

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 October 7, 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 5:30p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Director Louise Mazerov Kathy McClelland, Business Officer Mary McCasland, Support Services Mgr. Patricia Rivera, Public Services Mgr. Linda Demmers, Library Consultant
I. ACTION ON MINUTES Regular Meeting of September 2, 2008	Motion Second Ayes Noes Absent Abstain	X	X X	X X	X	X	Motion by Trustee Ganer seconded by Trustee Miller to approve the minutes of September 2, 2008. Motion was approved unanimously.
V. NEW BUSINESS a) Linda Demmers Report on Survey							President Niccum stated that would like to move out of order and take what would normally be a part of New Business, Item a) Linda Demmers Report on Survey. Linda Demmers, library consultant, gave a power point presentation on the results of the library survey that contracted her services to do. Linda Demmers referred to it as a community needs assessment rather than just a survey. Touched on needs assessment, quick demographic and community sketch, the library and it's services, how Buena Park library relates to other libraries in California, trends, and do virtual of some libraries in California. Talked a little about renovation and then about next steps to be taken. One of most important parts of needs assessment is having the community participate, which did with the survey. Another part of needs assessment is facility evaluation and that still needs to

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							<p>be done and a staff workshop on what works and doesn't, what services can and can't provide.</p> <p>A print out copy of the power point presentation is available in Administration.</p>
II. CORRESPONDENCE a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations b) Management Team Minutes							<p>President Niccum commented that imagines <u>Economics for Dummies</u> will be circulating a lot in the coming weeks.</p> <p>No comments or questions.</p>
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) Revenue - \$454,860.90 and Expenditure - \$654,445.29 Report as of September 30, 2008 b) Monthly Statistical Report for September 2008							<p>No comments or discussion.</p> <p>President Niccum commented sure jumped from year to year. Director Mazerov stated particularly pleased with the number of patrons registered and the Show Us Your Library Card campaign made a big difference.</p>
IV. UNFINISHED BUSINESS a) Proposed Revisions to Employee Handbook Section on Leave of Absence	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	<p>Director stated these are the sections that were pulled last month to make some corrections and add some things. Now there is a statement about medical verification may be required. States that "we reserve the right to request medical verification of any use of sick leave." Also, made sure that the term of domestic partner was in every place where it should be. We removed or still have the section on domestic violence or</p>

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							sexual assault because of the concern expressed to make sure the language reflected what was discussed last month. What we're having an issue with is finding the language anybody else is using. Knowing that what we do is required by State Labor Code, except for some of the vacation and sick leaves, Kathy McClelland, Business Officer, found out that most districts were doing it where make a list of the leaves and state "in compliance with California State Labor code, the following leaves." That also then means that if any of that information changes, we wouldn't have to rewrite or bring the policy back for review. Since there was quite a discussion on that one leave pulled it and left off list and can bring it back. Business Officer stated that doesn't know if we are able to change the language because it isn't a policy this district is making, it is actually a Labor Code and don't think we are allowed to change the language of the Labor Code. Either most districts don't list these extra leaves at all on list or just put on list. Other than Family Leave and Pregnancy Leave those seem to be only codes that are written out in the policy handbook. Found verbiage that we don't have to list it or include it in our Personnel Handbook as long as managers, directors and personnel know about the leaves. Trustee Ganer would prefer that we list it so people can be aware of it. Director Mazerov stated had pulled it in case wanted to come back with full language could do that next month, but can put it back on the list then. President Niccum stated that

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							<p>some of these things may be infrequently used, but it would be useful for employees to have an understanding of the parameters in the handbook rather than having to seek it out from a supervisor or manager, as in kin care for instance. Director Mazerov stated can put back one left out and can pull kin care and add language to that. President Niccum stated lets bring back at least those 2 next time with language from last time and the language of the actual code so Board can compare the interpretation that's in there vs. the actual language of the statute and can see to what extent we as a Board feel there is a necessity for interpretation of the code in terms of what we want to have as an overlay of our policy on that. We recognize the Board needs to be consistent with code, but by implementing the code have to make policy decisions consistent with the interpretation. Trustee Ganer agreed likes suggestion to bring these two back and other one would lead to think would be the other one that might be something for more questioning would be the drug and alcohol treatment and President Niccum concurred and asked it be brought back also. President Niccum stated that throughout speak about the district and some spots refer to employer and need to be consistent. If talking about the organization as a whole should be district and if mean supervisor or manager should say that. One specific thing is on first item regarding medical verification would take out the last three words. Trustee Ganer was uncomfortable also with the term "under</p>

