

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 October 6, 2009

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 5:32 p.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 Manager Patricia Rivera, Public Services Manager Vicki Terbovich, Systems Services Manager Victoria Sanders-Victor, Business Officer Bruce Pasarow, Librarian I
I. ACTION ON MINUTES Regular Meeting of September 1, 2009	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Motion by Trustee Alibrandi seconded by Trustee Miller to approve the Minutes of Regular Meeting of September 1, 2009. Motion was approved unanimously.
II. CORRESPONDENCE a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations b) Management Team Minutes							No comments or discussion. Trustee Miller commented was happy to see reference to Buena Park Junior High as that is where her daughter went and she loves that school. Trustee Ganer was curious about intern from Santa Ana College because they don't have a library science program. Patricia Rivera, Public Services Manager, stated they have a library technology program so they are working as paraprofessionals.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) Revenue - \$86,837.90 and Expenditure - \$536,508.82 Report as of September 2009 b) Monthly Statistical Report for							Director Mazerov confirmed that Board saw the memo explaining the redevelopment money reclassification. President Niccum acknowledged that the Board was aware. President Niccum asked if are assuming the declining

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September 2009							<p>numbers are attributable to being closed on Monday's. Director Mazerov stated believes it is great part of it and count is starting to pick up on Tuesday's, but doesn't know if it will make up for Monday's. Trustee Ganer commented on how the parking lot was fuller than on most Tuesday's. Director Mazerov stated Paula Riley, Administrative Assistant, had mentioned last week that the Tuesday numbers had jumped and we hope it will continue.</p>
IV. UNFINISHED BUSINESS a) Polaris Go Live Update							<p>Mary McCasland, Support Services Manager, stated staff is continuing with training and feeling more confident every day. Decided needed to push back the date to November 19th. The Veteran's Day holiday on November 11, which is actually a furlough day, will be taken on Saturday of that week on November 14. Will close Saturday, already closed Monday and will add two days to that on Tuesday and Wednesday and go live on Thursday the 19th. Will give extended due dates to everyone to a month instead of 3 weeks for a couple of weeks. President Niccum has stated would like for us to do a fine free time period so when we go live the rest of that week and the following week will be fine free. We won't waive fines, but none will accumulate during that time period.</p> <p>The main reason decided to push back date was because we need to replace the firewall Dynix has been supporting all along and they declined to continue that. We looked at different vendors and felt far better off going with Polaris so the additional money we will be paying is for them to come out and install the system. Mary McCasland introduced Vicki Terbovich, new Systems Services Manager, who has had experience with Polaris. She is more comfortable as well with going with Polaris to do this. Vicki Terbovich stated is still working as Head of Systems for the UCLA Libraries until November 2nd. Prior to that library experience has been primarily public libraries, live in Huntington Beach and very anxious to get back in public libraries. Came from Maricopa County Library District in Phoenix, Arizona. It is a suburban system of 17 branches. Vicki was one of the first systems to bring up Polaris in a</p>

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							<p>large multi site system in the country. Have experience with Polaris, with the company and product itself. The staff once they transition from Dynix system will be very thrilled. It is a change in sense that it is all windows based. The company is growing very quickly. We're lucky we're getting Polaris here. As far as the firewall Mary McCasland was speaking of, we probably could have done a different firewall scenario if we had more time to get it in place prior to the go live date. This way we can go live and not lose the training staff has already done. If we were going to put that off, it would be middle of January or later. In talking this over with Louise, felt it was better to move forward, get the firewall put in, they will be able to look at our networks and make sure everything is okay. That way we don't lose the training staff has gained. President Niccum asked if with the system being Window based whether the upcoming release of Windows 7 has any relationship with what Polaris runs. Vicki stated yes and what's so exciting about Polaris is that they are a Windows certified partner so they already have Windows 7 and have been testing it for months. One of things that is a question mark is that 7 is coming out, but staff here is so used to Vista we are probably better to hold the line on Vista for now. Vicki has a developer license and has been playing with 7 already and it is substantially better, uses the memory and resources of the system better. Polaris is a certified windows Microsoft partner so whenever there is ever anything new Microsoft they have advanced development capabilities and will be on top of it. We are very lucky Windows Server 2008 was only just released 3 months ago or so and we are going live with Windows server 2008, which is very sturdy, robust and also the SQL server Enterprise which is the database management system. Again, it is a very well put together system, very modern in its development, and the company has all the technical people, with the exception of 3 or 4, who are librarians. They have a stellar reputation and thrilled to work with them again. Director Mazerov interjected that Polaris was pleased to be working with her again. Mary McCasland wrapped up stating we're good with our dates and fine free week.</p>

