

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
March 2, 2010

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 Vicki Terbovich, Systems Services Manager Victoria Sanders-Victor, Business Officer
						President Niccum proposed that if other Board members do not object that Item IV. New Business Item a) Tour of New Computer Center be moved to end of our agenda, conduct business apart from Item IV a) and then adjourn and have the tour be off agenda as no action that needs to take place and wouldn't be able to record the tour anyway. There were no objections.
I. ACTION ON MINUTES Regular Meeting of February 2, 2010	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X Motion by Trustee Ganer seconded by Trustee Salts to approve the Minutes of Regular Meeting of February 2, 2010. Trustee Miller abstained from voting. 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						President Niccum was shocked that someone had to request <u>Do Androids Dream of Electric Sheep?</u> and that we didn't have it in our collection. Director Mazerov stated it is probably a replacement for a copy that went missing or was worn out.  Trustee Ganer stated she and Donna Miller were thrilled to see Patricia Rivera serving as judge at Lion's Club Student Speaker contest. Patricia stated it was on access to health care reform and the winner's poise and valid points made it clear she was the winner and she is a ninth grader.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) Revenue - \$1,113,792.33 and Expenditure - \$1,482,989.91 Report as of February 2010						President Niccum asked about big number of 809.89% at the end of the revenue. Director Mazerov asked Victoria Sanders-Victor, Business Officer, to explain the figure. Victoria stated that is because of the fact that our expenditures are greater than our revenue. Notice that

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b) Monthly Statistical Report for February 2010						<p>the percentage in the columns above makes a calculation that relates the actual expenditure to the budget. In this case, because our expenditures are way over our revenue in the terms greater than our anticipated budget for the whole year get that figure. But, it is going to improve and get better as months go by. We do anticipate having revenue from our tax assessments in March and bear in mind will get the second half of the Prop 1 money in May so that number will be better. We also haven't recorded the pass thru income yet and are hoping it will be around \$300,000 like it was last year so those numbers will improve as we get closer to the end of the year.</p> <p>Trustee Ganer was quite pleased to see the decline in check outs is as small as it is due to fact closed on Monday. Director Mazerov stated surely but slowly catching up. Tuesday's are becoming our new Monday. Trustee Ganer stated people are adjusting and shifting. Vicki Terbovich stated seeing an increased number of people renewing and placing holds online via our website. The number of visits to our website is going up exponentially. Also people are canceling holds electronically versus calling in more. Being able to check account, change password, etc. is making it much more user friendly and easier to access. As time goes by and institute ability to pay fines or fees from desk top at home with credit or debit card, will see even more usage. It's on its way and we're close to instituting it and is another avenue of access.</p>
IV. NEW BUSINESS						
a) Tour of New Computer Center						Moved to end of agenda.
a) . OR						
1. d)						<p>Patricia Rivera, Public Services Manager, introduced Jennifer David from Long Beach City College, who is going to intern for 20 hours here at the library to learn a little bit more about how the library functions. She is a political science major.</p> <p>No comments or discussion.</p> <p>No comments or discussion.</p>

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							<p>Director Mazerov stated that we are incredibly busy doing passports. A week ago Saturday did 62 passport applications, but this last Saturday took in 84. They managed to finish just before closed and Mary McCasland and Caroline Egan stayed after to make sure all the paperwork was together and got them in the mail. Feeling seems to be that they are going to be increasing the fee (not our part of the fee) and might be why we are currently getting such a big push. The people waiting were okay, but we did have complaints from other patrons as screaming babies and kids running around and not sure how to resolve that completely. The Buena Park Woman’s Club is having their 121<sup>st</sup> Birthday Party on Wednesday, March 10<sup>th</sup> from 5:30 – 7:30 p.m. and will also be celebrating Donna Bagley’s 98<sup>th</sup> birthday. If interested in going, Director can give trustees a flyer with more information on the event. We are hoping to send at least one person if not two.</p> <p>Director reminded trustees to file their Form 700s online. Some got email with their passwords online, but some did not. If didn’t get password, need to reply to County to get password. Have until April 1<sup>st</sup> to file. Paula Riley, Administrative Assistant, is also working on getting some information from County regarding this issue.</p> <p>Our Strategic Plan Planning Committee will be meeting on Thursday, April 29<sup>th</sup>. Director Mazerov asked Trustee Alibrandi if she got the letter about the committee meeting and she stated did not. If she didn’t, had meant for her to receive it and would like her to reserve Thursday, April 29, from 9 a.m. to 3 p.m. for the meeting. Linda Demmers will be coming and presenting information from the survey and the demographic report in same type of presentation did before. Will be doing a couple exercises to work on updating previous Strategic Plan. Received good response from those who were either on committee last time and will still be participating and some new people like Diane Scheerhorn from Centralia School District and someone new from the Police Department and Parks Department will be there.</p>

