

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 May 6, 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
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	
I. ACTION ON MINUTES Regular Meeting of April 1, 2008	Motion Second Ayes Noes Absent Abstain	X X	X X	X X	X X	X	Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the minutes of April 1, 2008. 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							Trustee Miller stated would like the book <u>The Three Trillion Dollar War</u> put on hold for her. Trustee Miller mentioned that Kathleen Wade's name is still listed as in attendance at the Management Team Minutes.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) YTD Revenue Report - Revenues as April 15, 2008 - \$1,566,777 b) Expenditures Report - Expenditures as of April 15, 2008 - \$2,092,282 c) Monthly Statistical Report for April 2008							No comments or questions. No comments or questions. Director Mazerov noted that in addition to the first time check out increase of 3% over last year's April, that the circulation of Spanish language materials has increased over 20%

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IV. NEW BUSINESS a) Discussion of Analysis of Draft Budget and Projected Income							Director Mazerov pointed out corrections to the Board regarding the Draft Budget and Projected Income that President Niccum had brought to her attention and the Board noted the changes on their copies. Director Mazerov stated the document Board has based on best estimate of how will end this year and what will receive next year. Business Officer, Kathy McClelland, just provided Director this afternoon with end of April figures which shows some of the income from the last property tax payments so our income is actually over our expenditures for the end of April. Book and materials section shows increase of 3%. Also reminding the Board that prior to a couple year's ago, even though had a certain amount in that budget, librarian's were instructed not to spend it all. So part of that was supposed to be the savings that we would then transfer over to the next year, but since that time they are able to expend the entire amount in their budget. CIP section similar to what have done in the past. Certain things we keep pushing back and one of those things is the Integrated Library Computer System (ILS) and the pc workstations, but we are inching closer. Do have one vendor coming out tomorrow to meet with Doug and then will be setting up a demonstration while waiting to receive bids from a couple of other vendors. We're inviting representatives from surrounding libraries to attend when that occurs. In July I hope to have Doug give his quarterly report on where we are, and is my biggest wish we have actually

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<p>b) Review of Cost of Living Adjustment for Library Staff</p>							<p>selected someone and ready to move forward. It may take a while, but we want to only do it once and be sure get best deal we can and everything we want. The additional handicapped ramp has been moved to 09-10 because we need to do the parking lot renovation first. If we find towards the second half of year that we have available money, we will try to do that this coming fiscal year as well. Under revenue our proposed budget for revenue from property tax is based on what the county tax assessor's office has predicted and we actually put down less than what they predict. They predicted a 4-5% increase and we kept our increase to 3%. We will watch closely, see how it plays out and make adjustments if necessary when it comes to the final budget in August. Everything else is very similar to what have seen in past. If have any questions or need additional information, let me know. Trustee Miller commented very organized and nicely put together. President Niccum commented that philosophically would be disappointed if in multiple years the increase in our staff costs were higher than increase in materials budget. As a long term trend, it doesn't look healthy that willing to increase our salary costs at a greater pace than willing to increase new materials, which is why we are here.</p> <p>Director Mazerov states presented is the recommended cost of living increase and the comparison of where we fell over the last number of years. Even taking into account what President Niccum stated,</p>

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							<p>we have worked so hard over the last few years to bring our salaries in line with comparable libraries and not fall behind as has happened in the past. I realize are in hard times , but we do a lot with the staff we have and expect a lot of them and think it is important they be shown respect by the organization and are rewarded. Trustee Alibrandi stated curious who looks at those ratios of services to staff. Director Mazerov stated State Library collects this information. Collect from all libraries and divide up by population and size. Can bring that information to Board. Noticed when did Strategic Plan last time that our ratio was fairly high as to what doing with amount of staff members have and hours that we are open, etc. Trustee Miller feels need to have the data and understands the philosophical issue President Niccum is raising, but by the same token people are a resource and they do significant things for patrons that come into the library. Trustee Miller feels need the data to see if there were a huge disparity over a long period that would be one thing, but do need to mentally remember that people are a resource. Trustee Alibrandi stated that it seems do expect a lot of staff here and if don't reward that won't get it for very long as people will perceive they are not valued. Trustee Ganer stated is something need to keep an eye on. If got to the point where 100% going to staff then not adding anything to the collection. President Niccum stated he is not fixed on this year, this time, but looking at the overall picture must keep an eye on the trend as move forward.</p>

