

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
May 1, 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
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 Mazerov Kathy McClelland, Business Officer
I. ACTION ON MINUTES a) Regular Meeting of April 3, 2007	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Motion by Trustee Ganer seconded by Trustee Miller to approve the minutes of April 3, 2007. Minutes were approved with one abstention.
II. CORRESPONDENCE a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations  b) Management Team Minutes							President Niccum stated that the passport game was a very interesting touch at the Chamber Mixer and went very well. Director Mazerov got good comments about it here and at Chamber breakfast. Trustee Salts mentioned glad to see that Kathleen visited Savannah and saw a group of Savannah students studying here when arrived tonight.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) YTD Revenue Report - Revenues as of April 15, 2007 - \$1,417,453  b) Expenditures Report - Expenditures as of - April 15, 2007 - \$1,657,789							President Niccum inquired about percentage increase in publications and legal notices. Director Mazerov stated was due to the expense of ads for the

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c) Monthly Statistical Reports for April 2007							Business Officer position. Director Mazerov stated pretty much holding steady.
<b>I V. NEW BUSINESS</b>							
a) Approve Updated Master Agreement for Petty Cash Account	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Trustee Ganer inquired about the different name of the Business Officer and Director Mazerov clarified Kathleen Champagne got married April 21 <sup>st</sup> and is now Kathleen McClelland. Waited until name changed to add to petty cash account. Motion by Trustee Miller seconded by Trustee Ganer to approve updated master agreement for petty cash account by adding Kathleen McClelland, Business Officer, as an authorized signatory and remove Robert Housley. Motion passed unanimously.
b) Updated Authorized Signature List for County	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the updated authorized signature list for County adding Kathleen McClelland, Business Officer, as authorized signer and removed Robert Housley.
c) Discussion of Analysis of Draft Budget and Projected Income							Director Mazerov stated that she and Kathy McClelland, new Business Officer, went through several year's of budget to familiarize her. First looking at projected property tax revenue increase at a higher percentage than eventually decided on. With recent talks of property values going down and the possibility of people applying to have their property taxes reduced went back and made a 4% increase, which passed out at meeting, instead of the 5% figure Board was given with the packet. Will be researching this further. Doesn't change any of the

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d) Review of Cost of Living Adjustment for Library Staff							<p>other projected revenues, which are still conservative estimates, and have come in over 3% over each of the last 3 years. Will be more definite by time come up with the budget in July. The budget memo reflects what proposing as far as COLA, and salary adjustment range for managers, pages and administrative assistant. There is a sheet showing current ranges and what projected are. The recommendation for salary adjustments is here as an action item, but will not take affect until July 1. Otherwise, have taken into account will still be transitioning to a new online system, adding a computer lab, creating office space for the librarians in area where storage room behind periodicals is currently. Currently librarians are sharing desk space and a computer. Consolidating librarians in one area will help make it a more cohesive unit. Still planning on increasing materials budget by 3% again this year. President Niccum stated thought was a helpful analysis, informative, persuasive, and clear. Trustee Ganer liked the breakdown. Trustee Miller stated all quite clear and seems reasonable in terms of choices.</p> <p>The attachment with the cost of living adjustment recommends a 3.5% COLA. The COLA would take effect as of July 1. This is not presented as an action item at this time.</p>
e) Recommendation and Salary Adjustments for Library Managers, Administrative Assistant and Pages	Motion Second Ayes Noes Absent Abstain	X	X	X X	X	X X	<p>Director Mazerov stated that the salary adjustment is what we did with the librarians and library clerks a couple months ago. Did a salary survey and</p>

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							<p>adjusted salaries to better reflect surrounding libraries and move into a place where we are more competitive. The managers, pages and administrative assistant adjustments to go into effect July 1. Manager positions are more difficult to compare because not all alike. Kathleen's is probably the easiest because most libraries have that type of position. Doug's isn't quite as bad but his additional responsibilities with the facility are not reflected in that type of position in other libraries. The most difficult position is Mary McCasland's because that position is usually called something like Circulation Supervisor and is usually not a management position and that person usually doesn't have the responsibility in terms of being in charge or overseeing the total operations. Mary's position also overlaps with acquisitions in terms of overseeing ordering the books librarians select, deals with vendors making sure processing taken care of. Helps Doug making sure notices are run and sent out and daily tally of things are kept and backed up. Mary's position is much broader than in other libraries. It was hard to find a comparison. The page position was much more straightforward. Handout shows current range and what the increase from 2.5% to 4% would be. This should keep us competitive in the job market.</p> <p>Motion by Trustee Salts seconded by Trustee Miller to approve the salary adjustments for Library Managers,</p>

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							Administrative Assistant and Pages. Motion passed unanimously.
V. ORAL COMMUNICATION							
a) From Public concerning non-agenda items							No comments.
b) Board Members' Reports on conferences attended or meetings scheduled							Trustee Salts commented met a librarian from the Philippines who is here on a group exchange and suggested dropping by the library if get a chance while visiting here. Trustee Miller stated that in the Buena Park Independent our colleague Trustee Salts was selected as the Business Rotarian of the Year. There were 19 nominees and Mr. Salts was selected from all of Orange County. The Board extended their congratulations.
c) Volunteer Guild Report							Director Mazerov reported currently have <a href="#">cookbook sale</a> buy one get one free and a children's book sale starting June 4 <sup>th</sup> . There will be a new feature in the bookstore called "This-n-That Table" with prices as low as \$.50. Did add downstairs at the checkout line \$5 best selling authors and they have been selling. Starting Monday, May 21 <sup>st</sup> in time for Memorial weekend will have a special separate display featuring military titles for sale. Nonfiction books on Vietnam, World War II, planes and ships and great titles for Civil War buffs.
d) Director's Report							
1. Items of interest to the Board							Director Mazerov reported went to Sacramento for Library Legislative Day. Met with Senator Lowenthal and Senator Correa's aide. Gave them information on the library, passport

