

MINUTES  
 REGULAR MEETING OF THE BOARD OF TRUSTEES  
 OF THE  
 BUENA PARK LIBRARY DISTRICT  
 September 4, 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
CALL TO ORDER							President Niccum called the meeting to order at 5:30 p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Director Mazerov Kathy McClelland, Business Officer Kathleen Wade, Public Services Manager Phyllis Nisle, Librarian I Mary Ivelia, Library Clerk II
I. ACTION ON MINUTES							
a) Regular Meeting of June 5, 2007	Motion Second Ayes Noes Absent Abstain		X  X	X X	X		Motion by Trustee Ganer seconded by Trustee Miller to approve minutes of June 5, 2007. Minutes were approved unanimously.
b) Regular Meeting of August 7, 2007	Motion Second Ayes Noes Absent Abstain	X X			X	X X	Motion by Trustee Alibrandi seconded by Trustee Salts to approve minutes of August 7, 2007. Minutes were approved unanimously.
II. CORRESPONDENCE							
a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations							Trustee Ganer stated surprised the Chalmers Johnson book is on the list as thought we had it.
b) Management Team Minutes							Trustee Ganer inquired as to what the baby boomer grant is. Kathleen Wade, Public Services Manager, stated the State Library is trying to help libraries with building collections or create programming for the 43-61 year old niche. Director Mazerov interjected that those libraries that are interested in the grant will apply to have staff attend

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							<p>a 3 day workshop that the State Library is putting on and then those libraries are invited to apply for the actual grant and resource planning. It is to include someone from Administration as well as a front line individual to attend the training. It is the fastest growing segment of our society and need to be looking at what not doing and what can be doing. Kathleen Wade welcomed the Trustees input on the subject.</p>
<p>III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR</p> <p>a) YTD Revenue Report - Revenues as of August 15, 2007 - \$30,943</p> <p>b) Expenditures Report - Expenditures as of - August 15, 2007 - \$306,805</p> <p>c) Monthly Statistical Report for August 2007</p>							<p>No comments or questions. Director Mazerov stated that received our estimate regarding property tax revenue and we weren't too far off. Our estimate was just over their prediction by \$960 and don't foresee that causing any problem.</p> <p>No comments or questions.</p> <p>Even though our circulation was off last month and from August last year, areas like CD's were up 17% and children's DVD's ,which we have just relocated to adult area, went up 23%.</p>
<p>IV. NEW BUSINESS</p> <p>a) Report on Summer Reading Program</p>							<p>Mary Ivelia, Library Clerk II, stated had a great and amazing Summer Reading Program. Thanks to donations, including from the Salts family, had three bicycles and three helmets for under \$200. To be eligible to win one of the bicycles, children had to read 20 hours. One winner had his previous bicycle stolen so</p>

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							<p>he wore a shirt that said "a dream come true" when picked up bike. Held a talent show for the third year in a row and talent show will be on Buena Park cable every Friday and Saturday night in month of September. Had a geography, chess and origami club. Lynn Pence did a wonderful job pitching in and took over the origami club even though never did origami before. Had a volunteer recognition at which Director Mazerov presented certificates. In just August, had 590 volunteer hours. There were 1,596 children signed up for the reading program and 628 actually completed 20 hours of reading, and that is up 93 from last year. Mary stated had a wonderful time and thanked Board for allowing us to do it. Mary stated will be doing a Latin and Greek roots class to help with spelling and vocabulary and having chess also again. Phyllis Nisle, Librarian I, stated don't get the numbers with teens that get with children, but were happy with the turn out. There were 224 signed up and 72 finished the program. Had activities twice a week for the teens. Tuesday nights and either Friday or Saturday according to which day worked. The theme was a mystery theme. Big success story is Annual Amazing Race. It is geared after the television show and weave in learning library skills. Because teens are competitive by nature, they love it. They are in groups of three competing against other teens. Director Mazerov and Kathleen Wade were at two of the stations. Louise had the "Ask the librarian" and Kathleen had "on-line or in the book" for the answer. Proved to</p>

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<p>b) Report on Impact of PLF and TBR reductions</p>							<p>them that don't always find answer on-line and can just be easier to look it up in a book. Used the Dewey decimal system to help them break codes. Was amazed that some high school students didn't know how to use the on-line catalog so gave them quick lessons on that. Did other creative things non-library related like make ice cream in coffee cans. Another program was a live "clue" exercise where set up a murder scene in basement and had staff members filmed and pose as different suspects and participants had to take clues and figure out the murderer. Also had an adult summer reading program for the second year and they love it. Every time read a book got to put chance in for a basket prize. The chocolate basket winner is 87 years old. Don't have specific statistics, but more signed up this year than last year. Director Mazerov interjected that staff also reads and puts their name in to have a chance to win a prize and names are drawn at annual library Hawaiian Day. Trustee Ganer wanted a copy of the Amazing Race handouts. Kathleen Wade mentioned there were three sets of parents who helped serve pizza and watched the kids when they went outside. Made sure to thank them. Trustee Salts expressed how proud he is of the reading programs at the library and that they are changing lives.</p> <p>Director Mazerov stated asked Kathy McClelland, Business Officer, to put together information for the Board that reflects our income from two funds that were cut recently in the State budget.</p>

