

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 November 1, 2005

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	Louise S. Mazerov, Library Director Robert Housley, Business Officer Doug Mason, System Services Mgr.
IV. NEW BUSINESS							President Niccum stated that there are two items that have people that potentially would like to address us or act as resources to things that Board will be considering so ask that take items IV a) and IV c) out of order so that those people can address those topics and then decide whether they want to stay for the balance of the meeting or not.
a) LAFCO Sphere of Influence Report	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X X	Item IV a) has to do with the LAFCO Sphere of Influence Report that all Board members should have received with their packets and additionally an Executive Summary supplement is available this evening. Director Mazerov stated that draft report was sent out so Board could review and there are two representatives from LAFCO here this evening. Joyce Crosswaite, Executive Officer, of Orange County LAFCO introduced herself and Danielle Ball, Analyst who wrote the report. This is a report that starting in 2002 LAFCO is required to do for all special districts that fall under LAFCO's purview and all cities in Orange County. It is a service review and sphere of influence report and wanted to get it to Board before Commission meeting that is being held next Wednesday, at 9 am in Santa in case have any questions, comments, or changes so that can forward those to the Commission. President Niccum thanked them for coming to the meeting and solicited

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							<p>comments or questions from the Board members. Trustee Miller inquired how often the report is required to be written and Joyce replied required by government code section to update every five years. Since the Library District's sphere wasn't updated for quite a while prior to this, probably for a few years after this and pretty much in the future it will probably be a fairly routine thing and will just see if there are any changes for updating. Trustee Ganer commented appreciated the thoroughness of the response from LAFCO and gathered that found it easy to get the information needed from staff regarding any of the materials needed. Danielle Ball responded staff was excellent and great to work with. Trustee Ganer noted there were references in Buena Park and Placentia's report to the study commissioned ten years ago and wondered whether it was helpful or not. Danielle Ball said was helpful and hadn't examined structure options would have been something would have to put a question mark next to in the report if hadn't already done, but fact that had already looked at it was great. President Niccum really enjoyed reading it, very informative and found out some things didn't know about the district. Found recommendations very insightful and measured not taking everything in one direction and looked at different parts of the district in different ways and thought that was very appropriate. Found recommendations about the website and how that could be improved very supportive and something could definitely concur with. All down the line feel it is a very fine report and plan on being at the meeting next week and have no problem in supporting everything in the report.</p>

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<p>c) Discussion of Parking Request by Monticello Meadows Homeowners Assoc.</p>							<p>Trustee Ganer mentioned as far as the website that Director Mazerov had already given them a sample update regarding the Board for the website. Director Mazerov stated that managers had also received a copy of report and even though Doug Mason, System Services Manager, was away at an Internet conference all week he had a sample copy of a website update on her desk first thing Monday morning. Are in the process of making sure that information is on there. Joyce Crosswaite stated that find that districts and cities that do things proactively tend to already have done or in the process of doing whatever recommendations LAFCO has. Motion by Trustee Ganer seconded by Trustee Salts to accept the LAFCO Sphere of Influence Report and to communicate to the LAFCO commission the Board's sense of concurrence with the report. This item was approved unanimously.</p> <p>Next taking item IV c) from New Business out of turn which is a discussion of parking request by Monticello Meadows Homeowners Assoc. Director Mazerov stated did receive a letter from Monticello Meadows Homeowners Assoc. asking the Board to look at the possibility of their leasing the south end of parking lot for their overnight overflow parking. Mr. Atkinson, as well as two representatives from the Homeowners Association, present. Presented to the Board not necessarily for action at this time, but to start consideration and have a chance to look at the situation. The library managers did look at the request and with initial look at it does have a number of concerns, especially with the overnight security in the parking lot. We now have</p>

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							<p>an arrangement with the police department where they are now patrolling the parking lot at night and there is a no parking signage. If there is currently a car parked there at night, it will receive a ticket or if occupied will be asked to move. Because of problems had previously with vandalism and dumping of bottles and things, currently do a lot of clean up very early. Gardening service is here weekly at 6 a.m. and because of foliage and trees around perimeter need free access to that area. Other concern is that parking lot is full of library patron parkers a great deal of the time up until 8 in the evening, all day on Saturday, and especially in the summer during programs, but even without programs from 3 pm on the parking lot is pretty full of patrons. Also looked into a liability concern. Robert Housley stated spoke with Dennis Timoney SDRMA agent, and stated that liability as premise owner could not delegate liability for slips, trips and falls. Those areas are where liability would be. Being as we already have a parking lot, the same rules apply as in any other public parking lot. If there was vandalism to a car, we would be held liable for that. Director Mazerov stated wants to know who will be monitoring whose parking there in terms of permits, etc. Who is going to make sure if not supposed to be there that they are removed? There are a lot of issues there that library certainly does not have the staff available to take care of. Trustee Salts stated that for our Strategic Plan needs we have a growing constituency for our library needs and it wouldn't be wise to let go of the parking spaces even under ideal conditions. President Niccum suggested hear from the representatives of the homeowners association now that</p>