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							<p>service, etc. Senator Correa's office has already contacted us to be sure to send them a copy of any press releases we send out. The Chamber Mixer was a big hit and everyone loved the passport game. The Guild Bookstore actually made \$200 that evening. Part of that was a donation of the 50/50 winnings by Patricia Neal of Buena Park Downtown and then the Chamber gave the Guild half of their half amounting to almost \$100. Have already sent a thank you note to Patricia Neal. On legislative news to keep an eye on forwarded information on Senate Bill 343, which is amending the Brown Act to require local agencies to make available to the public all writings prepared by the agency staff and others that are related to specific agenda items at the time of the agenda posting. Because a number of agencies have expressed concerns over reports that are updated until the minute of the meeting, they are going to be having a Stakeholders meeting to work through this and other issues and CSDA is participating. The Bill is sponsored by the California Association of Realtors. Also regarding the Brown Act is Senate Bill 964, which was before the local government committee as of April 25<sup>th</sup>. A 2006 court decision found that meetings between the City Manager or the Director and individual Council members for the purpose of discussing a policy issue to be discussed in a future Board meeting did not violate the Brown Act. Senate 964 would declare that these discussions would violate the Brown Act. A number of legislators on</p>

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2. <del>Children's Department Activity report</del>							<p>the Committee were concerned about it as well and moved it to a judiciary committee so would know up front whether there were concerns in that respect. Will keep an eye on it since could impact the District in some way. An update on the passport program. Things have slowed down a little. In April made \$10,860. The processing time is running 10 – 12 weeks for routine processing and 2-3 weeks for expedited whereas it used to be 3-6 weeks for regular service and a week for expedited. Made \$13,000 in March, November was \$3600, December \$4200. Are offering passport photos as of today, May 1 and passport service on Wednesday evenings too. Will be putting out a news release with that information, updating brochure and website and a new banner for out front. Trustee Salts inquired about the price of the photos and that cost will be \$10. Received Doug Mason's report on the direct loan items that we circulate to residents of surrounding communities. Had stated that when new Haskett Branch opened in Anaheim felt circulation to Anaheim residents go down, which we did, but for the fourth quarter they are right back up. Pretty much holding steady with all the other surrounding areas. Did have 40 – 50 volunteers from the LDS church come on Saturday the 21<sup>st</sup> for volunteer day. Moved books and dusted shelves, tops of books and other areas regular contract custodian can't get to in time allotted here.</p> <p>Fifteen story times with attendance of</p>

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						952. In-N-Out Reading Program had 409 children enrolled. Had two big very popular programs this month. On Saturday, the 21 <sup>st</sup> , the Imagination Celebration Cartooning workshop had 90 attend. Last night had a Mariachi Magic Show in celebration of El día de los niños with attendance of 127. Staff was so impressed with the program and interaction with audience would like to book again in the summer program. We got good press coverage for both programs. Had five school tours with total attendance of 317 children. Staff is still going to a number of different workshops from power point to children's literature.	
VI. FUTURE AGENDA ITEMS						None proposed.	
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	<p>Motion by Trustee Ganer seconded by Trustee Miller to approve the Consent Calendar as presented. Items approved as follows:</p> <p>a) Approve Claims Request Number 645-07</p> <p>b) Personnel Matters</p> <ol style="list-style-type: none"> <li>1. Merit increase for F/T Library Clerk II, Caroline Egan, to Step 8 on the Salary Scale effective April 27, 2007.</li> <li>2. Merit increase for F/T Library Clerk II, Mary Ivelia, to Step 8 on the Salary Scale effective April 27, 2007.</li> <li>3. Merit increase for P/T Library Clerk I, Katrina Lacerna, to Step 3 on the Salary Scale effective April 27, 2007.</li> <li>4. Merit increase for P.T Library Clerk II, Maria Mockler, to Step</li> </ol>

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							8 on the Salary Scale effective April 27, 2007. 5. Merit increase for F/T Librarian I, Bruce Pasarow, to Step 8 on the Salary Scale effective May 11, 2007.
VIII. CLOSED SESSION a) Personnel Matters (Pursuant to Gov. Code Section 54957) -Library Director							President Niccum stated will adjourn into Closed Session subject to personnel matters pursuant to Gov. Code Section 54957 related to the Library Director. Reconvene into Open Session at conclusion of Closed Session and will announce any reportable actions taken in Closed Session and then will adjourn for the evening. Board adjourned into Closed Session at 6:10 p.m.  The Board reconvened into Open Session at 6:25 p.m. Took no reportable actions in Closed Session. Did discuss the process for the evaluation of the Library Director. President Niccum directed Director Mazerov to proceed with the previous year's cover memo and survey and distribute it to staff. Last year several staff emailed their response and is welcome to do so again; however, that does not allow them to be anonymous so still encouraged to do the written if like. President Niccum stated timing wise looks like will be doing this in July so calendar a Closed Session. Director Mazerov requested that if looked like there would be absences at different Board meetings due to vacations, etc. requested consider calling a Special Meeting when all Board members could be there to expedite the process. President Niccum stated have several

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							alternative plans in place.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X  X	 X	 X	 X	 X X	Motion by Trustee Alibrandi seconded by Trustee Salts to adjourn. Motion approved unanimously and the meeting stood adjourned at 6:28 p.m.

Submitted by,

Donna Miller, Secretary