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							<p>suspicious circumstances.”</p> <p>Director Mazerov clarified if approve what is here other than those three pulling of domestic violence, kin care and leave for drug and alcohol treatment? Would Board approve the rest with the change from employer to district? Board concurred they would approve. Motion by Trustee Ganer to approve adoption except with the exceptions as delineated. Motion seconded by Trustee Miller. Motion was approved unanimously.</p>
<p>V. NEW BUSINESS</p> <p>a) Linda Demmers’ Report on Survey</p> <p>b) Revised Internet Use Policy</p>	<p>Motion Second</p> <p>Ayes</p> <p>Noes</p> <p>Absent</p> <p>Abstain</p>	<p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p>	<p>X</p>	<p>This item has already been reported earlier in the evening.</p> <p>Director Mazerov stated this is a policy that felt is time to update with current language use now, as well as addition of wireless access. Trustee Ganer stated appreciated shift to third person rather than second. President Niccum stated that in the last paragraph on the first page, the second sentence talks about violation of Federal, California, local laws are prohibited and then the second sentence refers to illegal activities or any other activities are also prohibited. There is a large bit of overlap there and might, in fact, eliminate the phrase “illegal activities” and start that last sentence with “any other activities”. Also, need a comma in the third line in that paragraph after the second instance of the word material. Trustee Miller and Trustee Ganer thought that could be argued either way, but will be fine with it. Trustee Ganer stated as regards to wireless access in the third paragraph, it</p>

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c) Annual Report	Motion Second Ayes Noes Absent Abstain	X	X X	X	X	X X	<p>really should be e.g. not i.e. because otherwise it makes its only credit card as opposed to credit card as one example. Motion by Trustee Miller seconded by Trustee Ganer to accept policy with these changes. Motion was approved unanimously.</p> <p>Director Mazerov stated that only these copies have been run until Board approves. Director extended thanks to Caroline Egan for designing a very nice Annual Report. Board commented they were very impressed with the looks and content. Trustee Miller expressed thanks to staff for all the effort that goes into accomplishing everything that is reported in Annual Report. Motion by Trustee Ganer seconded by Trustee Salts to approve Annual Report. Motion was approved unanimously.</p>
Vi. ORAL COMMUNICATION a) From Public concerning non-agenda items Board Members' Reports on conferences attended or meetings scheduled							<p>No comments or discussion.</p> <p>Trustee Salts reported had just returned from Portland and stopped in some libraries along the way and found a delightful one in Libby, Montana. It was built by the community, shelves by the community, used by the community with wifi included. While there a young lady was painting the molding outside and it was the Library Director. She stated have 400 children in the summer programs. Visited Valdez library a couple years ago and is biggest ever visited.</p>
c) Volunteer Guild Report							<p>No one from the Guild was in attendance. Director Mazerov stated the</p>

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d) Director's Report 1. Items of interest to the Board							<p>first Sidewalk Book Sale will be on upcoming Saturday, October 11, from 10-2. Weather should be cooling off and looking forward to a very successful sale.</p> <p>Director Mazerov stated that as emailed the Board having to look for another Business Officer as Kathy McClelland has decided to resign and has offered her efforts with recruitment and training of person selected. The job has been posted and trying to do a short turnaround with deadline for next Monday. Most items being faxed or emailed to us and hope to do interviews on Monday, October 27 and the 28th if need to.</p> <p>Director stated had lunch with Jeanette Contreras, new Director at Placentia Library, and Kathy Gould, Palos Verdes Library Director. Barbara Pearson, Director from Alta Dena Library District was ill and unable to attend. Jeanette Contreras is making a lot of suggestions for reorganization at the library and she was previously head of Youth Services at Fullerton. Met with her before she interviewed at Placentia and was very impressed with her.</p> <p>It has been almost 3 years now since LAFCO did the Sphere of Influence report on us. It appears the next time to do that is between 2008-2012, but since Orange LAFCO recently completed all of them for agencies in this area are recommending to their commission that</p>

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2. Youth Services Activity Report							<p>eliminate need for conducting new ones during this cycle. We have about a week to express any concerns if Board wants us to. This will go to their Board on November 12th meeting.</p> <p>Children's is busy as usual with eleven story times in September with total attendance of 430. We have started a bilingual story time, which is growing and Patricia Rivera is helping Mary Ivelia with that. One reads in Spanish and one in English and giving good exposure to both languages. Caroline Egan did a good job on the flyers for this.</p> <p>Director Mazerov additionally stated that did receive our \$5,000 Eureka Leadership Grant for Latino Outreach and money for Tutor.com subscription, which is part of State Library budget.</p> <p>Director Mazerov stated should be having the audit report next month and making sure they know our meeting is at 2 p.m. in the afternoon in November. It has been an interesting process this year as hard to get a hold of them, and get answers and a lot of back and forth so hoping will be done in November.</p>
VII. FUTURE AGENDA ITEMS							
VIII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X	X	X X	X	X X	<p>Motion by Trustee Salts seconded by Trustee Miller to approve Consent Calendar as presented. Consent Calendar was approved unanimously:</p> <p>a) Approve Claims Request Number 660-08 Personnel Matters 1. Merit increase for F/T Public Services Manager, Patricia</p>

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							Rivera, to Step 2 on the Salary Scale effective October 16, 2008.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X	X X	X	X	X X	Trustee Miller mentioned won't be able to attend November meeting. Motion by Trustee Salts seconded by Trustee Ganer to adjourn. Motion approved unanimously and meeting stood adjourned at 7:11 p.m.

Submitted by,

Patricia M. Ganer, Secretary