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						<p>Bruce Pasarow's retirement party will be on Thursday, March 25<sup>th</sup>, from 2 – 4 p.m. here at the library. Will send more specific information as just finalized the date Saturday.</p> <p>This Friday is Read Across America. Patricia Rivera stated that different schools are doing different dates and Gilbert Elementary celebrated it today and on Friday, Walter Knott, will be doing it and Phyllis Nisle, Patricia Rivera and Director Mazerov will be going over to read stories on Friday.</p> <p>Trustees should also have received tonight a copy of the Internet Use Policy, which is same policy had, and the procedures that were put together by librarians and Patricia on keeping the computer center going and how to do various things. It is very straightforward and people are catching on really quick. Patricia, Vicki and Director were down there this morning when opened and got people on and helped people put money on their accounts for printing copies and making reservations. The reservation system is really nice because prints out receipt with your number and then watch LED display when your number comes up and tells one which computer to go to. Even the 15 minute computers were being used this morning if someone came in who just needed to print out something. Vicki Terbovich, Tony Dillehunt and Ray Garcia were here yesterday getting the computers out, all hooked up and put together so ready this morning to open up. Vicki stated amazingly enough only had a few minor glitches and were able to solve most of them. The librarians are keeping a list of issues that they see happening on a regular basis and between her and Tony Dillehunt have been down there most of the day. Tony Dillehunt and she are scheduled for rest of week, including Saturday, to make sure the librarians have technical support all the hours that are open first week of the computer center. There have been a few minor glitches, but can say this is a really successful system and, combined with our upgrade to Polaris, think technologically we are taking huge leaps forward. Director Mazerov stated had some really nice comments this morning from people who really liked it and caught on fast. Some of the things you won't find out are issues until really work on it, but everyone</p>

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							<p>seemed to be really patient.</p> <p>Just a reminder that as stated in the Management Team Minutes on Tuesday, March 23<sup>rd</sup>, is when the City Council is going to do the Proclamation for National Library Week. If anyone would like to attend let Director know and she will let the City know.</p> <p>Trustee Miller stated has a question about the computer use policy and being able to only use it for one hour a day. Wondered for instance that if have used it one hour but there are computers available. Can one go back for more time? Director Mazerov stated system will ask if want to continue for another 15 minutes for as long as there are computers available. Vicki Terbovich interjected that if someone is working on a crunch item and isn't done the librarians have the capability to extend users time. Vicki stated is a very user friendly system and has worked with at least three other different systems that were not as friendly.</p> <p>Trustee Ganer stated has a question, which may be a case of wording, on the Library Computers sheet. On page three the question that refers to how far in advance can one reserve a computer. The answer states can reserve a computer for today only and must be done in person. However, on page 1 under Reserving A Computer it states that the library has implemented online computer registration and scheduling for the 1-hour computer stations. Director Mazerov stated maybe the term online is confusing and this information is mainly for the staff, but someone could have it if ask. Trustee Ganer states if someone reads it will get the idea can register online from somewhere other than here. Vicki Terbovich, Systems Services Manager, stated that the capability does exist within the system to link it to our web page, but have not yet done that but at future point can link it to online reservation. We have not implemented yet as requires some reworking of our web site. It was decided to take out the word online to avoid confusion.</p> <p>Director Mazerov stated we have a new series of bilingual beginning computer classes starting. They will be taught by a young volunteer who is 14 years old and a ninth grader at Buena Park High School. He came in,</p>

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2. Youth Services R						<p>spoke with Patricia, who had him do a demonstration, and then had him observe Chris Haugen's class so he understood what he is getting into. There were bilingual participants in that class that signed up to take a class from him. He is bringing along a helper. Had another high school student, a junior, who wants to do Spanish bilingual volunteering so will also be helping out with that.</p> <p>Still busy doing our story times, school tours and the teen programs continuing, as well as adult programs. Christiane Salts did a program for adults on her writing the book about Cordelia Knott. We had a college fund seminar that was part of our AT&amp;T Grant, beginning computer class for adults, as well as our regular book discussion groups and In Stitches group.</p>
VI. FUTURE AGENDA ITEMS						No items proposed.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X	X	X	X	Motion by Trustee Ganer seconded by Trustee Alibrandi to approve Consent Calendar as presented. Consent Calendar was approved unanimously: <ol style="list-style-type: none"> <li>a) Unpaid Bills Detail February 2010</li> <li>b) Personnel Matters               <ol style="list-style-type: none"> <li>1. Resignation of P/T Library Page, Cynthia Flores, effective February 5, 2010.</li> <li>2. Resignation of F/T Librarian I, Bruce Pasarow, effective March 31, 2010.</li> </ol> </li> </ol>
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X	X	X	X	President Niccum reiterated that the tour of the computer center would be a matter apart from the agenda as there would be no action required by the Board. There were no other items to discuss. Motion by Trustee Alibrandi seconded by Trustee Miller to adjourn. Motion was approved unanimously and meeting stood adjourned at 6:00 p.m.

Submitted by,

Donna Miller, Secretary