

MINUTES  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE  
 BUENA PARK LIBRARY DISTRICT  
 November 4, 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 2:00p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Director Louise Mazerov Mary McCasland, Support Services Mgr. Patricia Rivera, Public Services Mgr. Kathy McClelland, Business Officer Luann O'Hara, Guild President Darryl Stokes, Director, Guild Board
IV. NEW BUSINESS a) Auditor Report	Motion Second Ayes Noes Absent Abstain	X	X X	X	X	X X	President Niccum proposed that move out of order to the Auditor's Report as have Paul Kaymark from the office of Charles Fedak and Company here. Mr. Kaymark went over the Annual Financial Statements. In highlight summation Paul stated that the budget reflects less spent in capital outlay; however, increase overall in expenditures due to wages and expenditures the past year. President Niccum interjected that the total revenues and total expenses is a pattern have had for a couple years and that is not sustainable. Paul Kaymark stated will be looking closer at this overall. At a quick glance in summarized format, Condensed Statement of Operations, on page 4 shows difference between 07 and 08 between libraries operations or overall expenditures on full accrual basis. An increase of \$342,000. Overall revenues, showed \$2.2 million up from \$2.1, but saw larger increase in expenditures. By showing that have a change in assets at bottom. Negative 81 last year and negative 351 this year. President Niccum asked for clarification that changes in assets means are eating into our reserves? Paul confirmed that

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							<p>and said revenues coming in are not meeting expected expenditures for the year. Paul highlighted that a large part of the increase in salaries and benefits is due to the annual pension contribution to PERs which was \$161,290 in 06-07 but was \$240,798 in 07-08.</p> <p>Paul stated that new key phrase in governmental arena budgeting is straight line budgeting. Normally would budget for increase in property taxes in future periods, but are stating for next couple years stay on stagnant, straight line budget in this area due to the housing fallout. Of course, interest earnings fell half of the year.</p> <p>President Niccum expressed concern regarding sustainability. At the end of the 50 years if building has reached the end of its usable life and needed replacing, that is amount should be setting aside. In addition, on an operation level we're spending more than taking in and aren't putting aside money to replace facility. Moreover, for operational year-to-year operations we're tapping into reserves.</p> <p>Paul referred to page 9 of the report with cash flow perspective. Under capital outlay depreciation this year on full accrual basis was \$75,000, but what purchased in capital outlay was \$110,000. So whatever got back in reserve got back plus some of this. If, for example, in general fund can set up capital replacement fund, would transfer into capital replacement fund the number for depreciation or estimated budgetary</p>

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							<p>amount each year to go into that fund and within that fund build up a capital replacement reserve for which and during periods capital outlay would be coming out of that fund as well. Would see as would budget for depreciation would put that in and would also budget within that fund capital outlay during that period to see where are in recovery basis. Whether building reserve or in negative cash position.</p> <p>President Niccum said January is 40 out of 50 years of this building and is time to start thinking about how building our reserves. We're not building our reserves, but are siphoning our reserves. Need to start a process of really looking at our use of operating money, use of reserves and see if pattern in last few years of spending more than taking in is an aberration. Have had some bumps along the road such as LAFCO in terms of our property tax base and economic factors with property tax collection. Need to be taking a closer look and see if prudently running our budget in a way that is going to be sustainable over a period of years before start budgeting for next year.</p> <p>Paul Kaymark stated with a unique organization such as this is earmarking that capital outlay and positioning self for outreach towards that. Are there agencies in area that would be able to grant library different types of funds for capital outlay during year? Instead of spending own money is there someone who can help out. President Niccum stated that the district needs to be in</p>

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							<p>control of its own budget and stewardship of its funds for its basic needs. Whatever look to outside agencies for has to be window dressing or extras. Can't look to outside agencies to fund any of our basic needs.</p> <p>Trustee Salts asked in regards to the straight line budgeting on whether realistic to assume will get the same rate of tax income or not. Paul stated the assessment for this year was done Jan. 1<sup>st</sup> and based on high value and should be pretty sustainable. Trustee Salts expressed agreement with President Niccum that have to look at having replenishment fund. Trustee Salts inquired about post employment benefits and GASBY and whether we're doing that. We have lifetime health care and there are 12 employees on it currently with district paying \$76,000. Right now we are on a pay as you go basis and implementation of that accrual in 2010. Director Mazerov stated contacted PERs asking for actuarial study on this. Director Mazerov stated for mid year budget report will have some information on first collection of property tax. We budgeted for less than they expect and assuming will be more flat than 3% we thought.</p> <p>President Niccum asked that for January meeting start to have discussion on trends for at least last 5 years of income vs outgoing and how our reserves have been used over that period. Trustee Salts asked for graph for good visualization. President Niccum stated has been good information and will be</p>

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							<p>launching pad for further discussion on the part of the Board.</p> <p>Motion by Trustee Salts seconded by Trustee Ganer to accept the Auditor Report. The motion was approved unanimously.</p> <p>Director Mazerov added that the Auditor's Management Report was provided this evening for the Board and most of items are already addressed through removing payroll and accounting from County and were able to better supply auditor with reports in more timely manner so hopefully not so many adjustments next year. Paul stated under new guidelines now as regards the audit. The old definitions of various items considered material weakness, other matters, etc. In the past if it did not take Board action of changing a policy or procedure in place was left up for discussion with management regarding those items. Under new rules, if it is not written down it never happened and increases the definition for considered material weakness, significant deficiencies and other control deficiencies. What reading in the management letter are required disclosures if adjustments come up during the audit. Nothing to be alarmed about, but can't say orally anymore.</p>
I. ACTION ON MINUTES Regular Meeting of October 7, 2008	Motion Second Ayes Noes Absent Abstain	X    X	X X	X	X	X X	Motion by Trustee Salts seconded by Trustee Ganer to approve the minutes of October 7, 2008. Trustee Alibrandi abstained from voting. Motion was approved unanimously.