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							<p>Also included the Buena Park Redevelopment money that just received and are now getting once a year. It was very nice to get a substantial check a week after getting the bad news from Sacramento. When look at two or three years ago before the seven million added to PLF fund last year, we look at those older figures and it should not be so bad. Since we get so little from these two funds, we budget very conservatively. Think will probably get close to the \$60,000 have estimated in budget as expected income from these funds. CLA is doing a survey of libraries asking what anticipated impact to be of cuts. It is going to be very different all up and down the state. Feel that because we are very careful not to anticipate too much of these funds should be pretty right on, a little under or little over. Redevelopment payment will now only come once in August. It was more than we've been getting and is about \$45,000 more than got last year. Whatever don't get from the State has been made up for from this money from the City of Buena Park</p>
<p>. OR</p> <p>1. d)</p>							<p>No discussion.</p> <p>No discussion.</p> <p>Director Mazerov extended invitation from Luann O'Hara to Board members to the Guild's Annual Meeting on Thursday, September 27<sup>th</sup> in the Board Room.</p>

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							<p>Director Mazerov reported on status of the building of the librarian's offices. Contractor is working on getting permits from the City. Luann and volunteers have worked on relocating items that were in that space to the back and making sure they have enough new space. Ray Garcia has done a wonderful job of moving shelving, freshening up paint of walls in storage area, and is now working on painting the basement and small conference room. Noticed how dingy it was when there for the teens Amazing Race. Will be replacing the carpeting on the public stairway with a vinyl that looks like wood. Have begun the Show Us Your Library Card Buena Park campaign. Bookmarks are being handed out to everyone who gets a library card during the month of September and on the back are ten business partners participating. Have already had takers for the Guild Book Store's buy one get one free offer on here. If go into Buena Park Florist and show card, get a free rose for showing library card. Actually there is an eleventh partner participating that called at the last minute. Mary McCasland organized it, sent out letters, and did all the work on it. Every partner has a poster to put in store or shop window. Also have copies of bookmark and should also be on our website. Doesn't have to be a new library card to take advantage of these offers. President Niccum pointed out that the word receive is spelled wrong on the bookmark. Submitted to CLA for their PR Excellence Award the passport game</p>

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							<p>that did at the Chamber Mixer during National Library Week. Caroline Egan put it together. If nothing else, it will be displayed at CLA in October in Long Beach. As Mary Ivelia mentioned got a really good deal on bicycles and helmets from Wal-Mart. Wal-Mart has a new manager named Pat Riley and met him last week at a luncheon and thanked him. He stated that next year will give them to us free. He is very interested in working with the community. He was interested in the programs we offered here in the summer and wants to be contacted when resume chess club in the fall. We will give him a special invitation to attend. As mentioned in the management team minutes, had a visit with Linda Demmers, who is a library consultant on space and services. Kathleen Wade and I met with her and did a walk around the library asking her for suggestions. Idea was to hire her as a consultant but is currently on a big project with Beverly Hills Library so she actually gave us a lot of free information that day. She loves the space we have between stacks and that we are able to have some lower stacks to give it a much more open feeling. Spoke about the expansion plans for Children's Room and she definitely understood it and thought important. Is going to send us some information from the Beverly Hills Library project as how they worked on their design and will include information on survey did and also some exit surveys and hope to incorporate with our plans. Director Mazerov asked Board whether had any questions about the items about library computer system or management</p>

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							<p>team minutes. If have questions, let her know and will have Doug give an update at next month's board meeting on where we are and what hope to do. Especially the item regarding SirsiDynix not providing support in some areas.</p> <p>Did hold a special Arabic story time with a volunteer who did the storytelling. Had a good turnout of 24 attend. Staff is going to be meeting with the volunteer to see if she's interested in doing in on somewhat of a regular basis. Mary Ivelia already mentioned the volunteer recognition for the teens. The teens worked really hard at all the events, especially the special big ones like Harry Potter Party, Amazing Race for teens, and the opening and closing of the Summer Reading events. Really good at helping put things out, face painting, balloon animals and cleanup. Wouldn't be able to do as much such as prominently putting the table out for signups for the Summer Reading if the volunteers didn't sit at the tables and take signups. Have volunteers who show up at 10 am when we open and one or two of them sit there most of the day. Trustee Salts inquired whether Arabic or Farsi language at story time and confirmed was Arabic. Trustee Miller simply commented "wow" about the children's report.</p>
VI. FUTURE AGENDA ITEMS							None proposed.
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 consent calendar as presented. Consent calendar was approved unanimously:  a) Approve Claims Request Number

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							649-07 Personnel Matters 1. Merit increase for P/T Library Page, Heather Mackey, to Step 7 on the Salary Scale effective August 31, 2007. 2. Merit increase for P/T Library Page, Ashley Parker, to Step 2 on the Salary Scale effective September 14, 2007. 3. Merit increase for P/T Library Page, Lauren Beville, to Step 2 on the Salary Scale effective September 14, 2007.
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X  X	 X	X X	 X	 X	Motion by Trustee Alibrandi seconded by Trustee Miller to adjourn. Motion approved unanimously and the meeting stood adjourned at 6:26 p.m.

Submitted by,

Donna Miller, Secretary