

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 May 4, 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 Mazerov Mary McCasland, Support Services Manager Luann O'Hara, Guild President Patricia Rivera, Public Services Manager Victoria Sanders-Victor, Business Officer Vicki Terbovich, Systems Services Manager
I. ACTION ON MINUTES Regular Meeting of April 6, 2010	Motion Second Ayes Noes Absent Abstain	X X	X X	X X	X X	X X	Motion by Trustee Salts seconded by Trustee Alibrandi to approve the copy of corrected Minutes of Regular Meeting of April 6, 2010. 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 Ganer inquired whether Director or President Niccum had anything to say about their visits to the State legislators. Director Mazerov stated not really as met with their representatives in each case. Did get to meet the new Chief of Staff for Senator Correa and that was interesting as he hadn't heard much about libraries and he was pretty up on State issues. Just like every year take material, talk with them and they say they will give the information to the legislator. Director stated had wanted Chris Norby to come and see the computer center and receive a plaque and when contacted his office his appointment office stated they are very careful about appearing in another legislator's district so when leaving Mendoza's office did ask and they gave permission for Norby to come to the library. Have given that information to Norby's Sacramento staff and will see what happens.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF							

MINUTES
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 BUENA PARK LIBRARY DISTRICT
 May 4, 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
<p>THE DIRECTOR</p> <p>a) Revenue - \$1,824,655.07 and Expenditure - \$1,842,807.41 Report as of April 28, 2010</p> <p>b) Monthly Statistical Report for April 2010</p>						<p>President Niccum stated still has those parentheses at the bottom. Director Mazerov stated slowly but surely they are shrinking.</p> <p>Director Mazerov stated that although see the negatives percentage wise, Patricia Rivera took the number of hours that we're open and number of days open to show the hourly and daily rate for check outs and basically we're busier in the hours of the day than when were open more days. More people are coming during those fewer days open, but it just doesn't get reflected in the totals. The gate count for the number people coming in per day is up from same time last year for January, February and March.</p>
<p>IV. NEW BUSINESS</p> <p>a) Discussion of Analysis of Draft Budget and Projected Income</p>						<p>Director Mazerov stated it is a balanced budget and not where we were last year. We started with anticipation that would be over budget and actually will finish this year in a balance situation. Because of the reductions that were made, we are going to be able to come in under budget. Very pleased to be able to report that. Our estimate right now through the end of April and projecting costs and revenue through end of June looks really good. The budget put together next year does reflect the prediction from the Auditor/Controller's office that we will be receiving less in property tax revenue and figured that in at even higher percentage than they said. For the most part, keeping the reductions that made last year throughout this coming fiscal year will be able to have a balanced budget for next year.</p> <p>Director stated that during an election year we have to put in the amount for an election, which if those up for election run unopposed, we will not have to hold that election and that amount of money is money we will not have to expend. The amount for that this year is \$58,000 and is allowed for in the budget we have here.</p> <p>Trustee Ganer stated wants to say two things. First, really appreciates the narrative account and was really helpful to get a good sense without having to figure it all and was really helpful. Secondly, appreciates the conservativeness of position in terms of the projections</p>

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 BUENA PARK LIBRARY DISTRICT
 May 4, 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
b) Consider the Transmittal of Election Information for the District	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X X	X X	<p>on the tax revenues. Much rather have us find we have more than have to adopt a budget and make the cuts because it doesn't show up. That's what hope for, but appreciates the approach. President Niccum echoed what Trustee Ganer stated about the narrative being very helpful; however, he did have one question regarding recommending part time hours for clerks who are in library school programs helping to cover the reference desk. He wondered whether there was a figure for that and Director estimated would be about \$8500. Have five employees in library school now and to have them each work two hours a week for additional 10 hours week coverage, about \$8500. President Niccum stated seems like a good employment of resources. Director said gives them additional experience as well as helps relieve the existing staff, especially if illnesses, vacations or jury duty. Phyllis Nisle, Librarian I, and Lynn Pence, Library Clerk I, have been recruiting high school students to provide tech assistance in the computer center. They're doing the first training this Saturday and will see how it works on which volunteers can depend on, etc. Also hope it will relieve some of the burden on the reference staff.</p> <p>Trustee Alibrandi stated that when she first read at home the \$58,000 for the election costs thought it had to be an error, but that is what it is running now.</p> <p>President Niccum stated is not clear on what this action does. Director stated we have to submit to them fact will have an election with a map of the district. President Niccum stated he got that, but not clear that we require Board action to do that. Trustee Ganer interjected we have to also indicate whether or not what the limit would be on campaign statements for it, but President Niccum stated that is a separate action. Director Mazerov clarified with Paula Riley, Administrative Assistant, on why we do this. Paula Riley indicated that has always been done as two separate action items on the agendas for years and following what has been done in the past. President Niccum stated he doesn't have a problem with</p>