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II. CORRESPONDENCE							
a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations							No comments or questions.
b) Management Team Minutes							No comments or questions.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR							
a) Revenue - \$505,181.44 and Expenditure - \$824,237.57 Report as of October, 2008							No comments or questions.
b) Monthly Statistical Report for October 2008							No comments or questions.
IV. NEW BUSINESS							
a) Auditor Report	Motion Second Ayes Noes Absent Abstain						This item has already been heard out of order on Agenda.
b) Approve Updated Authorized Signature List Removing Kathy McClelland, Business Officer, and Adding Patricia Rivera, Public Services Manager	Motion Second Ayes Noes Absent Abstain	X	X		X	X	Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the updated authorized signature list. Motion was approved unanimously.
VI. ORAL COMMUNICATION							
a) From Public concerning non-agenda items							No comments or discussion.
Board Members' Reports on conferences attended or meetings scheduled							No comments or discussion.

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c) Volunteer Guild Report							<p>Luann O’Hara, Guild President, stated that the Board received in their packet the Guild’s Annual Report for Fiscal Year July 1, 2007 – June 30, 2008. Trustee Ganer inquired about what the membership in the NAEIR was about. What is it? LuAnn O’Hara and Director Mazerov elaborated that was something other districts had tried. It was almost like overstock things can get a big discount on. We tried it, but it didn’t work out for us. Trustee Ganer mentioned that is nice to see what the Guild actually donates to the library. Luann stated had received a \$2000 grant from Crockett Container and will be talking about the wish list more at next meeting. The first Sidewalk sale made \$661 and will be having another this Saturday with all items marked \$.50. Expect to have another sale in February. There were several teachers at the sale and Patricia Rivera, Public Services Manager, and Luann are trying to come up with something geared for teachers. The Board expressed thanks to the Guild for all they do for the library.</p>
d) Director’s Report 1. Items of interest to the Board							<p>Director Mazerov stated have appointed a new Business Officer. Her name is Victoria Sanders-Victor and she will start on Monday, November 17<sup>th</sup>. Kathy McClelland will be coming in first part of that week to work with her and be available for questions. We have received our preliminary numbers from the Public Library Fund and it will be \$28,114. However, since the Governor plans on calling special session of</p>

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2. Youth Services Activity Report.							<p>Legislature to recommend additional cuts don't know if that is what will actually end up with. It is one of those amounts hope to get but don't count on. That report is very interesting as gives what would receive if funded 100% and is over \$230,000.</p> <p>The claims that Board normally signs at the meeting is now called Unpaid Bills Detail since we are not submitting claims to County. Patricia Rivera, Public Services Manager, and myself will be attending the California Library Association conference in San Jose November 13-17.</p> <p>One thing have discussed at previous meetings is the consolidation of the different systems and have an SLS meeting this Thursday and will surely come up as have been working on the bylaws and standing rules. Rosario Garza will be attending our January meeting in order to address that issue and any concerns we might have. In February Linda Demmers will be coming to our Staff Development Day and working with staff.</p> <p>Have had 24 story times during October with total attending of 1107. Had special Dia de los Muertos Celebration (Day of the Dead) program with 132 in attendance. Last week had Author Night with Actress Adrienne Barbeau and had 45 attend, which is a big number for programming during the week in the evening. One of the new programs is our bilingual story time and attendance has been increasing every</p>

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							week.
VII. FUTURE AGENDA ITEMS							President Niccum stated talked about item earlier in the meeting regarding items related to the budget for January.
VIII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X	X X	X	X	X X	Motion by Trustee Salts seconded by Trustee Ganer to approve Consent Calendar as presented. Consent Calendar was approved unanimously:  a) Approve Claims Request Number 661-08 Personnel Matters 1. Resignation of P/T Library clerk, Erin Sandhoefner, on October 21, 2008. 2. Merit increase for F/T Administrative Assistant, Paula Riley, to Step 9 on the Salary Scale effective October 24, 2008. 3. Merit increase for F/T Library Clerk I, Lynn Pence, to Step 5 on the Salary Scale effective October 24, 2008. 4. New hire of P/T Page, Kelsey Quinn to Step 1 on the Salary Scale effective October 23, 2008. 5. New hire of P/T Page, Tiffany Van Over, to Step 1 on the Salary Scale effective October 23, 2008. 6. Merit increase for P/T Library Clerk I, Daniel Macri, to Step 2 on the Salary Scale effective November 8, 2008. 7. Merit increase for P/T Library Clerk I, Heather Mackey, to Step 2 on the Salary Scale retro to August 15, 2008.

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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 meeting stood adjourned at 2:40 p.m.

Submitted by,

Patricia M. Ganer, Secretary