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c) Approve Engagement Letter for Auditing Services For Year Ended June 30, 2008 With Charles Z. Fedak & Co.	Motion Second Ayes Noes Absent Abstain	X X	X	X X	X X	X	<p>Trustee Ganer stated that all of Board wants to make sure reward the staff, and not just adequately but well, but have obligation to make sure have what the public is needing. Kathy McClelland, Business Officer, interjected that 4% isn't our final recommendation; it is just what inflation is right now. Last year it was 3.5 and noticed other libraries have spoken with, recommended 4% and that was higher than cost of living.</p> <p>Director Mazerov stated this is company we have used for years and is the normal letter of agreement. In the time Director has been here we have not looked for any other auditor, but may be hard to find one that is familiar with public agencies. They keep up on the changing regulations affecting governments. Motion by Trustee Miller seconded by Trustee Alibrandi to approve letter of engagement for auditing services for year ended June 30, 2008 with Charles Z. Fedak & Co. Motion was passed unanimously.</p>
d) Resolution No. 008-1 Approving Adoption of California Public Employees' Deferred Compensation Plan	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	<p>Director Mazerov stated this is the result of a very extended process of looking at companies to move our deferred compensation program to. Have spoken in the past about problems we have had with Standard and the dissatisfaction of the staff and committee. The committee, made up of staff members, has heard presentations by the three companies on analysis sheet provided in packet. Asked multitude of questions, and looked very carefully at providers. Even considered hiring a consultant to help make a choice as committee very</p>

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e) Proposed Revisions to Employee Handbook Sections on Employer-Employee Relations and Hiring	Motion Second Ayes Noes Absent Abstain						<p>uncomfortable making the decision, but luckily won't have to now spend that \$7,000 to \$10,000. One of the consultants asked if had looked at CalPERS and Kathy went to one of their workshops, but they weren't quite organized at that point. We asked them to come out and speak and staff was very impressed, specifically with no fees. Business Officer interjected that they are a nonprofit, who make no commission – just straight salary. They came from Sacramento and spent a lot of time with staff and since checked them out in October they have upgraded their computer system. Will assign someone from Sacramento to come down and help with transition from Standard and help us. After that there will be someone locally assigned to us. Motion by Trustee Ganer seconded by Trustee Miller to approve adoption of California Public Employees' Deferred Compensation Plan. Trustee Miller asked if there is any penalty for moving from Standard. Business Officer stated we have been with them since the 80's and have passed the time of that surrender charge. CalPERS is the only program we found that should we choose to leave in a year from now, no surrender charge at all. After discussion, motion was passed unanimously.</p> <p>Kathy McClelland, Business Officer, stated that when looked at employee handbook and policies noticed had been so many years since updated and so many laws had changed. After inquiring, found out could join the Chamber of Commerce for the State of California.</p>

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							<p>They provided an updated cd to work with and integrate our handbook to. It incorporates all the new laws all the way up to 2008. Book will be a lot more comprehensive and it will protect us, and will be up to date on current laws. After doing the rewrite, sent to our lawyers and they checked Federal and State statutes and they made a couple of adjustments that will better protect us as a district. Director Mazerov stated this is why it has expanded from 38 to 92 pages as there were issues that were not addressed at all. Because there are so many pages, that is why it is being presented to Board in increments. Trustee Ganer expressed concern that because there are no shadings and strike outs isn't clear what is brand new, revised, etc. Wonders if it is possible to indicate that as is uncomfortable voting when haven't really been able to think through how it's changed from what we had before. President Niccum stated that he has a whole lot of questions and not sure they are resolvable tonight. Stated that what we should do is look to put any questions we have on the table and not push for a vote until next time around. Trustee Ganer said much more comfortable with that as shows where shifting or whole new area didn't have before. President Niccum stated will do his page by page and Trustee Miller said she has only a few questions. President Niccum inquired about page 5 of 93 referring to written employment contracts with employees and whether we have those. Director Mazerov stated thought it referred to consultants. Business Officer stated that it could or if</p>

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							<p>for unforeseen reason do it, even though never have before as it is a protection for district. Business Officer stated that some of what gave the lawyer they moved around feeling it was better in another area and can see where strike outs would be really helpful. Trustee Miller stated has done things like this where submit questions in advance and wondered if could submit questions and allow time for response. President Niccum stated that would work with his questions. Trustee Miller stated would it be acceptable to set a date to submit questions in writing and get response back in time to be ready for next meeting. President Niccum suggested a week's time and that was agreed upon. President Niccum suggested sending questions to Louise and copy each other in case someone else's questions prompts another question. Director Mazerov stated to make sure Board doesn't converse with each other and violate the Brown Act.</p>
<p>V. ORAL COMMUNICATION</p> <p>a) From Public concerning non-agenda items</p> <p>Board Members' Reports on conferences attended or meetings scheduled</p> <p>c) Volunteer Guild Report</p>							<p>No comments or discussion.</p> <p>Trustee Miller stated will be out of town for June meeting and will be teaching at night for July and August so won't be present for June, July and August meetings.</p> <p>Director Mazerov stated starting next week Guild will be having a 20% off sale that will go on for two weeks, and members will also get their discount, which will equal 40%.</p>

