

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 March 4, 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
							<p>report on why we want to do this. Kathy stated will be the fourth district she has worked in where came in and analyzed the way the accounting is running. In the other three districts, did convert into new systems. In the last two, used QuickBooks Accountant edition. We're finding that the way we have to process claims is redundant with three copied sets of everything we're doing. The length of time it takes to process and get the information back to us can take anywhere from thirteen to over thirty days. To get information from them, no one seems to know who to go to or who to contact. We have had to get copies of checks to prove payment and it took a couple of months to find the right department or person to help us with that. Found reports received from the County lack a lot in information. She's used to manager's coming up and needing to know what's happening in the children's area for instance and being able to pull a report within just a couple minutes. With the reports from the county, it could take a couple of days because have to go through every single one and compile it yourself on an Excel spreadsheet. It is inadequate because by then the manager may have passed on a need for information. On QuickBooks, it takes only a matter of maybe two minutes to pull up reports. The way we will pay the vendor it will show check number, if check cleared, when it cleared so can go right to statement and pull that information. When had to do mid year budget adjustments, still don't have it from the County and it was submitted</p>

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 March 4, 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
							<p>back in December. Still haven't done the adjustment. When we do the mid year adjustment, it will show the next day. The cost of purchasing QuickBooks is \$400-\$500. We are still running claims weekly by car to the County so within ten months of not doing that it would pay for QuickBooks. Director Mazerov elaborated that a lot of the issues that have come up particularly over the last year tracks back to the changeover in staff at the county. Just having it in-house would increase flexibility in terms of reports. The accountability is easier to track accuracy and when bills have been paid. We often get bills saying they're past due and that's because the County hasn't yet paid them. Even though we have submitted those two to three weeks before due, we end up paying penalties or late fees or go back and track what exactly do owe. It already takes a great deal of time preparing the claims, in addition to delivering them and going through and seeing are accurate when get them back. Have had requests such as freedom of information requests that asked for the charges of Trustees or reimbursements received. Had to go through every month's claims just to try to do that; whereas, if on QuickBooks should be able to pull up that information quickly. Trustee Ganer wanted to make sure this won't cause us any problems with our auditors. Business Officer responded that first year worked with them they were wondering why we haven't done it. Did some research as to why has been brought before but not done and found Government Code</p>

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 March 4, 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
							<p>Heart Program for second year now where people can write in and recommend young people to be recognized for their contribution to the community, schools, volunteer work, or work in churches. The last two years Trustee Salts and I have been judges. At the awards ceremony, met Aubrey de Souza with the Buena Park Independent News. He came and met with me here at the library and wants to set up a regular library column. A place in the Independent that will list the different activities that are coming up and information about the library. President Niccum commented that we already get good coverage but that's great. If activities coming up don't fill the column, he'll have information ready on the bookstore, after school homework help, and regular things to insert and remind people of all the things we have here. Mary McCasland, Kathleen Wade and Director met with Linda Demmers. She is the library planning consultant who has worked on a number of different libraries on building programs and services. This is part of our reorganizing where things are and how best to serve the public. Have been talking to her about doing a survey and a few other things. She has presented a proposal to act as our consultant. The proposal is for about \$18,000, but it would include everything from developing the survey, which would be online as well as paper copy, collating all the information and doing an analysis. She also does building area analysis where she talks about how many feet of shelving and in her recommendation</p>

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 March 4, 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
							<p>where can be sure to have all the material fit and how will look. Will also do exit surveys and regular headcounts. Not just how many people are in the building at a particular time, but where they are, and what are they doing? She has just finished this type of thing for the Beverly Hills Library and provided a huge report because they wanted to make a lot of changes. Linda likes our layout in general but is a chance for us to look at if going to have a computer lab, then where should it go to best meet the needs of the community. Will have a full proposal for Board approval next month. Linda Demmers has so much information and has worked with libraries a number of years and very familiar with how libraries work and what sort of things to look for in terms of community. Has done lot of training and workshops so people are familiar with her. President Niccum asked for clarification of the price and Director Mazerov stated it is \$18,000 and she charges \$1,500 a day. Also have a tree project going on out in the parking lot. Because it now includes irrigation system and curb repair, going to present it as a CIP project in next year's budget. Have had the last person do pruning and removing one tree. Doug Mason has part of the sprinkler pipe where the tree root grew around it. Director Mazerov requested that the Board members take a look at the librarian's new offices before leaving. They're moved in now, have their conference table and chairs and settling in. The Public Library Association Conference in Minneapolis is the end of March so from the 24th-28th</p>

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 March 4, 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
							Director will be there. Have restarted the Chess Club and are trying an after school movie on Thursdays as Walter Knott is out early on Thursdays. Had a lot of story times with a total attendance of 771.
VI. FUTURE AGENDA ITEMS							None proposed.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X X	Motion by Trustee Ganer seconded by Trustee Salts to approve consent calendar as presented. Consent calendar was approved unanimously: a) Approve Claims Request Number 655-08 Personnel Matters 1. Merit increase for P/T Library Clerk, Josepha Barendrecht, to Step 9 on the Salary Scale effective March 8, 2008. 2. Merit increase for P/T Library Page, Christine Ha, to Step 4 on the Salary Scale effective March 13, 2008. 3. Promotion for P/T Library Page, Heather Mackey, to P/T Library Clerk I, Step 2 on the Salary Scale effective February 15, 2008.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Motion by Trustee Alibrandi seconded by Trustee Miller to adjourn. Motion approved unanimously and meeting stood adjourned at 6:00 p.m.

Submitted by,

Patricia Ganer, Secretary