

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 November 6, 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
c) Monthly Statistical Report for October 2007							President Niccum commented is back on the upward path. Director Mazerov stated that even the overall annual year-to-date did show quite a difference between October this year as opposed to October last year as far as circulation.
IV. NEW BUSINESS a) Report by Kathleen Wade on "Kid Builders," an Early Literacy Collaborative with Buena Park School District							Kathleen Wade, Public Services Manager, addressed the Board regarding the "Kid Builders" program and provided them with program notebooks. This is an Early Start program and these particular books are designed with parents in mind for teachable moments for their young children. We're finding that the kids have to know more before they get into school. Got the training from the Early Start coordinator from the Buena Park School District on how to train the parents. Mary Ivelia can now train the parents. The material is free but this is something can't just hand off to them without giving training on how to use it. There are definitely skills levels involved not only for the child but for the parents too. It came free from the Children and Families Commission of Orange County. The Commission made the effort that the Spanish language versions are built exactly the same. The coordinator came out one Monday night and did a program for the parents in English and a Thursday night in Spanish. Each of these books has an element put in to come to the library. A visit to the library can fulfill objectives in the book. Trustee Ganer asked if Commission reaches out beyond the school districts. For example, Cypress College has their Teacher Prep Program and Fullerton has their Child Development Center and

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b) Recommendation to Transition Payroll from County of Orange to Outside Source	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	<p>Kathleen Wade stated will forward the contact's name to her. Mary Ivelia is going to the Head Start program and taking some of the material. Even Start and Head Start are two different programs within the school district and they meet different needs of different groups and the more saturation have the better. President Niccum commented book would be very helpful. Director Mazerov stated had a very good response from parents when invited to attend the special orientation. Kathleen interjected that Mary Ivelia was able to do a miniature story time and prove to the parents that this type of thing works. When she does a rhyming game, or does a book or song where has the kids stand up, sit down that there is a method to the madness. What she has been stating all along now has been put into book form.</p> <p>Director Mazerov stated that particularly since January have experienced more problems with the County with incorrect, missing checks, etc. that mean another trip down there to pick up hand generated checks to correct error. Kathy McClelland, Business Officer, has provided some information on using a private firm. Placentia Library has been using a private company for a long time and Altadena Library does also. As the memo states, both of those libraries use Paychex but we additionally met with ADP for consideration. Kathy McClelland, Business Officer, stated both Paychex and ADP offer identical services. Have had experience with both companies over the last twenty</p>

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							<p>years. ADP came in less on cost, closer to us, both offer courier service. Both even in emergency can provide same day check if needed. Can be processed via telephone, computer and just easy to work with. Kathy McClelland and Director are recommending ADP. When notified county of our intent, they did not even seem to care, and weren't even sure we needed a letter. We will provide a letter of intent in order to have a paper trail. County did recommend that if we make this move make our final payroll with them December 28th, which would be a clean cutoff for the W2's. Then would just pick up with ADP and will start working with them right away so have all data input way before and can double and triple check prior to implementing. Trustee Ganer curious why not indicated on memo that both services do the same. Director Mazerov reiterated that is because were still talking with ADP at time packets went out. Motion by Trustee Ganer seconded by Trustee Miller to approve transitioning payroll to ADP. Motion was passed unanimously.</p>
. OR							<p>No comments.</p> <p>Trustee Miller reported pleasure to go to CLA Conference. Went to couple of interesting workshops. One was a blog that San Francisco library is starting and haven't previously followed our blog but will now. Another interesting workshop attended was a panel of people from different libraries about how they handle issues related to what kind of material is</p>

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							<p>available and what is blocked, and what websites are blocked and what isn't. Some of the libraries have had interesting issues with newspapers coming in and being happy or unhappy with them blocking or not blocking something. Director Mazerov interjected we do not filter the Internet access here at all. Trustee Miller stated that one library puts some kind of adult block on and if someone comes to them and requests it be removed it is handled on an individual basis; however, they don't make people aware of this. Director Mazerov stated we have a policy against offensive or pornographic material since our computers are in a very public area. If staff members witness this, they will tell the party to get off the site. Trustee Miller was glad we have not had a lot of hoopla over this. Director Mazerov stated that when she was at Long Beach the American Families organization for example used the Freedom of Information Act to get material on how many complaints we have had, etc. Trustee Miller stated that feels the Buena Park Independent should be renamed the Buena Park Library Independent because they are so wonderful to print so many articles about the library. Trustee Miller stated appreciates everyone being so proactive and getting these articles out there. Director Mazerov stated Kathleen Wade sends out press releases. Librarians contribute and Bruce Pasarow, Librarian, sends out info on adult programs, Phyllis Nisle regarding teen programs and Mary McCasland with some things too. Only once in a while get something in the</p>