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d) Director's Report 1. Items of interest to the Board							Director Mazerov commented that Board has met the new Public Services Manager, Patricia Rivera, who comes from Yorba Linda Library and has been with us since April 16 th ; however, last week spent at a State Library Leadership Institute program for the entire week. Part of that is developing a project for the library and we are working on one right now that she will be able to do. She is spending time getting acquainted with staff and how we do things here. Director Mazerov stated that our survey is currently online and have been handing it out and taking to various organizations. Board has been provided with a copy of our flyer. It is also in our newsletter and can be linked to from our website, easy to fill out, and is in English and Spanish. Have contacted the school districts and asking staff who do passports to make it available to those patrons, and have signs posted where people sit and do the wireless as well. Taking one of our lap tops down to story times so parent's can fill it out while children are listening to story time. We are trying to get as broad a base in responses as possible. Have sent email to Linda Demmers as to how many she has received back, but haven't gotten response yet. We are not getting delivery of Independent as their delivery person is off, but it was supposed to be in there. After the mixer spoke again with Aubrey from the Independent about having a library page, and he is going to be taking the format of the last page of the newsletter and using it to put in library information. He liked that it had

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2. Youth Services							<p>our logo, hours, etc. We will be putting in information about programming, special resources and the guild. National Library Week went very well. We had a Proclamation from the City Council. We had our events here, which were the Chamber Noontime Networking lunch, as well as the Mixer. Marcia Miyoshi, Librarian I, did a demonstration of our electronic resources for businesses here in the Board room for the Noontime Networking luncheon. She had a power point presentation and handouts. Director attended Info People workshop on Measuring Library Cost and Benefits. A lot of reports have come out recently throughout the country and for every dollar spent by the government in a community for library service get \$3 worth of economic benefit. The workshop actually outlined not only ways of measuring that, but how to use the language of business people and people who may be looking at the library and looking at funding or fundraising. Our direct loan numbers still have been going up. One of the things I talked about when the Haskett Branch was closed entirely we gained a lot of Anaheim patrons and it dropped when new Haskett opened, as expected, but now they are back up to as high if not higher beforehand. Just today Mary McCasland mentioned that some patrons said they went there, but then came back to us. One reason mentioned to me is that it's bright and light and colorful, but they get a lot of kids after school and it gets noisy.</p>

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Activity Report							<p>This children’s report could be called youth services department activity report since the teen programs have been growing so much. We did have 21 story times during month of April with total attendance of 1,404. With these turnouts, we want to take the lap tops down and have the parents do surveys. In attendance at our special programs in April the Imagination Celebration “Flights of Fantasy” was 81 and at Dia De Los Ninos was 278. We had 5 teen programs with attendance of 127 and that is really quite a lot especially since the game night had 15, and the Super Smash Brothers Brawl tournament had 60. We continued to hear that teens are really excited about the Wii we have here and one teen brought his in to use also. Someone at the Chamber said he would be happy to let us borrow his as well. Trustee Alibrandi asked if we get reports from Amazon about how many people link on from our sight. Director Mazerov stated will find that out from Doug Mason.</p>
VI. FUTURE AGENDA ITEMS							<p>President Niccum stated that on the comments going to make on the employee handbook, wondered if it was in Word format. Business Officer confirmed it is and President Niccum would like it sent to him and that way can turn on the comment feature that tracks changes and all can readily see the changes and notes proposed.</p>
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	<p>Motion by Trustee Ganer seconded by Trustee Alibrandi to approve consent calendar as presented. Consent calendar was approved unanimously: a) Approve Claims Request Number 657-08</p>

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							Personnel Matters 1. New Hire, Public Services Manager, Patricia Rivera, to Step 1 on the Salary Scale effective April 16, 2008. 2. Merit increase for P/T Library Clerk I, Katrina Lacerna, to Step 4 on the Salary Scale effective April 27, 2008. 3. Promotion of P/T Page, Daniel Macri, to P/T Library Clerk I at Step 1 on the Salary Scale effective May 8, 2008.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X X	 X	X X	 X	 X	Motion by Trustee Alibrandi seconded by Trustee Miller to adjourn. Motion approved unanimously and meeting stood adjourned at 6:26 p.m.

Submitted by,

Patricia M. Ganer, Secretary