

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
March 6, 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
b) Expenditures Report - Expenditures as of – February 15, 2007 - \$1,336,334						No discussion.
c) Monthly Statistical Reports for February 2007						No discussion.
IV. NEW BUSINESS a) Update Report on First Year of Passport Acceptance						Mary McCasland, Support Services Manager, reported on our first year of Passport Services. Last month Caroline Egan responded to Board inquiry about whether more business in January with change in passport regulations. Mary provided the Board a color bar graph showing the spike in business in January. Original proposal a year ago anticipated making \$52,000 and total generated is already \$52,8320. Passport banner out front seen by many. We receive business from as far away as Los Angeles, we're on the U.S. Department of State website and via word of mouth. It has been positive all the way around. We're hoping to add taking passport photos in June. Patrons state they will pay a little extra for this convenience. Hoping within 5-6 months should have paid for the camera. Director Mazerov interjected planning on adding Wednesday nights but want to train staff properly before put them out there. Currently if someone comes in with their paperwork and it is not passport hours, we have been accommodating them if we have someone on staff to help them.
V. ORAL COMMUNICATION b) From Public concerning non-agenda items						No comments.
c) Board Members' Reports on conferences attended or meetings scheduled						Trustee Ganer shared that was at a conference in Seattle several weeks ago and visited the new Seattle public library. It is an amazing building. Struck that

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<p>c) Volunteer Guild Report</p> <p>d) Director's Report 1. Items of interest to the Board</p>							<p>Friends of the Seattle Library gift area but no books or anything. Nothing like our Guild bookstore. They also had a huge Starbucks teen center.</p> <p>Luann O'Hara, Guild President, was not present. Director Mazerov reported that between July 06 and February 07 the Guild made \$20,000 and very hopeful will be able to make \$30,000. In last couple months have made \$1500 a month. March is Media Madness Sale, which will highlight LP's, and following that will be a cookbook sale and children's book sale. Thursday evening April 19th will be hosting the Chamber Mixer from 5-7 pm. Was in the February Chamber newsletter. For the first time, will be holding it during National Library Week.</p> <p>Director Mazerov reported received PLF check in amount \$46,963, which is the most have received in the last few years. National Library Week is April 15-21st. Visited State Senator Ackerman's office several weeks ago with staff from Yorba Linda Library. Presented information and thanked him for supporting the state funding through PLF, and TBR, and asked him to support us more in those funds. Gave him figures on what received from PLF and in comparison to what lose through ERAF shift. Able to send Mary McCasland and Kathleen Wade to the PLA Spring Symposium this past weekend in San Jose. Will have a longer report on that next month when had chance to discuss with them. They both found it very useful. Both attended library space, creating space and product placement and heard the speaker I heard at State Librarian's workshop last year in San Diego. Were able to visit some San</p>

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							<p>Jose libraries. Was interviewed by Library student, Mary Ivelia. The instructor had given her 26 questions to ask and I gave her a lot of written material also. Kathleen and I met with Marcia Hungate, who is the Orange County Literacy Program Director. The Orange County Library last year at CLA received an award for their literacy program. They contract that service out and wanted to see what is involved. Since 2000 have had 79 Buena Park residents who have used their program for tutoring. There are 39 tutors from Buena Park. The need and interest is there so will be looking into pursuing possible grants. Attended John Adams, Orange County Librarian, retirement luncheon. He is now the Orange County Librarian Emeritus. Several ongoing things having here have been very successful. Have started holding financial planning workshops series with two held so far. Given by a couple that owns a local financial planning business. They are members of the Chamber and turnouts so far have been around 17 to 23. Have received great deal of mention in the Buena Park Independent and Register pointing out the Live Homework Help article. Gains in popularity every month as had over 200 in February whereas when was in-house maybe had 200 for the whole year. Good that the response is great because slowly but surely will have to absorb those costs our self, which is about \$10,000 a year. This year the state library paid for it and next year we will have to pay 25% and increase until we pay all of it. Our new Business Officer, Kathy Champagne, did start today, however, due to broken ankle stayed most of day but decided not to stay into the evening. Very impressed with her in the interview, how goes about</p>

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2. Children's Department Activity report							<p>her work and planning, etc. Do have to express thanks to Julie Mattix, Financial Manager from Palos Verdes Library District, who went through all the applications with me and helped interpret language and screen them out. Narrowed 40 applicants down to six and one had accepted another job, five scheduled to interview and then one dropped out on the day of the interviews. Mary McCasland stated that Kathy was way above others on how handled self in interview, well organized in thoughts and speech. Again, want to thank Paula Riley and Lynn Pence for filling in during this time.</p> <p>A short report on children's department.. Getting very good coverage in the paper. Teen Tech Week is going on. We did have a performer here doing Laura Ingalls Wilder program in celebration of her birthday. Kathleen Wade, Public Services Manager, stated that was surprised how many small children were able to answer questions about the <u>Little House on the Prairie</u> books that the performer asked. Mary Ivelia did participate in Read Across America last Friday by going to Gilbert School and reading stories to classes. Have been asked to participate in Buena Park School District's Kindergarten Roundup, which is their enrollment day. Did arrange for them to include our registration form in with their enrollment packet. Plan is to attend those schools were we get most use from students. Kathleen Wade provided a quote from a financial advice column where it mentioned all the databases available for current periodicals that have full text reviews and reports for all but the most current issues.</p>
VI. FUTURE AGENDA ITEMS							None proposed.

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VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X X	 X	X X	X X	 X	<p>Motion by Trustee Alibrandi seconded by Trustee Miller to approve the Consent Calendar as presented. Items approved as follows:</p> <p>a) Approve Claims Request Number 643-07</p> <p>a) Personnel Matters</p> <ol style="list-style-type: none"> 1. Merit increase for F/T Library Clerk II, Ray Garcia, to Step 8 on the Salary Scale effective February 16, 2007. 2. Merit increase for F/T Librarian I, Chris Haugen, to Step 8 on the Salary Scale effective February 16, 2007. 3. Merit increase for F/T Librarian I, Marcia Miyoshi, to Step 8 on the Salary Scale effective February 16, 2007. 4. Merit increase for P/T Library clerk, Virginia Marfice, to Step 8 on the Salary Scale effective February 16, 2007. 5. Merit increase for P/T Library Clerk, Josepha Barendrecht, to Step 8 on the Salary Scale effective March 16, 2007. 6. Merit increase for P/T Page, Christine Ha, to Step 3 on the Salary Scale effective March 16, 2007. 7. New hire F/T Business Officer, Kathleen (Kathy) Champagne, at Step 5 on the Salary Scale effective March 6, 2007.

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ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X X	X	X X	X X	X	Motion by Trustee Miller seconded by Trustee Alibrandi to adjourn. Motion approved unanimously and the meeting stood adjourned at 6:00 p.m.

Submitted by,

Donna Miller, Secretary