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 BUENA PARK LIBRARY DISTRICT
 May 4, 2010

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							it or object.
c) Candidates Statement on the November Election Ballot	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	<p>Motion by Trustee Miller seconded by Trustee Ganer to consider the transmittal of election information for the District.</p> <p>Motion by Trustee Ganer seconded by Trustee Salts to authorize statement of no more than 200 words and District will not pay for the candidate statement of qualifications. Director Mazerov reminded Board the first day of filing is July 12th – August 6, 2010.</p> <p>Director Mazerov stated have been updating these as can and this is update to add the additional responsibilities that happened when transferred the payroll function here, bill paying and dealing directly with the banks, etc. Trustee Miller inquired that under the Purchasing Services it seems like a lot of things were crossed out and curious why all those were crossed out. RFPs were referred to here, but are under Other Duties. The different managers will review the vendor proposals for what comes under the responsibility of their section. The Business Officer coordinates these things, but doesn't necessarily write the bid information for items that are under manager's responsibilities. President Niccum asked whether the first item under Purchasing Services regarding reviewing contracts and vendor proposals moved to another location. Director stated Business Officer would still review for conformance and policy. Trustee Miller interjected wondered why the second item was struck regarding developing, implementing and monitoring accounting procedures and reports. Business Officer stated that has been moved and included in the Financial Management section. Trustee Miller asked if the managing the day to day financial business of the District got moved as well and Director confirmed it did move to Financial Management section as well.</p> <p>President Niccum stated wanted to point out mechanical thing to single out under Financial Management section. The second line of the second paragraph promotes should be promote. We went through a situation within the last year or two years where we suddenly found we</p>
d) Approve Updated Business Officer Job Description	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	

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 BUENA PARK LIBRARY DISTRICT
 May 4, 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
							<p>were spending more than we were taking in and our auditor basically said that's not their job and yes everything in the library district falls on the Director's shoulders, but President Niccum would like to see something specifically in the class description, but doesn't have any proposed language, that states the Business Officer has the responsibility that if there is a problem needs to bring it to the attention of the Director. There is some general language about monitoring the budget, but would like to see something more explicit where Trustees can look and see where it rests to start raising fire alarms. Trustee Salts concurred. Victoria Sanders-Victor, Business Officer, asked what type of language want included. She stated that knows the Director is the primary fiscal officer and is her job to make recommendations to the Director. President Niccum concurred that would be the essence of it that Business Officer's responsibility would be to alert Director. Victoria interjected she does that now. President Niccum stated that further down the road if go through this again whether Victoria or someone else is here doesn't want that person to be able to say it is not in my job description. We already had the auditor say it's not in their job description. Director Mazerov stated after second paragraph talks about promoting the fiscal well being of the district and effective internal controls so after that perhaps insert a statement. Trustee Ganer suggested stating identifies potential fiscal problem areas and brings them to attention of the Library Director and the Board of Trustees. It is the Director's responsibility to relay these concerns to Trustees. President Niccum wants someone in this position to know not only empowered, but expected to do this. Discussion of access to vehicle is requirement of position. President Niccum suggested that use of a vehicle is a requirement. Trustee Salts wondered if should not also require registration and driver's license as a requirement. Trustee Ganer verified that the part where says driving vehicle on district business is a duty, but what wanting to add is in addition that have a California driver's license and access to an insured vehicle. Trustee Salts stated that if something happened we would have to prove due diligence. President Niccum stated sounds as if is not something in any of our class descriptions. Director Mazerov stated that is</p>

