

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 November 7, 2006

		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
AGENDA							
Expenditures as of – October 15, 2006 - \$568,476							No discussion.
c) Monthly Statistical Reports for October 2006							
I V. NEW BUSINESS							
a) Report on Staff Development Day by Caroline Egan							Caroline Egan, F/T Clerk II, presented detailed report on Staff Development Day. Tried to focus on all staff. Icebreaker this year was everyone trying to guess whom other staff members were from a baby picture they had provided. Pictures were passed out in black and white on a sheet to identify. Director of Whittier Public Library spoke regarding dealing with difficult patrons and situations. Followed by Sgt. Gary Worrell from Buena Park Police regarding front counter safety. Stressed would rather see staff to be proactive in a situation and call the police if feel need to do so. Played bunco dice game to get all staff to interact as changed partners while playing the game. In the afternoon evaluated the Customer Service Surveys staff had done at other libraries or businesses. Established a list of items staff liked at other places that can be implemented or applied here. Very successful, good speakers and well received by staff. At the end of day give staff something to take with them. This year gave staff puzzle piece to show that all of staff makes a difference in running the library. Trustee Ganer commended Caroline and committee for all work did because this type of activity is very valuable to an institution.
	Motion					X	

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b) Review and Approval of Remuneration, Expenditure and Staff Education Policy	Second Ayes Noes Absent Abstain	X X	X	X	X	X	Director Mazerov stated this item is in response to AB1234. When looked at original reimbursement policy, it included the education piece so now separated them out and updated them to what are reasonable amounts. Trustee Ganer expressed opinion on penalty section and offered several grammatical corrections. President Niccum asked for clarification on the meals section regarding receipts and per diem. Trustee Ganer commented that even though were previously one policy, actually are two policies now and would like to vote on them separately. Motion by Trustee Salts seconded by Trustee Alibrandi to approve remuneration, expenditure part of policy with suggested corrections. Motion was passed unanimously.
Staff Education Policy	Motion Second Ayes Noes Absent Abstain	X	X X	X	X	X X	Motion by Trustee Ganer seconded by Trustee Salts to approve the staff education policy as presented. Motion was passed unanimously.
V. ORAL COMMUNICATION							
a) From Public concerning non-agenda items							No discussion.
b) Board Members' Reports on conferences attended or meetings scheduled							No discussion.
c) Volunteer Guild Report							Director Mazerov stated the copy of newsletter Board has provides on the back page Guild news and the date of the Guild's next member double discount sale. Luann O'Hara, Guild

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d) Director's Report 1. Items of interest to the Board							<p>President, stated had sold \$170 worth of the lp's donated by President Niccum and Trustee Ganer.</p> <p>The Audit report is finished and being proofread in-house. Will be presented at January's board meeting.</p> <p>Last month there was a question regarding what it cost for disposal of our e-waste. The last pickup was about ½ ton and it cost \$283. We need to have certification of destruction that is required by the State saying the material has been disposed of properly. We need that paperwork in case the Department of Toxic Substances Control ever audited us. The other question that came up last month was how much tutor.com would cost us if we didn't have the State funding. It is \$9,000 for remote access and the State will pay all of it this year, 75% next year and then 50% and eventually we'll need to pick it. Tutor.com numbers shot way up since became available remotely. We're continuing to make sure that the information about the access is put out at all the local schools. Robert Housley, Business Officer, and myself did attend the LAFCO hearing where voted on approval of redrawing of our district lines. We have since received a copy of the posting in terms of what boundaries, what streets, etc. We should receive a map from the County with the new boundaries when all that is done. This weekend Kathleen Wade, Public Services Manager, and Director</p>

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2. Children's Department Activity report							<p>will be going to the California Library Association meeting that is being held up in Sacramento. Will be there Friday through Monday. Did receive notice from the Department of State that the passport-processing fee, which is what we get, is being lowered from \$30 to \$25. This is due to being so busy and the volume of passports being processed. There has been an 80% increase in demand over the last three years. Mary McCasland, Support Services Manager, feels that even with the \$5 reduction we will still be making quite a bit of money. Some days process as many as 15 applications. Will also be adding the passport card but don't have a start date for this. Trustee Salts inquired whether Department of State is also lowering their part of the fee and they are not. Had mentioned that expected to see a drop in our direct loan and circulation numbers when the new Haskett Branch opened in Anaheim. Looking at the total circulation numbers they have not dropped and have gone up 1-2% every month; but, definitely the numbers to Anaheim patrons have dropped back to the 4th quarter 03-04. However, the circulation to cities with Orange County Libraries has gone up. Overall circulation did not take a big hit as concerned it might. Have been able to get library card application included with new student enrollment packets at St. Pius and Buena Park School district as well. Still working with Centralia.</p> <p>Had first Halloween celebration on Halloween night with 75 in attendance.</p>

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							The teen advisory board helped working with the kids and the costume judging. There was a lot of positive feedback from parents, who were happy there was something they could bring their kids to.
VI. FUTURE AGENDA ITEMS							None proposed. Trustee Ganer inquired about an organizational meeting and Director Mazerov stated Kathleen Wade would have the instructions on that. Trustee Alibrandi stated will not be here for the January meeting. Trustee Salts stated will not be here for the December meeting and neither will Director Mazerov.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X X	Motion by Trustee Ganer seconded by Trustee Salts to approve the Consent Calendar as presented. Items approved as follows: a) Approve Claims Request Number 639-06 b) Personnel Matters
VIII. CLOSED SESSION a) Personnel/Compensation Matters (Pursuant to Gov. Code Section 54957)							Trustees convened to Closed Session at 6:08 pm. Trustees reconvened in Open Session at 6:28 pm. In Closed Session Board discussed personnel/compensation matters pursuant to Gov. Code Section 54957. President Niccum stated Board took no reportable action in Closed Session.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	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 6:29 p.m.

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Submitted by,

Patricia M. Ganer, Secretary