

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
June 3, 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 Patricia Rivera, Public Services Manager Kathy McClelland, Business Officer
I. ACTION ON MINUTES Regular Meeting of May 6, 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 May 6, 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							No comments or questions.  Trustee Ganer inquired of Patricia Rivera, Public Services Manager, about the Leadership Institute conference. Patricia stated was great and gave new perspective on many things and can make a difference no matter where one is in an organization.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) YTD Revenue Report - Revenues as May 15, 2008 - \$1,566,777  b) Expenditures Report - Expenditures as of May 15, 2008 - \$2,092,282  c) Monthly Statistical Report for May 2008							President Niccum stated is snapshot in the year where can see revenues ahead of expenditures.  No comments or questions.  No comments or questions.

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IV. UNFINISHED BUSINESS							
a) Proposed Revisions to Employee Handbook Sections on Employer-Employee Relations and Hiring	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	Trustee Ganer had question in terms of unlawful harassment as to whether at some point does the Board have to be the ultimate authority? Trustee Ganer interjected it does state the Director and Business Officer. Kathy McClelland, Business Officer, stated that if Business Officer and Director are unable to satisfactorily meet an employee's need, they then have the right to come before the Board. Trustee Ganer mentioned that if it involves the Director or Business Officer then there is no other recourse than to go to Board. President Niccum stated is a good point and should specify it. President Niccum asked if want to await adoption on specific language for that, propose specific language, authorize staff to incorporate specific language? Kathy McClelland interjected could get it from the attorney. President Niccum stated are adopting the handbook sections bit by bit and could bring this back to Board at a later time and Director Mazerov stated could adopt everything but that one at this point and bring it back later. Business Officer interjected that knew there were a couple questions regarding the first page on the contracts and wanted to know whether has been answered. That is only in there for our protection and attorney suggested it. We have never had a contract, but even recently a library district did need to utilize a contract so have that in there just in case. President Niccum stated doesn't have a problem with it being there just in case. The last question was on leave. What if they took two leaves

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b) Approval of Cost of Living Adjustment for Library Staff	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	<p>and when to begin inactive status. Yes, by law can take disability leave and then the CFRA leave, but our obligation is only for twelve weeks to keep them on medical and benefits in a twelve month period. When come back from however many leaves take, and then go back to active status. Motion by Trustee Ganer seconded by Trustee Alibrandi to approve balance of employee handbook other than the unlawful harassment section. Motion was approved unanimously.</p> <p>Director Mazerov addressed questions the Board had expressed regarding how Buena Park Library District compares to other similar type districts in terms of population served by FTE and circulation per capita. Trustee Miller had inquired about this in particular. This was pulled together from the fiscal year 2006-2007, which is the most current year's information, from the State Library. The other question had to do with the increase in our material's budget. We went back and reworked the figures so the materials budget will be increased by 5% this coming year. The staff here works very hard and provides excellent public service and we would like to be able to keep up with our COLA's so that we don't fall behind as has happened in the past. President Niccum inquired about Placentia Library and their expenditures per capita and Director Mazerov stated they have a literacy program and receive State money for that, which is a huge chunk and almost 1/3 of their budget. Trustee Ganer noted too that they were so different</p>

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							from the others in that respect. That is why their per capita spending looks so big, but when look at other things like circulation, programs, etc. it is not so big in those areas. Motion by Trustee Ganer seconded by Trustee Alibrandi to approve a 4% cost of living adjustment. Motion was passed unanimously.
<b>V. NEW BUSINESS</b>							
a) Resolution #008-2 Establishing Upper Limit of Appropriations for Fiscal Year 2008-09	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	Motion by Trustee Ganer seconded by Trustee Alibrandi to approve Resolution #008-2. Motion was passed unanimously.
b) Candidate's Statement on the November Election Ballot	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	Trustee Ganer stated that believes District provisionally has authorized for 200 words, but with the District not paying and that has worked well and move that is the position we adopt this time. Motion by Trustee Ganer seconded by Trustee Alibrandi to authorize a 200 word statement not paid for by the District. Motion was passed unanimously.
c) Consider the Transmittal of Election Information for The District	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	Director Mazerov interjected that the map attached to the Transmittal of Election Information for the District does include the lines contiguous with the City of Buena Park. President Niccum stated interesting send this to them as can't imagine what use is as most of the street names that would serve as indicators are not listed. The map was supplied to us by LAFCO. Motion by Trustee Alibrandi seconded by Trustee Ganer to approve the Transmittal of Election Information for the District. Motion was approved unanimously.