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 OF THE
 BUENA PARK LIBRARY DISTRICT
 May 4, 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
							<p>true and this language at end of job descriptions is something that has always been there and carried forward.</p> <p>Motion by Trustee Salts seconded by Trustee Miller to approve the Business Officer job description with recommended changes and that would include adding the vehicle and insurance to all the class descriptions. Motion was approved unanimously.</p> <p>Mary McCasland, Support Services Manager, inquired whether this includes the Page job description as well. President Niccum said he kind of short handed it and if it is a class where don't require driver's license or driving don't have to add that language.</p>
a) .OR							<p>No comments or questions.</p> <p>Trustee Ganer commented that a colleague saw something in USA Today and could not get the photo she saw at the Cypress College library and she came here and got exactly what she wanted and staff was very friendly and helpful</p> <p>Trustee Alibrandi stated she enjoyed the Strategic Planning group and thought they were very focused and interesting group and participating very much and felt that was due to Director's leadership. Wondered if Director felt was valuable and Director did feel was very worth while. Trustee Alibrandi thought the planning and presentation was very well done. Trustee Salts stated wanted that to build on good things being said about our library. One good thing is that we have the sign out front that states when the library is open and is closed. He recently went to the Haskett Branch in Anaheim and there were about 35 people standing outside wanting to go in and according to the hours it was open. There were people inside and beat on the door and they said they were having lunch. There was no sign saying they were closed for lunch. What really troubled Trustee Salts were all the people standing outside waiting and no sign to say otherwise? They should change the sign and also not say that they are having lunch. Trustee Ganer had a question on whether the League of Women Voters</p>

MINUTES
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 BUENA PARK LIBRARY DISTRICT
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<p>1. FY2008-2009 Financial Report</p>							<p>would have access to our library for their forums. Director Mazerov stated information about room availability is on our website under meeting rooms and Mary McCasland interjected we have had League of Women's Voters here before. They could have access based on availability. Mary stated that the Board room can hold 30 people and if did downstairs there are 100 chairs down there.</p> <p>President Niccum reported that last month had some guests here talking about the upcoming contested election for a LAFCO seat. President Niccum stated has never been lobbied on any issue or anything as lobbied in weeks following that meeting. Council members, former council members, candidates. Leading up to the climax, a couple days before the meeting that the two contesting incumbents had dropped out. They stated that the issue of the north being represented in water districts had been taken care of through discussion and therefore were withdrawing their candidacy. The ones challenging the incumbents dropped out. After all the calls and contacts Bob received, to not even carry forward with their candidacy was bizarre. The email encouraged people to attend because they had to have a quorum in order to vote. Bob Niccum decided not to attend.</p> <p>Luann O'Hara, Guild President, stated received the Boeing Grant. Patricia Rivera, Public Services Manager, stated it will be used for another AWE (Early Literacy Station). Luann stated would especially like to thank Patricia for getting the grant together. This Saturday the bookstore is having a double discount sale for members only because were rained out in December. Press releases went out on it and hours will be 10:30 a.m. to 2:30 p.m. and hope to pick up some new members for the Guild. Will have another 99 cent sale either this month or next month or both. Trying to just pick up extra money and who knows what kind of sale might come up with before end of the fiscal year.</p> <p>Director Mazerov interjected that the Board should have a copy of the Guild's financial report. President Niccum stated that were talking earlier about parentheses in our own budget, and wondered whether Luann can</p>

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 BUENA PARK LIBRARY DISTRICT
 May 4, 2010

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							<p>illuminate Board about the parentheses on the financial report. Luann stated that according to bylaws Guild is allowed to keep \$10,000 uncommitted funds. Since income has dropped a little due to situation in the country, down a few so went into that money. Don't always hold \$10,000. Actually wrote checks against more so the library would have the money and probably went down to \$5,000, which is not a problem as have no rent or payroll. Hopefully it will pick up a little this year. You just can't tell anymore. It was easy to predict before. In going over some paperwork the other night, and had some days where thought was back in previous bookstore's little room again and other times get a \$3,000 month, which is what need. So many people still don't know that we're here. When made a bank deposit the other day spoke with person at the merchant window, who asked if we carry college textbooks. He later stated came in and is a really neat bookstore and he bought a textbook that he sold at a 400% profit. Just had a 50 cent small paperback sale and made \$110 and that was almost wholly what people bought. When we have our member's sale, it is a very nice crowd, very pleasant. Know they're getting a deal; they're happy and know helping the library. Trustee Ganer said is really impressive when look at list all the things have donated. Luann stated expenses are roughly 10% for the total organization and a good part of expense is the coffee machine and coffee. The sodas sell like crazy and they like the little store bought cookies for 25 cents. Director Mazerov stated that not sure how the closing of Walter Knott School will impact because the kids come for snacks after school. Trustee Salts interjected that Walter Knott facility will not sit empty. There will be other individuals using it. Don't know who yet. There might be special programs for boys and girls clubs. It will be used as an educational facility with the current buildings.</p> <p>Trustee Salts thanked Luann for dipping into reserves to keep library programs going. Luann stated that is why they're here and what the money is for anyway. It is the library's money and they're earning it in the library's name.</p>