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b) Polaris Contract Addendum	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Director Mazerov stated the contract addendum for approval is because it was over \$5,000. It will include a number of things that will help integrate everything else in the network to the new server. Motion by Trustee Ganer seconded by Trustee Miller to approve the contract addendum. Motion was passed unanimously.
V. NEW BUSINESS							
a) Proposed Revisions to Employee Handbook on Employee Conduct	Motion Second Ayes Noes Absent Abstain						Director Mazerov stated continuing to update our employee manual as advised by our legal counsel. Director Mazerov briefed Board on the recent information received about different types of sexual harassment cases an employer can be subjected to without even being aware of it at the time. Various concerns, grammatical changes and revisions were discussed and will be incorporated into the Employee Conduct section and resubmitted to the Board at the November meeting.
b) Approve Updated System Services Manager Job Description	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	President Niccum asked Director Mazerov to update major changes done to the Job Description. Director Mazerov stated major changes hadn't been done in quite a while and the different types of technology that is now part of that position needed to be incorporated. Things were moved around and added the supervision of Facility Maintenance Supervisor and Clerk I/Tech Assistant position. Removed the reference to oversight to the maintenance, repair and modification of building infrastructure, including HVAC, plumbing and electrical systems. Motion by Trustee Ganer seconded by Trustee Miller to approve updated System Services Manager job description. Motion was approved unanimously.
c) Approve Updated Administrative Assistant Job Description	Motion Second Ayes Noes Absent	X	X	X	X	X	Director Mazerov stated that a number of things were added to this job description as the position has grown. The position became full time just before Paula Riley, current Administrative Assistant, started but the job description itself was not updated. Since were doing

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	Abstain						the other job description, decided to do this one too. This one has been done where the items that were taken out were lined through and what was added is in a different shade. Motion by Trustee Ganer seconded by Trustee Alibrandi to approve updated Administrative Assistant job description. Motion was approved unanimously.
d) Resolution 009-5 and Agreement to Invest District Funds in County Investment Pool	Motion Second Ayes Noes Absent Abstain	X X	X X	X X	X X	X	Director Mazerov stated that as cover memo mentions this item presented because of change in bookkeeping policy where the property tax revenue collected is now deposited into our checking account. Previously the money was deposited into the pool account and our bills were paid out of that pool. Victoria Sanders-Victor, Business Officer, inquired how we could still put some of our money in that pool so we can still earn whatever little interests they're earning, but at least earn some interest. We were instructed that we are now considered an outside independent agency and we would need approval of these two items consisting of a Form of Agreement and a Resolution. In the agreement they referred many times to the Investment Policy Statement, so that item was included for the Board's review. Motion by Trustee Miller seconded by Trustee Alibrandi to approve Resolution 009-5 and Agreement to Invest District Funds in County Investment Pool. Motion was approved unanimously.
e) A Resolution Approving the Form of A Purchase and Sale Agreement and Related Documents With Respect to The Sale of the Seller's Proposition 1A Receivable From the State; and Directing and Authorizing Certain Other Actions in Connection Therewith	Motion Second Ayes Noes Absent Abstain	X X	X X	X X	X X	X	Director Mazerov stated previously mentioned a plan that was developed after the State budget passed that set aside Proposition 1A. The League of California Cities, the California State Association of Counties and the California Special District Association have come up with a way to sell our individual receivables to a buyer who would then collect that money when it is given back by the State with whatever interest the State has decided to pay, which we now know is 2%. This Securitization Program is being organized by California Communities, which is a joint organization. They put

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(Resolution 009-6)							<p>on a webinar several weeks ago, which we listened to, and at that time decided to enroll the district in the program. There is no legal obligation, and we don't have to continue or participate if Board doesn't pass the Resolution, but would get us in there and give us language need in order to participate. In the packet received the instruction letter outlining the items need to submit by Nov. 6th, and a FAQ package. After we enrolled, were sent the forms and everything that would need to be submitted with the library district's name inserted. We were instructed the language can not be changed because they want everyone's to read the same way. What we need done tonight is the Resolution to be voted on. This information has already gone to our legal counsel and they will issue their legal opinion, which would go into the Sale Agreement and the Board Secretary would then need to sign that. Director is recommending we participate if at all possible. It would be nice to have the \$132,000 we lost when took the 8%. Also, recently the County came out with our anticipated revenue and it is almost \$41,000 less than we put in our budget. They had told us revenue would be the same or plus or minus 1%, but it is actually minus 2.5%. There will be other pieces in revenue, but definitely less than anticipated. Recommendation is that if this happens and we do receive this money would be at this point could look at possibly restoring some things, but most of it should go into our pool to wait out what is going to happen this year and looking at next year. Trustee Miller asked for clarification on page 7 of the Purchase and Sale Agreement item (l). That item references that the library district in this case would not have any claim to the interest the state will pay.</p> <p>Trustee Ganer's reaction is would rather have a bird in the hand rather than one in the bush and that money coming in now when we need it rather than waiting 3 years for it. If interest was 20%, might feel differently. President Niccum stated came into meeting tonight opposed to doing this. The Director's statement that we may have a shortfall may temper his opposition, but not sure yet. President Niccum's concern as have</p>

