

MINUTES  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE  
 BUENA PARK LIBRARY DISTRICT  
 June 2, 2009

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	Trustee Salts was not present at Roll Call; however, President Niccum stated for the record that at 5:33 p.m. during Item II. (b) Trustee Salts arrived. Director Louise Mazerov Patricia Rivera, Public Services Manager Victoria Sanders-Victor, Business Officer
I. ACTION ON MINUTES Regular Meeting of May 5, 2009	Motion Second Ayes Noes Absent Abstain	X	X		X	X	Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the Minutes of Regular Meeting of May 5, 2009. 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							<p>President Niccum said glad to see that books are predominating on the list. President Niccum stated was surprised we didn't have <u>Naked Lunch</u> and Director Mazerov stated is probably a replacement copy as usually titles get worn out or lost.</p> <p>Trustee Ganer curious about the credit card machine and no longer using county at their request. Victoria Sanders-Victor stated was the County's understanding that when we brought our accounting functions in house that would include credit card processing also. Now that County is going to new system requested about a month ago that we take that function on.</p> <p>Trustee Ganer wanted to know about the discontinued magazines: how many cutting and what kind. Patricia Rivera, Public Services Manager, stated approximately \$3700, but doesn't have the total number but can get that to Board. President Niccum stated should have a list, especially if going to give patrons an opportunity to donate for them, so can see what the holes are going to be. Patricia stated tried to look at in terms of whether have several magazines that covered the same thing and</p>

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							<p>pick the one that was most popular one and go from there. That way had at least some representation, but will forward a list to Board. Hard to base on just check out rates as many people just look at the magazines while here at library.</p> <p>President Niccum requested that the record show that Trustees Salts arrived at 5:33 p.m.</p>
<p>III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR</p> <p>a) Revenue - \$2,189,470.36 and Expenditure - \$2,121,963.85 Report as of May 20, 2009</p> <p>b) Monthly Statistical Report for May 2009</p>							<p>President Niccum stated is still like Kentucky Derby between revenue and expenditure. Director stated everyone is continuing to be very careful to watch every penny.</p> <p>Director stated marvels at the percentage of increase in patron registrations over the last year that just keeps going up.</p>
<p>IV. NEW BUSINESS</p> <p>a) Approve Resolution #009-3 Establishing Upper Limit of Appropriations for Fiscal Year 2009-10</p> <p>b) Approve Resolution #009-4 Finding Severe Fiscal Hardship Will Exist If Additional Local Property Tax Revenues are Seized and Additional Unfunded Mandates are Adopted by the State of California</p>	<p>Motion Second Ayes Noes Absent Abstain</p> <p>Motion Second Ayes Noes Absent Abstain</p>	<p>X X</p> <p>X</p>	<p>X X</p> <p>X</p>	<p>X X</p> <p>X</p>	<p>X X</p> <p>X</p>	<p>X X</p> <p>X</p>	<p>Motion by Trustee Ganer seconded by Trustee Alibrandi to approve Resolution #009-03 Establishing Upper Limit of Appropriations for Fiscal Year 2009-10. Resolution was passed unanimously.</p> <p>Director Mazerov stated that tomorrow CSDA is holding a rally in Sacramento regarding the seizure of local property tax money by Sacramento and one of the Trustees from Palos Verdes Library District is attending that and has information from our library and others of impact and what would happen if we lost that money. We wanted to be sure to do this Resolution as well as the letters we already sent to Sacramento. Motion by Trustee Ganer seconded by Trustee Salts to approve Resolution #009-4. Resolution was approved unanimously.</p>