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							<p>what libraries they use. When asked why they use the library, 76% stated to borrow books, 55% said CD's, DVD's or audio books. About 50% said borrowed children's media. Most people get to the library by car at 88%. In preferred ways to communicate with library, 66% stated prefer to communicate in person. Got some information on online resources that use or don't use. In what collections would like to see more of, responses were children's books, adult fiction, new books and popular DVD's. There were 114 who answered under anything else. We will get answers as to what anything else represents. As far as what services would like to see expanded, they were to select the top 8. Number one was more computers, two was downloadable books, and three was entertainment movies, and arts and cultural programs. A total of 58% had other services they would like to see and we'll get that additional information as well. As far as what new or improved spaces would like to see, the number one was a café, two was comfortable seating, three was a computer center, number four was quiet and study spaces. They could select up to 8 choices in this area as well. The ones filled out here are being sent to Linda Demmers. We'll get a breakdown of how many were filled out in Spanish and English, and she will present a report to the Board. Next steps include three other types of information gathering. One is head counts done at different times of day at specific times. The library floor plan has been divided up into zones and staff will go around and write</p>

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							<p>down how many people are in the different zones, such as children’s room, lobby, reference area, stacks on lower level, magazines, bookstore, etc. and give us an idea of where people are going to get their information. We are starting exit survey tomorrow. That is one reason we are keeping the surveys up because the staff member who is doing the exit surveys will ask if patron has filled out a survey yet or not. Will ask them why here, and whether found what looking for. We have a separate set of questions for anyone who attended a program. The third thing going to do is customer tracking, which consist of staff member using discretion and light touch to observe how selected patrons move through the facility. This is similar to what a professional company will do for a company such as Starbucks. One sample finding is that our customers browse audio books, but don’t take any, prefer to stand in customer lines rather than use self-check. There will be a staff survey as well. All this will be put into a report and presented to Board. This information will be really beneficial for the planning committee we want to reactive. Sounds like we are getting a good response and will get a lot of useful information.</p> <p>Monday morning Doug Mason, System Services Manager, and Ray Garcia, Facility Maintenance Supervisor, arrived to find the city digging up the Police Officer’s Memorial plaque that was out front. We had not been notified of this work and Director spoke to the Police</p>

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							<p>Chief, who indicated that the Police Officer's Association was going around and replacing the existing plaques with ones that had a picture of the officer and more information and they should have notified us. Received apologies for the lack of contact on this. Director showed the Board a sample picture she had acquired of the plaque. Did ask them to stop work until got some answers to what was going to be installed as concerned about the size, etc. Also wanted to impress upon them that we are not part of the City as we are an independent district.</p> <p>We have had a couple of minor vandalism issues. They are minor as they have not been particularly expensive damages. First time removed the "r's" in the Buena Park Library sign out front. I did call and report it to police. About 3 pm on Memorial Day, Doug had seen that everything was fine, so some time after that before Tuesday morning someone pulled out newly planted flowers, tore up and threw around donated books that were left and stack of tied up newspapers. Called and reported this damage, which was under \$500. We think it is because we have put bolted down metal strips to discourage the skateboarders and feel it is probably them. They are not actually taking anything and are just making messes. Patrol is supposed to take notice and step up drive-bys.</p> <p>Last month Trustee Ganer asked about whether can tell what library gets from people linking to Amazon.com from our</p>

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Youth Services	R						<p>website and ordering. We can't tell how many people linked and didn't buy; however, what we can tell is how many items were ordered. Of what is ordered, we get 6% of that. From January 1<sup>st</sup> to March 31<sup>st</sup> there were 83 orders and we got \$72.12, and from April 1<sup>st</sup> to present 72 items were ordered equaling \$64.74 for us. We need to keep reminding people to do this.</p> <p>Staff did attend the Police Appreciation Luncheon and Patricia Rivera, Public Services Manager, was also able to attend. Director attended Boys and Girls Club Bids for Kids.</p> <p>Basically everybody has been working hard asking patrons to fill out the survey within the building. Mary McCasland came up with an incentive for staff that for every one they get someone to fill out employee receives a \$.50 credit for the staff snack area.</p> <p>We had 19 story times with a total of 1,053 in attendance. The special program was our Imagination Celebration with 52 attending. Mary Ivelia went to a number of kindergarten roundups at preschools. We had 5 teen programs with attendance of 82. At the games we get between 15-20, and at a program called Moneywise Teens 15 were in attendance.</p> <p>President Niccum inquired about the Reserve Mortgage program scheduled. Director Mazerov stated are having to cancel it as individual who is putting it on assured us would not be promoting</p>

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							their own business, but staff observed several other programs he did and weren't impressed. We do intend to reschedule that topic and bring someone else in to cover it.
VII. FUTURE AGENDA ITEMS							None proposed. President Niccum stated we are at the point in the year where we do our staff survey on the Director. Thought is to go ahead and get survey out there and be ready to act on it by the time the whole Board is back in attendance in September.
VIII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	Motion by Trustee Ganer seconded by Trustee Alibrandi to approve Consent Calendar as presented. Consent Calendar was approved unanimously:  a) Approve Claims Request Number 658-08 Personnel Matters 1. Resignation of P/T Library Clerk I, Vince Tannahill, effective May 2, 2008. 2. Merit increase for F/T Librarian II, Kathy Billings, to Step 5 on the Salary Scale effective June 19, 2008.
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 meeting stood adjourned at 6:12 p.m.

Submitted by,

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Patricia M. Ganer, Secretary