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							<p>they have heard some of the library concerns and give them an opportunity to address the concerns, etc. Bill Atkinson, Property Manager of Monticello Meadows, introduced himself and stated also brought two representatives from their Board. Thanked Board for their consideration, expressing their concerns, etc. This is just preliminary look for solutions to remedy parking, need to study it as well and won't happen overnight. Would take responsibility for added security, Would like the opportunity to address these concerns, and provide in writing answering those concerns for consideration. If idea is closed and don't want to just say no and won't proceed with that. There are other options being looked at too. Also wrote to Department of Recreation on Knott as well. President Niccum asked Board members for further comments. Trustee Alibrandi felt concerns hard to address effectively and wanted confirmation on number of cars involved. Trustee Miller inquired whether any of the issues are unadressable and if can't be fixed then can give a no tonight. Director Mazerov reiterated the early morning access for maintenance and service; weekend parkers not out before library opens and potential for other apartment parkers there. Trustee Salts felt that the number of spaces the library has was mandated by City and just accommodates patrons now. Trustee Ganer stated reluctant to say no without thorough investigation but initial response is problems would be difficult ones to overcome and inclination is to say no. Trustee Alibrandi feels the same. President Niccum stated could see solutions to some of the issues, but others are virtually impossible to overcome for the library to maintain level</p>

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							of service to patrons. President Niccum concluded that would need a quorum and there are already three firm no's. It was decided to not okay the request of the Monticello Meadows Homeowners Association to allow their overflow parking in the south end of the library parking lot.
I. ACTION ON MINUTES							
a) Regular Meeting of October 4, 2005	Motion Second Ayes Noes Absent Abstain	X X	 X	 X X	 X	 X	Motion by Trustee Alibrandi seconded by Trustee Miller to approve the minutes of regular meeting of October 4, 2005 meeting.
II. CORRESPONDENCE							
a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations							No discussion.
b) Management Team Minutes							Trustee Ganer inquired as to whether the Norby town hall meeting had been rescheduled. Director Mazerov indicated have had no further communication from them. Trustee Ganer expressed thanks for staff responsiveness on the LAFCO report.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR							
a) YTD Revenue Report - Revenues as of October 15, 2005 - \$179,711							No discussion.
b) Expenditures Report Expenditures as of - October 15, 2005 - \$466,153							No discussion.
c) Monthly Statistical Report							No discussion.
IV. NEW BUSINESS							
a) LAFCO Sphere of Influence							This item already heard at beginning of

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Report							meeting.
b) Contractor Bid for Safety Film for Interior Windows							Director Mazerov stated trying to address some of the items noted in the last safety walk through. Trustee Salts inquired whether checked with other contractors. Robert Housley, Business Officer, stated made one other call and this contractor is someone have used before. Director Mazerov stated that finding hard to get contractor's to come out on small jobs and hard time getting second or third bid. Motion by Trustee Alibrandi (?) seconded by Trustee Ganer (?) to approve contractor bid for safety film for interior windows.
c) Discussion of Parking Request by Monticello Meadows Homeowners Assoc.							This item already heard at beginning of meeting.
d) Discussion of Restatement of Employee Deferred Compensation Plan							Director Mazerov stated this is an update on where going in offering deferred compensation plans to full time employees, and addressing some of the rule changes that have occurred over the past year. Have a committee that includes Robert Housley, Kathleen Wade, Chris Haugen and Marcia Miyoshi. Committee has been meeting and having discussions with Mary Kotzman, Standard representative. Board has cover memo that Director and Robert put together, copy of very detailed notes from Sept. 15 th meeting that Marcia Miyoshi put together. These notes provide a good picture of the information received. These detailed notes help in clarification and each meeting have more questions that go back to Mary Kotzman for clarification on. Committee had a conference call this morning with Mary. It is a slow process but is based on everyone's comfort level

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							<p>and Mary Kotzman is developing the program offered in terms of investments based on that comfort level. It is going to be geared toward the committee and staff and no one has to change from current plan if don't want to change. This will just give the opportunity to diversify if want to. Robert Housley clarified item in memo Board received that for the mutual fund portion the participant pays an expense ratio that is determined by the fund plus also the charge that standard has on top of that. They call it a wrap fee between Standard and the participant. There is no fee for the actual advisory part of the service. It's an administrative fee and Mary estimated runs \$1500 to \$2500. Currently pay about \$600 year in administrative fee so is increase but not a huge one. Trustee Miller clarified that not asking for action and Director Mazerov reiterated only to keep them apprised on what is happening. Trustee Salts asked if have to stay with Standard or not and Robert Housley said have been with Standard for a long time and other companies probably would have similar fees and employees have confidence in them and is well rated. Trustee Salts wanted to know what is ability to move away from this if not happy with it. Robert Housley stated that initially we have to reinstate our plan because of the changes, and we don't have to add the mutual fund option as it can stay the way it is. Robert would have to look at the contract and see if there is a duration clause for the contract. Trustee Ganer is pleased staff is on committee because is important, critical part of process for staff to be actively involved and continue to do so. President Niccum stated that at whatever time comes to Board for action that it be given wide latitude to the staff's</p>