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1. d)							<p>Register in the local city section depending on what else is happening. Trustee Ganer inquired whether there is resistance from anyone who is asked to get off a web site and Kathleen Wade, Public Services Manager, stated that everyone has been a bit embarrassed and very accommodating. Kathleen Wade commented that one roadblock is the kids who are under 18 and requiring parent's permission to be on Internet and having to turn them away if don't have that permission. If their parents are in the building, there isn't a problem. We have had one parent who insisted on sitting with their child while on Internet and accommodated that happily. Kathleen stated that most visitors are surprised don't have to have a library card to use Internet. There are a number of non-residents that come in to use Internet. Director Mazerov stated now doing Internet manually, but when have the monitoring software the computer will tell them when their time is up. Will have visitor library cards for one time only people to use as usually need library card to get into it. There is also the ability to block someone if have a problem with them.</p> <p>Director Mazerov stated that the Members Only Double Discount Sale is Saturday, December 15, from 11 am to 3 pm and they do have quite a nice stock and have been quite busy.</p> <p>Director Mazerov noted that she and a number of staff were at the California Library Association Conference in Long Beach. Five staff members were able to</p>

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							<p>attend all or part of the conference over one or two days. Since Director is on the CLA Assembly, attended all four days. There were a number of interesting workshops, speakers and very well attended. Good exhibits and author Ray Bradbury spoke the first day, Jamie Lee Curtis was there Sunday morning, and closing luncheon had Sarah Boyle, who is contributor to <i>This American Life</i>. Board was sent an email previously regarding our new email address and we included it in our latest newsletter. The new email address, buenaparklibrary.org, is much easier than the old one. Also the blog that staff contributes to and hoping to eventually make that interactive where patrons can put in book reviews. Thankful that Doug, Phyllis and Chris could get that together. The Staff Development Day did go very well and have had a chance to do a first look through of evaluations and they were overwhelmingly positive. Liked the speaker, safety walk thru and ability to interact with coworkers and learn together. Some did contribute ideas for what would like to see in the future. Provided the board with the alert that was sent out by the California Library Association Legislative Committee about calling the Governor's office and also asking local legislators to sign-on to Assemblyman Mike Eng's letter that he will send. Encourage Board to look at that and go to the links in email forwarded to Board today. Tried to give a little information on seeing the impact that \$15,000 could buy in books. A brief update on working with our deferred comp situation. Committee has</p>

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							<p>met and looked at material that was provided by three different organizations, including CalPERS. Kathy McClelland, Business Office, went to the CalPERS workshop on that. Have decided to have presentations made to staff by two of them. Kathy McClelland interjected it will be Lincoln Financial and Pacific Life speaking. Still hoping to turn this around and have recommendation to Board by December board meeting so can get started on it first of the year. In regards to a construction update, the stairs are done and there are just small items still will need to work on but will do when do floor in Librarians' offices. The office space has finally been constructed, the flooring people will be coming tomorrow, the drop ceiling is in. We actually have the furniture and the installer from Yamada will come out and put it together once flooring is finished. Director Mazerov informed Board will be going on vacation starting tomorrow through the following Tuesday and while out of office depending on who is here Kathleen Wade, Doug Mason or Mary McCasland will be in charge. Library will be closed next Monday for Veteran's Day.</p> <p>Director Mazerov reported children's department has been very, very busy as usual. At one time wasn't sure about Saturday movie attendance as it seemed really low, but now has gone up and had 4 Saturday's with movies with a total attendance of 123. Twenty-one story times with total attendance of 879. The Word Builders Club, (Greek and Latin roots clubs) Mary Ivelia started held 3</p>

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							<p>sessions with total attendance of 101. The ever popular chess club averaged about 30-40.</p> <p>Kahleen Wade, Public Services Manager, stated that Mary Ivelia set up a couple of reading programs for the 0-5 year old kids because there seemed to be a niche that isn't always filled for them during the Summer Reading Program. Parents read to the children a picture book that represents the author's last name a-z. Don't have any statistics on this yet but there has been some momentum from the parents of preschoolers and the lap sit story time folks have come in to pick it up. Mary Ivelia picked up the information at an SLS meeting with other children's departments and liked idea of approaching parents that are already here with children and setting them up with a reading program. We have a little incentive program and have plenty of prizes left over from summer stock.</p> <p>Director Mazerov stated that Vince Tannahill, Library Clerk I, is also a graphic artist going to school and is doing an internship here. One of the things he took on was to update our library logo. Currently the logo states BPLD on it and most people didn't know what that was. Vince has updated the colors, made it much more graphic and replaced BPLD with Buena Park Library District. Copies were passed out to the Board of Trustees and everyone liked the new logo. President Niccum volunteered that for years he has hated the logo and this is a huge improvement. Particularly</p>

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							like the sun and Trustee Ganer stated is enormous improvement. Vince is also working on a library card design for the teens and will show it to the Board when have it. It incorporates all the different types of library material, is modern and classy.
VI. FUTURE AGENDA ITEMS							Director Mazerov stated hope to have audit at December Board meeting. Also, the first Tuesday in January is January 1 st so need to decide when to hold meeting. The Board discussed and decided to do an action item on December agenda to move to January 8 and can always amend it if something comes up. Trustee Alibrandi requested that someone take on the email reminder about the change. Trustee Ganer inquired about putting the Election of Board officers on the agenda for December and President Niccum stated that is automatic.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	Motion by Trustee Ganer seconded by Trustee Alibrandi to approve consent calendar as presented. Consent calendar was approved unanimously: a) Approve Claims Request Number 651-07 Personnel Matters None listed
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X 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 6:17 p.m.

Submitted by,

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Donna Miller, Secretary