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1. d)							<p>Director Mazerov stated has already talked about the Legislative Day visits. The Strategic Plan Update committee meeting that met Thursday had some of the original committee members as well as new. Still a good representation from Buena Park School District, Centralia School District and St. Pius. Bruce Hird from the Boys & Girls Club attended. A parent, who works with the La Habra Council and is now a part of the Buena Park Community Collaborative, and hoping can further the mission of finding services or assistance for families in Buena Park. Patricia kindly translated for her and she participated quite a bit. Linda Demmers presented a combination of the survey report that she gave the Board and the one she gave to the staff with some updates on it. Everyone received an overview of the original Strategic Plan and what we had done. The goals we had and what we had accomplished. Each of the managers's highlighted some of that. We did a SWOT, Strengths, Weakness, Opportunities and Threats, which is still on the wall. These will be typed up and sent out to the members as well. At the very end asked them to indicate with dots under weaknesses of library and opportunities of library (red first priority, blue second priority). As with the original Strategic Plan, will look at all of this with intention that we are not to dilute our existing good services that people appreciate and like and concern, of course, is staff burn out in asking them to do more. Always have to look at what doing, can we do it better and do we still need to continue doing it and what else should we be doing. One thing found really interesting is that Linda Demmers had them talk about some of our weaknesses, but also some gaps in community and community services. In all of the Director's time in attending community functions are very seldom touched on, but school districts know, is the homeless situation. Don't remember exactly what percentage, but is a huge percentage of students in the school districts that are considered homeless or may be living in transitional or temporary housing. Trustee Salts interjected it is 10%. Director Mazerov stated that is big. Trustee Alibrandi commented something like 865 children are homeless. Both school districts mentioned that and it is not something you hear discussed very often. The other situation just learned something about this year is the gang situation. There are gangs in</p>

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AGENDA		A L I B R A N D I	G A N E R	M I L L E R	N I C H O L S	S A L T S	MINUTES
2. Youth Services R							<p>Buena Park and it is a concern and problem. Bird Hird from Boys and Girls Club knew about both of these things. It is just something we need to be aware of. Imani Tolliver, Fine Arts Supervisor, at Parks and Recreation mentioned that there is no one place in Buena Park where people can go and find out what the services are. Everyone was very appreciative of the work the library does.</p> <p>All this information will be put together and will work on updating the existing Strategic Plan to bring before the Board and the committee again to meet for a half day. It was a good meeting.</p> <p>In April, Vicki Terbovich and Director attended a disaster preparedness workshop put on by the Chambers at Cypress College. Heard discussions from representatives from Red Cross, utility companies in terms of what priorities going to be if all the power is out. It is going to be hospitals and emergency services. They gave us good information with contacts to make sure our plan is kept up to date, especially with contact information. Basically, most of our time has been spent on budget and the Strategic Plan committee meeting this last month.</p> <p>Children's programs are going on all the time, had computer classes and book discussion groups. Gustavo Arellano was here talking about the history of organic food in Orange County and that was really interesting. He listed some restaurants that he recommended. Teen programs still continue and as always children's is very, very busy. They had 22 story times in the month of May with a total attendance of 1,056. Mary Ivelia did participate in a Buena Park Children's Arts Festival, which was held over at Ehler's Park. We had a table and going green was the theme. We are still continuing to do the school tours with Buena Park School District.</p>
VI. FUTURE AGENDA ITEMS							<p>Director stated that the Auditor will be coming in June to do a report on the GASB 45 Valuation that Board received last month. When Victoria contacted them, they told her that is within their fees we are already paying and will not be paying additional fees for them</p>

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 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 May 4, 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
							coming out. They can give us options, but they can not make actual recommendations to us.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	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) Unpaid Bills Detail April 2010
VIII. CLOSED SESSION a) Personnel Matters (Pursuant to Gov. Code Section 54957)	Motion Second Ayes Noes Absent Abstain						President Niccum stated will adjourn into Closed Session and reconvene into Open Session and report on any actions taken in Closed Session. The Board recessed into Closed Session at 6:32 p.m. The Board reconvened in Open Session at 7:25 p.m. In Closed Session discussed personnel matters pursuant to Gov. Code Section 54957 and took no reportable action. That takes Board to the end of the posted agenda.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Motion by Trustee Alibrandi seconded by Trustee Ganer to adjourn. Motion was approved unanimously and meeting stood adjourned at 7:26 p.m.

Submitted by,

Donna Miller, Secretary