

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 March 3, 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	X	Director Louise Mazerov Patricia Rivera, Public Services Manager Victoria Sanders-Victor, Business Officer Luann O’Hara, Guild President
I. ACTION ON MINUTES Regular Meeting of February 3, 2009	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Motion by Trustee Alibrandi seconded by Trustee Ganer to approve the Minutes of Regular Meeting of February 3, 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							No comments or questions.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) Revenue - \$1,478,752.70 and Expenditure - \$1,598,094.76 Report as of February 23, 2009 b) Monthly Statistical Report for February 2009							Trustee Ganer inquired on status of Supervisor Norby’s discretionary money for which library submitted a proposal to receive. Director Mazerov stated had call from Doug Cox last Tuesday and will be on next week’s agenda. He knows to contact Trustee Salts and Patricia Rivera, Public Services Manager, with status as Director will be off on medical. Trustee Salts stated will check with Doug at Rotary meeting tomorrow on status. Director Mazerov stated that circulation is down over last February, but had one extra day last February and were closed for staff development day this year in February. Library card registrations are still up

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							over last year.
IV. UNFINISHED BUSINESS							
a) Proposed Revisions to Employee Handbook Section on Domestic Violence Leave	Motion Second Ayes Noes Absent Abstain	X X	X	X	X	X	Director Mazerov stated this item and following item are items that were in one section before and now have separated domestic violence from sexual assault. President Niccum inquired about the numbering of the pages being different and Director assured him will be numbered correctly when manual is done. President Niccum stated will vote separately but discuss together as are largely parallel. Motion by Trustee Miller seconded by Trustee Alibrandi to approve proposed revision to employee handbook section on domestic violence leave. Trustee Ganer stated still has some concerns had earlier so didn't want to jump in with a second. President Niccum stated her concern is noted. Motion was approved unanimously.
b) Proposed Revisions to Employee Handbook Section on Sexual Assault Leave	Motion Second Ayes Noes Absent Abstain	X X	X	X	X	X	Motion by Trustee Alibrandi seconded by Trustee Miller to approve revision to employee handbook section on sexual assault leave.
V. NEW BUSINESS							
a) Engagement Letter for Auditing Services for Year Ended June 30, 2009 with Charles Z. Fedak & Co.	Motion Second Ayes Noes Absent Abstain						President Niccum stated had sent the Director and Board members email indicating was going to ask the Board to consider not approving this and consider moving to another auditing firm. As explained to Director earlier, part of accounting and management training has been that it is a wise idea to switch auditors periodically and have had this auditor for a long time. This year when auditor was presenting the report there was a very casual reference to the fact that we are spending more than taking in and if look at numbers could see are eating into reserves, but that was not called out in financial report. It was not called out in the oral report. When asked Director for and got some historic information, subsequently saw that was case for several years

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							<p>and became really concerned not getting benefit of full kind of work would like to expect from CPAs looking at our financials. Instead of a casual reference which had to tease out of Paul Kaymark on whether we're eating into reserves for him to reply that we were. To President Niccum that is a big deal and can't continue or sustain doing that. It should not have been encumbered on President Niccum or any of the Board to pose that question. That should have come from the accounting side. Adding that dissatisfaction on top of the underlying principle it is wise to change auditors periodically, this is the time to do that. President Niccum requested thoughts from rest of Board on whether agree. Trustee Salts agreed there is merit in what President Niccum was saying. Director Mazerov stated that a couple of concerns had this year and last year is we are assigned the newest accountant in the firm each year and tend to be real new and with this year's new person actually had to go to Paul Kaymark on several occasions to get the assigned accountant to respond to our questions. Director Mazerov agrees with Bob that it is a good idea to look for another auditor. A couple of the other districts have a different accountant. Trustee Alibrandi asked if it is possible to request the same person each year, and Director Mazerov stated possibly. Trustee Salts stated at school district told auditor don't want to have the same person doing audit more than three years and that seemed to work out. Trustee Ganer thinks there are two separate issues here. First issue the notion of changing every so often is an easy argument to accept. There are advantages to having continuity, but we have seen nationwide had accountancy firms end up with Enron things, etc. Every so often have someone who doesn't have history to take a look. The second argument is good one, but found torn in terms of not fully understanding the role of the auditor. How much of the responsibility of the auditor is it in terms of budget management vs. following legal principles. Think what we are getting</p>

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							<p>from this is the legal aspects on it and think we are getting that. Don't know how much of it is their fiscal responsibility. Would it be beneficial for them to also do that? Yes absolutely, but don't know as would fault them for not doing that. The first argument is very compelling and would be beneficial. Trustee Miller interjected that at North Orange County Community College District did change auditors and they brought out some things the previous auditor hadn't seen. It's that idea of seeing it with fresh eyes and think that is a good idea and concern is similar to Pat's. Trustee Miller stated gets frustrated sometimes when looking at audits because they are so just opinion neutral and just ask whether followed this rule or that. Feels kind of in the middle there as to is it their job to say that as well, but very persuaded by what has been said that it is time to change. Trustee Miller asked the process for this. Director Mazerov stated a couple library districts have sent out requests for proposals on auditors and will solicit from them what they used. Since Director will be gone the rest of March, doesn't want new Business Officer to have to do all that alone. Will probably have Victoria get information from other libraries this month and have President Niccum review.</p> <p>Director Mazerov stated had lunch with other special district library directors last week and they stated they were familiar with the subject of the next item to appoint two Board members to ad hoc audit committee. Director stated had not come up before and came out of left field. The first it came up was when received this letter and was a little annoyed it had not been mentioned that was a new rule next year. Director didn't like the way it came to her and luckily it came before the packet went out. Trustee Ganer asked if is a new requirement and Director confirmed it is by asking other Directors. Trustee Ganer stated that regardless of whom we are with will need to be thinking of doing this. President</p>