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							<p>preference, as long as there isn't too large a cost for the district, because wants to support what is in the best interest of the staff. Director Mazerov initiated the discussion to diversify because when recruiting this type of thing is considered by potential employees as well as existing employees.</p>
<p>V. ORAL COMMUNICATION</p> <p>a) From Public concerning non-agenda items</p> <p>b) Board Members' Reports on conferences attended or meetings scheduled</p> <p>c) Volunteer Guild Report</p> <p>d) Director's Report</p> <p style="padding-left: 20px;">1. Items of interest to the Board</p>							<p>No discussion.</p> <p>Trustee Salts stated attended the Teacher of the Year Awards at Disney last week. Mrs. Gibb (?) from Raymond Temple, which works with hearing impaired for the County, won.</p> <p>Luann O'Hara, Guild President, was not in attendance. Director Mazerov reported Guild Board met last week. They are interested in hosting another Chamber Mixer, possibly in April because of National Library Week, even hosting an open house in the bookstore. Have set up the Jerry Guthrie fund with \$500 from the Guild and are speaking with his widow on how she would like to have the money spent. Set a date for the Double Discount sale on Saturday, Dec. 10th, for members to come in and do their Christmas shopping. The backroom sale was held last Saturday and Guild made about \$400.</p> <p>Director Mazerov congratulated staff in several areas. Several weeks ago Kathleen Wade found a site on the Internet called insiderpages.com where people can rank anything, including libraries. The Buena Park Library has 5 stars based on four reviews. Did not</p>

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2. Children's Department Activity report							<p>recognize any of the names, but there were very nice comments about the staff also. As an example of how creative staff is, today was the first day that Section 8 applications to get on the list for housing benefits were available. Anticipated a large response and had not received the paperwork to hand out. Librarians got on Internet and printed out copies, made photocopies and put packets together and charged \$.50 a packet. In the first hour, there were fifty packets given out. They are to be congratulated for coming up with such a great solution. Last Friday, October 28th, from 3-7 p.m. Caroline Egan, Kathleen Wade, and myself were at the Chamber's Business Expo over at the mall. Some traffic flow but feel the Business Expo needs to be looked at and Chamber decide whether want to continue to do it or how is done, but is part of their agreement with the City that they do a Business Expo. Caroline had developed small flyer with free all over it so people could see could come by for a free library card. Requested Board members look over their website page they have been given and see if it is how they want it on the website. Director stated will be gone tomorrow through Saturday due to mother's hip replacement surgery. Will be back to go to CLA on Sunday and Monday. Originally planned on only going Sunday but then found elected to the CLA Assembly for the Public Library Section and Assembly meets Monday afternoon in Pasadena.</p> <p>Seventeen story times with attendance of 690 total. Five school visits with attendance of 178. Getting regular coverage in the Buena Park Independent as well as in the Local section of the Register. Have had really good</p>

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							attendance at most recent adult program called A Haunting We Will Go with seventy-five attending.
VI. FUTURE AGENDA ITEMS							None proposed, however, Trustee Miller wanted to confirm date of the holiday party, which is December 9 th . Trustee Miller inquired whether the bookstore sells gift certificates and if they don't it would be a good idea. Director Mazerov wasn't sure and will have Kathleen Wade talk with Luann O'Hara about it. Director Mazerov stated that they do currently do bookstore bucks.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	Consent Calendar items approved as follows: a) Approve Claims Request Number 627-05 a) Personnel Matters 1. Merit increase for Robert Housley, Business Officer, to Step 8 on the Salary Scale effective November 11, 2005. 2. New hire P/T Page, Christine Ha, at Step 1 on the Salary Scale, effective September 13, 2005. 3. Promotion of P/T Page, Katrina Lacerna, to P/T Clerk I on Step 1 on the Salary Scale, effective 10/27/05. 4. Resignation of F/T Library Clerk I, Stella Galvan, effective October 1, 2005. 5. Resignation of F/T Library Clerk II, Sonia Rojas, effective October 12, 2005. 6. Separation from employment of P/T Page, Gabriel San Roman, effective October 11, 2005. 7. Leave of absence for six months for P/T Clerk I, Virginia Marfice,

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							effective November 7, 2005. Motion by Trustee Alibrandi seconded by Trustee Ganer to approve the Consent Calendar as presented. Consent calendar approved unanimously.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	Motion by Trustee Alibrandi seconded by Trustee Ganer to adjourn. Motion approved unanimously and the meeting stood adjourned at 6:36 p.m.

Submitted by,

Dennis Salts, Secretary