

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
March 7, 2006

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 5:31 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 Robert Housley, Business Officer Kathleen Wade, Public Services Mgr.
I. ACTION ON MINUTES	Motion	X					Motion by Trustee Alibrandi seconded by Trustee Ganer to approve the minutes of regular meeting of February 7, 2006 meeting. The minutes were approved unanimously.
a) Regular Meeting of February 7, 2006	Second Ayes Noes Absent Abstain	X	X	X	X	X	
II. CORRESPONDENCE							
a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations							No discussion.
b) Management Team Minutes							No discussion.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR							
a) YTD Revenue Report - Revenues as of February 15, 2006 - \$1,215,966							No discussion.
b) Expenditures Report Expenditures as of - February 15, 2006 - \$1,142,076							No discussion.
c) Monthly Statistical Report							No discussion.
IV. NEW BUSINESS							
a) Report on Staff Development Day							Director Mazerov stated was a great day. Staff had been given opportunity to ask questions of the Director, which she addressed. Spoke about branding and had staff contribute their suggestions as motto ideas for the Buena Park Library

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b) CIP Draft	Motion Second Ayes Noes Absent Abstain	X X	X	X X	X X	X	<p>District and staff voted on a motto from that list. Caroline Egan, Library Clerk II, gave a report on the Staff Development Day. All staff attended except for 4. Speaker was excellent and addressed Change Management that could be applied personally as well as professionally. Only drawback was the web cast that was very long, and didn't apply so much to the circulation/page staff. Staff response was positive and commented would like more in house cross training. The Staff Development Day Committee consisted of Caroline Egan, Mary Ivelia, and Bruce Pasarow and will be adding one more person next year. Trustee Ganer thanked those who worked so hard putting the day together.</p> <p>Director Mazerov stated this is in response to Board's request. States draft and feels is continually being modified and changed as circumstances warrant. Took this format from various other plans. Gives a good picture of what need to plan for in Capital Improvement budget. Trustee Ganer particularly liked the way laid out and way identified focus on safety, structure, etc. Trustee Ganer inquired as to why circulation desk listed under safety and Director Mazerov stated because of ADA updates that need to be made. Trustee Miller curious of the definition of structural improvement since new circulation desk is not a structural improvement but the pc workstations are. Kathleen Wade, Public Services Mgr., stated that the pc workstations would require wiring and electrical updates that are part of the structure. President Niccum stated felt was well done and helpful to lay out and use as guide in budgeting decisions. Director Mazerov stated there is usually a narrative</p>

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c) Revision of Hours Worked, Rest and Meal Period Policy	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	<p>description of what is involved with different items and will have more detailed description of jobs and pieces involved as get ready to do the items. Motion by Trustee Miller seconded by Trustee Alibrandi to approve the Draft CIP plan. The motion was approved unanimously.</p> <p>Director Mazerov stated is update of a policy that had not been updated since 1989. Previously the hours of work (when work week starts and ends) and the rest periods were part of one policy and now divided into two parts. The language under item (b) is all part of the State code. In the last paragraph of item (b) President Niccum had a question on whether the separate break time would be paid or unpaid. Paid or unpaid needs to be clarified. Decided to clarify with the phrase: If it is not possible to provide this break concurrent with existing rest periods, a separate, <i>unpaid</i> break will be made available. In the previous sentence changed the word may with <i>should</i>. Trustee Miller commented on first paragraph in item (b) Trustee Miller commented putting "may not" makes it firm that cannot do it. Saying "may not" takes away the flexibility of the option for the employer. It was decided to state rest periods may not be accumulated, combined with meal periods, or taken at the beginning or end of a work shift, <i>except by mutual consent of employee and supervisor</i>. Board concurred with this clarification. With these changes the Board concurred with the policy. Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the Revision of Hours Worked, Rest and Meal Period Policy. Motion was approved unanimously.</p>

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V. ORAL COMMUNICATION a) From Public concerning non-agenda items b) Board Members' Reports on conferences attended or meetings scheduled c) Volunteer Guild Report d) Director's Report 1. Items of interest to the Board							<p>No discussion.</p> <p>Trustee Ganer wanted to encourage everyone to attend the official opening on April 28th at 2 pm of the Cypress Library and Learning Center.</p> <p>Guild President Luann O'Hara was not in attendance so Director Mazerov reported that had successful month with book sale with banners out front attracting a lot of attention.</p> <p>Director Mazerov stated has been serving on the MCLS Committee in the search for a new Director. Another meeting next week in Thousand Oaks and had a meeting last week where State Librarian came and addressed them on many changes happening but are going ahead with search for new Director. Attending a number of chamber committees with two events coming up – the Police Appreciation Luncheon and the Chamber's Golf Tournament. Involved with program at the Boys and Girls Club called Smart Girls. Soroptimist Buena Park has started this program for girls 12-17 that was developed for Girls and Boys Clubs. Library staff did a resource list for the girls and will have the girls come over and learn more about the library. This Thursday myself, Robert Housley and President Niccum will be having a meeting with Fullerton and LAFCO regarding the district boundaries. Representatives from Fullerton, Anaheim and Orange County will be there. Fullerton is leaning towards picking up the cost and is asking the okay from City Council to do so. Working on getting the ethics training for the Board members at</p>

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2. Children's Department Activity report							<p>a local site. At the State Librarian's meeting of Directors in San Diego in May setting aside a time for special districts to meet. From March 20th-25th Director Mazerov and Kathleen Wade will be at the Public Library Association in Boston. National Library Week is April 3 – 9 and will have a Proclamation on April Board packet. The City of Buena Park will have a National Library Week Proclamation on their agenda for March 28th. Kathleen Wade and Director Mazerov are planning on attending.</p> <p>The Children's Department has been very busy even with Mary Ivelia on vacation in England. Had fifteen story times with total attendance of 602 and did six tours for the schools with total of 244 students.</p>
VI. FUTURE AGENDA ITEMS							None proposed.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Consent Calendar items approved as follows: a) Approve Claims Request Number 631-06 b) Personnel Matters 1. Merit increase for P/T Page, Christine Ha, to Step 2 on the Salary Scale effective March 17, 2006. Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the Consent Calendar as presented. Consent calendar approved unanimously.
VIII. CLOSED SESSION	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Board adjourned to Closed Session at 6:19 pm. Board reconvened in Open Session at 6:26 pm. Reported during Closed Session Board gave direction to staff regarding disposition of a claim against the District. Board gave that direction by Motion by Trustee Miler seconded by Trustee Alibrandi and approved unanimously by all four Board
a) Anticipated Litigation (1) Initiation of litigation pursuant to Government Code section 54956.9 --One potential lawsuit		X	X	X	X	X	

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							members present and staff will follow through with that direction regarding disposition of that claim. That constitutes the sole reportable action that took place 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. Motion approved unanimously and the meeting stood adjourned at 6:27 p.m.

Submitted by,

Patricia M. Ganer, Secretary