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c) Plan of Service (goals) for New Fiscal Year 2009-2010	Motion Second Ayes Noes Absent Abstain	X  X	 X X	  X	   X	   X	<p>Plan of Service is very straightforward. We know exactly what we need to do this year. Everything is based on our migration to Polaris, establishing the computer lab with funds we received, and dealing with budget issues as they appear. Included Strategic Plan here mainly as am determined that something will be done in that area and honestly believe that during hard times need to plan as much if not more as in good times. Everything else here has a lot of different parts that are on a pretty firm calendar. The agreement with Polaris and schedule has been finalized and we know as soon as Polaris goes live at end of September will go right into installing the computer lab. Currently choosing furniture, the area, making space, wiring, etc. so will be ready to set up by end of year. Next month all of the manager's will talk about what happened in FY 08-09 and any additional items that their staffs are working on in FY 09-10.</p> <p>President Niccum stated likes the idea of the Wish List for patrons. Director Mazerov stated has first draft of that and finalizing it. Will have a list with various prices and donation levels. Director stated when patrons heard having financial troubles do ask what can help with and thought good idea to have something available for staff to show and we will also publicize it.</p> <p>Trustee Alibrandi asked when cutting book budget by 50% were the patron requests still being filled. Director Mazerov stated intent is still to fill those requests and also popular items. The librarians are looking at other areas, mainly nonfiction, areas that try to update annually but may not. Director Mazerov stated some of the things dropping are electronic data bases as those are really expensive. The librarians do have a plan they have been working on for several months now.</p> <p>Motion by Trustee Alibrandi seconded by Trustee</p>

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d) Proposed Revisions to Employee Handbook on Hiring	Motion Second Ayes Noes Absent Abstain	X	X		X	X	<p>Ganer to approve the Plan of Service (goals) for new fiscal year 2009-2010. Motion was approved unanimously.</p> <p>This is continuing what started a few months ago in updating our personnel handbook, which was reviewed with our legal counsel with recommendations to make sure that everything is covered that needs to be covered.</p> <p>The first is the hiring section which goes into detail defining full time, part time, temporary employees and their job duties. President Niccum pointed out several typographical errors and terminology that needed to be changed. Board decided that under the Probation section the last sentence in third paragraph stating employee could express suggestions to improve district's efficiency and operation should be struck from the paragraph.</p> <p>Trustee Ganer expressed concern regarding whether there is a time line when establishing hiring or eligibility list or reinstating an employee. Trustee Ganer has no problem with the basic idea and Director Mazerov stated can put a specific time period here. Director Mazerov stated comfortable with 6 months and that was agreed upon.</p> <p>Trustee Ganer inquired about employees having to take and satisfactorily pass a medical exam. What exactly does that mean? Director Mazerov stated right now take a medical exam that includes drug screening, x-ray and general overall fitness exam. Prior to Director being here didn't do this, but shortly after Director Mazerov started a new page that had been hired stated had a law suit against previous employer for carpal tunnel, which meant if we laid that person off we would be responsible for that time period in terms of unemployment. Therefore, felt needed do&amp;hav a yasic exám to determine applicant would be able to perform duties. We did have</p>

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							<p>someone apply who would have hired but tested positive for marijuana. Trustee Salts asked if included tuberculosis screening and it does.</p> <p>Trustee Ganer stated concern is whether need to indicate that passing medical tests shows employees fitness to do the job and Trustee Alibrandi interjected what reasons could be excluded for, such as tuberculosis test. Director asked if want clarification in that paragraph then? Trustee Salts asked if have a weight able to lift or standing. Director said in job specifications must be able to lift 25 pounds or push cart, etc. Trustee Salts asked if physical is different for different positions and Director indicated is the same for all positions. President Niccum inquired whether doctor knows for which position the person is having the physical. Director Mazerov asked Paula Riley, Administrative Assistant, whether the position is on the paperwork. Paula indicated the position is on there, but no job description. Trustee Salts felt might develop simple one paragraph statement for the doctor of what all employees should be able to do. If someone went out on disability, the doctor would need to know what their job duties are. Director felt might be a good idea to include that with the referral slip. President Niccum clarified elements would be testing for drug free, free of tuberculosis and fit for duty. Trustee Ganer would be more comfortable with that as opposed to just stating pass a medical exam. Concerned about clarifying how determine who passes or fails. Director clarified that want to state applicant needs to pass medical exam comprised of specific elements mentioned above. Would like the word satisfactorily removed from satisfactorily pass medical exam as is redundant.</p> <p>Motion by Trustee Salts seconded by Trustee Ganer to approve the Proposed Revisions to Employee Handbook on Hiring. Motion was approved unanimously.</p>