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b) Auditor's Required Communication to the Governing Board to Appoint Two Board Members to Ad Hoc Audit Committee							Niccum stated that we can do that simultaneously when get a new auditor. Trustee Ganer asked that if don't want to pass a motion for this engagement letter then does Board need to pass a motion directing Director to search for another auditor. President Niccum stated that the action before Board only related to this engagement letter. President Niccum stated that Board will not vote on items a) and b) under V. NEW BUSINESS and will at this time pass them over.
a) I. OR							<p>No comments.</p> <p>No comments.</p> <p>Luann O'Hara, Guild President, stated that had two really good months in January and February. Sales were \$2779 for January and \$2294 for February making it a little over \$5,000 for two months. Found out when closed for Christmas holidays that when come back in January business will be good. When came back in January, had a 99 cent sale and sold \$1327. People weren't just buying 99 cent books at the sale either. Last month had a paperback sale and was down paperbacks from last sale and decided to have a sweetheart deal sale and made almost \$300 that day. Coming up March St. Patrick's week will have Media Madness Sale Buy One Get One Free and in April will coincide with National Library Week and library anniversary celebration that week will have 99 cent sale. Last week of May and first week of June will feature military and history books and with summer starting have children's books priced at 50 cents.</p> <p>Director Mazerov stated wanted to thank Dennis Salts and Donna Miller for coming to the Staff Development Day. The staff evaluations showed</p>
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							<p>really appreciated it, and liked getting the information from the survey, and able to share ideas and suggestions. Those suggestions and ideas have actually been put together and will go back to the staff and will figure out low cost things we can do. Trustee Salts stated was very pleased with the participation he saw. Luann O’Hara stated the Guild really appreciated being invited and that she and Darryl Stokes both really enjoyed it.</p> <p>Director Mazerov stated had quite a bit of good newspaper coverage about the budget reductions as well as other activities that are going on. At the program last Saturday, Guitar Hero Tournament, which sent Board members video of, had good turn out, paper came and did video and had firemen from nearby station that wanted to see what kids were doing since recently got their own Xbox. Have been getting some feedback from some people who read Register article about budget reductions and are sympathetic and have even offered some ideas and suggestions. Received a thank you from a librarian from another system who attended an Infopeople workshop here. Since have been doing this, we gain two seats at the Infopeople workshops that are worth \$75 a piece and received the lap tops used at the workshops that will become ours.</p> <p>Did receive our PLF check for \$28,181. Just to put that in perspective if it was fully funded we would receive \$232,330, but at least it wasn’t one of the things that was cut.</p> <p>National Library Week will be the kick off for Library’s 90th Birthday celebration. We have a number of events scheduled including an open house on Saturday, April 18th. Starting at 9:45 am before the library opens will do a ribbon cutting sort of celebration. Caroline Egan is putting together an invitation and Chamber will also hear about it. Patricia Rivera, Public Services Manager, is chairing</p>

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							<p>the committee on the celebration. We have a number of multi-cultural performances and a couple of other things going on during the week. Will receive the National Library Week Proclamation from City of Buena Park at the Tuesday, March 24th council meeting shortly after 5 pm. The proclamation will be in April Board packet. Patricia Rivera and another library staff member will be attending that and if any Board members can attend please do and let Patricia know.</p> <p>We do have an intern who will be working 60 hours, who is in the Santa Ana College Library Technology program. She will be shadowing librarians, as well as other staff, and helping out with teen and children's programs. We did find out also today that Ruth Cho, page, has been accepted at UCLA's library school. That makes the fourth employee that is going to library school. Joe Famalaro, Heather Mackey and Tony Dillehunt are already enrolled in the San Jose program out of Fullerton. The State still has their library education tuition reimbursement program and those three applied and sent it in last week. They can get up to \$5,000 for their tuition.</p> <p>Director Mazerov stated plans to try to be back the week of March 23rd or the following week. While off Patricia Rivera and Mary McCasland, whichever is here, will be in charge. If have any questions, call or email Paula. Before this meeting, updated Bob Niccum on ongoing issues. We are still in discussion with the Standard to clarify the deferred compensation accounts. We have spoken to our legal council and they are aware of this and being copied on all emails. They have already sent one letter to Standard and will just have to take over on handling this. ADP is going to have to reissue the W2's because put the deferred compensation numbers in the wrong box.</p> <p>Previously mentioned looking into developer impact</p>

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Youth Services R							<p>fees. Continuing to do that and have spoken with couple consultants and will be speaking to Joe Rosen with the City about what looking at in terms of possible income from that before spend \$15,000 to have the study done. Want to be sure it is going to be worth it.</p> <p>In addition to the guitar hero tournament, had 900 students attend the story times. Had an author, Pat Kishel who teaches at Cypress College, come and speak to the book clubs. She and her husband have written a lot of business books as well and have spoken at the Chamber Breakfast before. The book clubs discussed Kishel's books entitled <u>Death on Parade</u> and <u>Kona Heat</u>.</p>
VII. FUTURE AGENDA ITEMS							No items proposed.
VIII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	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 February 2009
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 6:14 p.m.

Submitted by,

Patricia M. Ganer, Secretary