ("weekly" items). Motion approved unanimously.
c) Resolution #007-3 Approving the For of and Authorizing the Execution and Delivery of a Sixth Amended Joint Powers With SDRMA	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	Motion by Trustee Ganer seconded by Trustee Miller to approve resolution. Trustee Miller asked for clarification of fee; Kathy McClelland, Business Officer, stated how will be "for fee basis as needed." Motion was passed unanimously.

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d) Approve \$16,000 for Librarian Office Furniture	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	Moved by Trustee Ganer seconded by Trustee Miller to approved \$16,000 for Librarian office furniture. Motion was passed unanimously.
e) Discussion and Approval to Hire Temporary Help for up to \$5,000 During Staff Member's Medical Leave	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	Director Mazerov stated that there will be a medical leave of 6 weeks this summer that ends up occurring at the same time have a number of vacations already scheduled. As did a couple years ago, going to AIM, which is library temporary help company, and will have someone who will work not more than 20 hours a week but probably closer to 15. President Niccum inquired whether the leave will be benefited or not? Director Mazerov stated will be covered as employee has enough sick leave time. Motion by Trustee Ganer seconded by Trustee Miller to approve the hiring of temporary help. Motion was passed unanimously.
VI. ORAL COMMUNICATION							
a) From Public concerning non-agenda items							No comments.
b) Board Members' Reports on conferences attended or meetings scheduled							Trustee Miller reminded everyone won't be able to attend Board meetings in July and August as will be teaching at nights.
c) Volunteer Guild Report							Director Mazerov reported that Luann O'Hara, Guild President, is busily working getting ready for the Guild's children's book sale. It will be a buy one get one free sale. The popular author titles taken from the bookstore and added to the paperbacks by checkout have been selling.
d) Director's Report							

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1. Items of interest to the Board							<p>Director Mazerov reported have started a project that all the librarians are required to participate in and other staff is encouraged to participate. It is a Learning Web 2.0 project and Chris Haugen is in charge of it. She put it together based on a large library in the Midwest where staff goes through and learns different new web based items, such as creating a blog, setting up RSS feeds, sharing things with Flipper, YouTube, etc. Those who complete will get a prize and there will be a drawing for an MP3 player at our Staff Development Day in October. It is really kind of fun and can really get involved. The first thing was just to establish a Gmail account and then create a restricted blog and create access for those you want to be able to access it. Chris also set up a spreadsheet so can go in and track where one is at. Idea is everybody can learn at own speed, ask questions, can ask for help, share information, etc. Four of us went to a program that SLS hosted at the Nixon Library on Generation Technology and what's being used, what's important and how important to keep up, as well as how can be used in the library, etc.</p> <p>Passport information for the month of May we took 431 applications and 136 photos. Already started covering the cost of the camera. Income for May was \$12,930. April was \$10,000 and \$13,000 in March. The Fullerton Library has just received permission from their City Council to start passports.</p> <p>A very nice first time patron comment who visited the Saturday morning story time and complimented Lynn Pence, Library Clerk I, who did the story time.</p>

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2. Children's Department Activity report							<p>Questa College has a Library Tech Program and a local resident did internship and worked here 82 hours. She helped processing Korean Books, at several children's events and the Imagination Celebration, processing the Read by Nine Books and cleaning up databases.</p> <p>I and three staff attended the Police Appreciation Luncheon. This year they divided up the police attendees at the different tables to meet people.</p> <p>Did serve on an interview panel for Anaheim Public Library for a Branch Manager position. Visited the new City of Orange Library which doubled in size and added a second story. Created a lot of space, computers, self-check machines and an automated sorting machine. They put RFID on all of their books and automatic sorter has a TV monitor above where return books so can see what happens to your book while being sorted.</p> <p>Board should have copies of the summer reading programs for both children and teens. If didn't notice it when walked in, the display case was a great idea of Marcia Miyoshi's and Mary Ivelia and Lynn Pence put it together. We are again having the adult reading program. It is a fun theme "Mystery – Get a Clue at the Library." This year they have come up with a number of fun activities with chess club, origami club and geographer's club.</p> <p>Still had 20 story times with 1,059 attending and then in May had a point where go out to schools and talk about the summer reading programs. There were no school tours as Mary Ivelia on vacation but Mary back next week and</p>

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							will be having several from Walter Knott School.
VII. FUTURE AGENDA ITEMS							None proposed. Director Mazerov asked whether there is a Closed Session planned for July and President Niccum confirmed there is. Director Mazerov stated will have report on Plan of Service for 07-08 as well.
VIII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	Motion by Trustee Ganer seconded by Trustee Miller to approve the Consent Calendar as presented. Items approved as follows: a) Approve Claims Request Number 646-07 b) Personnel Matters 1. Merit increase for F/T Librarian II, Kathy Billings, to Step 4 on the Salary Scale effective June 22, 2007.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	Director Mazerov interjected that wants to let Board know will be on vacation next week. Motion by Trustee Ganer seconded by Trustee Miller to adjourn. Motion approved unanimously and the meeting stood adjourned at 6:00 p.m.

Submitted by,

Donna Miller, Secretary