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							<p>expressed repeatedly since beginning of year when implemented cuts beginning of calendar year that feel is important that the public not be insulated from the impact on the library and is one of the motivations for closing one day a week rather than reducing staff hours, which would have been transparent to the public. If get the money and restore the days, then there is no perception this district has been hurt. Concerned about changing position to deal with the shortfall. President Niccum asked for clarification on the figures. Director Mazerov stated will get \$132,000, but \$40,000 less property tax and still also looking at shortfall even with cuts made of about \$30,000, and will be going into our reserves for a certain amount. President Niccum clarified will be sitting on about half the money and not spending it. President Niccum stated then presumably basis for getting the money now and not waiting for it and collecting interests, would presumably be to mitigate or replace the loss, but in fact to the extent we don't replace the loss and just leave the money in the investment pool feels we certainly will be criticized. Victoria Sanders-Victor stated to bear in mind the money will not come until January. The first installment will come January 15th and then May 15th get the other installment, which will be toward the end of the fiscal year. Don't know this will show perception we are sitting on the money as won't get until year end anyway. President Niccum stated presumably that is not a factor given that we have reserves that more than cover the amount we are anticipating. If knowing that we are going to get that money and draw down our reserves, obviously will have to replenish it with the purchase and sale. It has the same affect on our year end.</p> <p>Director Mazerov stated wouldn't recommend this fiscal year that we restore those Monday hours if only because we aren't sure what we will get. Yes, there is money in our reserve account now, but not anticipating next year being any better or easier than this year. When think about what things to restore, the part time hours as they are incredibly thin right now, and restoring maybe merit increases going into second</p>

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							<p>year. Director stated maybe it is naïve to not worry about perception, but library will not be one of the first on list when talk about as City and County are on the list. Even though they're on the list of participants, the City of Buena Park is still considering instituting cuts as they're dipping into their reserves by much larger amount than anticipated at beginning of year, which is what we would be doing as well. President Niccum stated in terms of restoration he would certainly argue against restoring any salary items and not in favor of restoring Monday hours because Monday hours are a one time thing and salary items are ongoing. If restored any kind of salary items, we are basically committing to this year and in future and wouldn't want to do until have a clearer sense of the future. Even though, Board wants to restore salaries when can. Trustee Ganer interjected would not find problematic to have money coming in with loss on the other side and if reserve does get built up a little more if do not restore Monday hours. Trustee Miller agrees with not restoring Monday hours right now.</p> <p>Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the Purchase and Sale Agreement With Prop 1A and Resolution 009-6. Motion was approved unanimously.</p>
a) I. OR							<p>No comments or discussion.</p> <p>No comments or discussion.</p>
1. d)							<p>Luann O'Hara, Volunteer Guild President, was not present. Director Mazerov stated Guild will have a 99 cent sale November 3 – 7. Luann has been talking about providing Bookstore Bucks for when we reopen after closure.</p> <p>Director Mazerov stated with the size of the packet Board can tell where we spent our time the last month. Had a successful search for our Systems Services</p>

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2. Youth Services R							<p>Manager, the Polaris project, and Ray is still out until November 3rd as still receiving treatment for his back issues. Still have programs going on even with being closed on Mondays. Had an author talk on writing and getting things published with 33 in attendance. The piano concert had 41 in attendance and for adult programs that is really good. Thursday evening Gustavo Arellano will be back and the Los Hermanos taco truck will be here 4-6 p.m. and a portion of their proceeds will go to the library. He will be discussing his book <u>Ask A Mexican</u>.</p> <p>We are moving forward with our computer center. We are almost ready to order computers, carpeting and furniture. We've met with the vendors, Linda Demmers and made selections and gotten quotes. We have also met with the auditors and they should be doing a report at the November Board meeting.</p> <p>Trustee Ganer interjected that this is probably where the Director would have introduced Vicki Terbovich, but Trustee Ganer wanted to welcome Vicki on behalf of the Board. Director Mazerov stated she is working as a consultant until UCLA releases her. She has been here working with Mary on a lot of things and has made us all feel more confident about moving forward with Polaris and everything need to do in order to prepare for that.</p>
VII. FUTURE AGENDA ITEMS							No items proposed.
VIII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain		X	X	X	X	Motion by Trustee Ganer seconded by Trustee Alibrandi to approve Consent Calendar as presented. Consent Calendar was approved unanimously: a) Unpaid Bills Detail September 2009 b) Personnel Matters <ol style="list-style-type: none"> 1. Resignation of P/T Page, Christine Ha, effective August 12, 2009. 2. Resignation of P/T Page, Grace Park, effective September 9, 2009. 3. New Hire, F/T Systems Services Manager, Vicki J. Terbovich, at Step 7 on the Salary Scale effective November 3, 2009.

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IX. CLOSED SESSION a) Personnel Matters (Pursuant to Gov. Code Section 54957) -Public employee discipline -Librarian I							The Brown Act provides that before considering a personnel matter in Closed Session that the agency must offer the employee the option to have an Open Session. Director Mazerov stated that offer was made and was declined. The Board recessed into Closed Session at 6:47 p.m. The Board reconvened into Open Session at 7:10 p.m. President Niccum reported that in Closed Session the Board considered public employee discipline for an employee in class of Librarian I and unanimously voted a three day suspension without pay for that employee. The Board took no other reportable actions.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	Motion by Trustee Alibrandi seconded by Trustee Miller to adjourn. Motion approved unanimously and meeting stood adjourned at 7:11 p.m.

Submitted by,

Patricia M. Ganer, Secretary