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e) Proposed Revisions to Employee Handbook on Separation from Employment	Motion Second Ayes Noes Absent Abstain	X X	X	X	X	X	No concerns or comments expressed. Motion by Trustee Alibrandi seconded by Trustee Salts to approve Proposed Revisions to Employee Handbook on Separation from Employment. Motion was approved unanimously.
f) Agreement for Professional Services with Miller Brown & Dannis Attorneys	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	Director stated is annual agreement with Miller Brown and Dannis, who have helped us a lot in the last six months. They have been very responsive. Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the Agreement for Professional Services with Miller Brown & Dannis Attorneys. Motion was approved unanimously.
a) . OR							No comments or discussion.
1. d)							Trustee Ganer asked Trustee Salts if he will be at July meeting and he stated will not be available until July 12 <sup>th</sup> and scheduled meeting is July 7 <sup>th</sup> ; therefore, would not have a quorum as Trustee Miller will be gone June, July and August and Trustee Ganer won't get back until the evening of the scheduled Board meeting and unavailable. Director Mazerov stated will have a lot on that agenda and would Board like to come up with alternate date. After discussion on availability, it was decided to have the July Board meeting on Wednesday, July 1 <sup>st</sup> at 5:30 p.m.  Luann O'Hara, Guild President, was not present and no report was given.  Director reported have been having meetings regarding computer center. Where will be located, and with vendors on furniture and carpet squares. The location will be on first level where media is right now. Those will be shifted more towards center

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Youth Services	R						<p>where the reference diagonal shelving is and reference desk will be shifted too. Linda Demmers is going to be meeting with reference staff on set up. She met with us about location and analyzed all various things that need to be done to clear that space. The media will still be there where can see right away, so will computers as is typical of libraries today. All the high tech things right up front and center. We have a chair a company left us to try out as a potential for the computer center. Working on having everything ready so can jump into it immediately after the migration.</p> <p>Victoria Sanders-Victor and Director met with auditor's representatives and they are planning on coming to the July Board meeting so can talk to Board about Board's involvement in the auditing process and what type of representation need for audit review. Set up a pretty good schedule and will be coming June 30<sup>th</sup> and July 1<sup>st</sup> where accountant will shadow Victoria to see how we do things. This is the same person who has worked with Placentia Library for the last three years.</p> <p>The Wish List is being finalized and the Save Me labels are going on the magazines that are being dropped. Board should have received copies of the Summer Reading Programs for children and teens program flyers. As can see, lots of things planned for both and there are two afternoon performances for the Adult Summer Reading Program. One is a harp and flute concert and the other is a handwriting analysis expert. Still working on increasing our adult programming.</p> <p>Director attended a MCLS meeting regarding the merging of MCLS, SLS (which we are part of) and South State and included Director's from all of them finalizing to vote on bylaws and standing rules. There is money in the American Recovery and Reinvestment Act for Broadband and Computer</p>

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						Funds and as a group working on a project to apply for funds. Even though the story times stopped in middle of May for a short time period, at seven story times had 479 in attendance. Patricia Rivera, Public Services Manager, attended a kindergarten round up at Gilbert School where talked to 59 families and issued 23 library cards. Had our Dia de Los Niño's program on May 2 <sup>nd</sup> and had 150 in attendance. Adult programs are continuing to grow. The In Stitches knitting and crocheting group is still meeting monthly and has very good attendance. The weekly Wii bowling attendance is growing and we had coverage in the Independent.
VI. FUTURE AGENDA ITEMS						No items proposed.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X X X X X	X X X X X	X X X 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) Unpaid Bills Detail May 2009
VIII. CLOSED SESSION a) Personnel Matters (Pursuant to Gov. Code Section 54957)	Motion Second Ayes Noes Absent Abstain	X X X X X	X X X X X	X X X X X	X X X X X	Board adjourned into Closed Session at 6:20 p.m. Board reconvened into Open Session at 6:35 p.m. President Niccum reported that in Closed Session took the action of approving appointment of Tony Dillehunt to Clerk I with Motion by Trustee Ganer seconded by Trustee Alibrandi. All four members present voted Aye and there were no Noes.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X X X X X	X X X X X	X X X 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 6:36 p.m.

Submitted by,

Patricia M. Ganer, Secretary