

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 September 2, 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 5:30 p.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.
I. ACTION ON MINUTES Regular Meeting of August 5, 2008	Motion Second Ayes Noes Absent Abstain	X X			X	X	Motion by Trustee Salts seconded by Trustee Alibrandi to approve the minutes of August 5, 2008. Motion was approved unanimously.
. OR 2. Youth Services Activity Report			X	X			President Niccum stated that would like to move out of order and take what would normally be a part of the Director's Report and have a report from Phyllis Nisle and Mary Ivelia about the Summer Reading Program. Phyllis Nisle, Librarian I Youth Services, stated Summer Reading Program was a big success this year. Phyllis brought information on the Teen and Adult Programs and Mary Ivelia will share the Children's one with Board. This year the teens decided to have a separate kick off instead of combining with the children's and that was a big success. The teens usually help Mary with the children so it gave them some time to play too. We deviated from the California theme for the teens. Because annually we have done an Amazing Race, which has more of a travel theme where go to various countries, and because of Olympics this summer, they decided to go with a travel theme called <i>Reading: Your Passport to Adventure</i> . Started off the summer with an Olympic

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							<p>kickoff using the Wii and they were in country teams. The competitive nature of the teams came through. We had programs for them twice a week on Tuesday nights and then Friday or Saturday. We tried to center them around the whole theme of countries and travel. Ended summer with annual Amazing Race in which teens learn library skills, even though they don't realize it, and have fun at the same time. If want to see an 8 minute video clip of Amazing Race, it is loaded onto the teen blog on the library's web site. Director Mazerov helped at reference desk on data base related questions and interjected that got tired just watching them with all their energy and enthusiasm. As far as the reading program, had 269 teens sign up and 101 finish the whole reading program. Upped the number of pages had to read this year as well.</p> <p>The Adult Summer Reading Program grew as well this year. Had 218 sign up for it and had 8 basket prizes. The most popular basket was the Family Fun basket with puzzle, games and places to visit in California. Could turn in slips for every book read. So 113 people did a lot of reading, for an average of about 10 books each. Many of the adults shared that the kids see them reading and want to read as well. A patron with 9 children, teens to 1 ½ year old, stated participated in reading programs at 3 different libraries, but we had the best Summer Reading Program by far and had the best variety as far as programs go for kids and teens.</p>

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							<p>Mary Ivelia stated was a great time. Had 5 story times a week and 1,663 go through in one month in story times alone. Had a program every Monday and Lucky Strikes Bowling Alley gave us \$250 tickets and gave away one at every Monday night program, plus 2 at end. Prize included the winning child, 15 best friends, and shoes, bowling for 2 hours, chips, salsa and sodas. Had origami, art club and chess club that were very successful. Had 1,583 sign up for Summer Reading Program. Mary thanked Board for allowing us to do this. Kids had a great time and only problem was had to turn away kids this year because of occupancy problems. Mary I. stated is going to try to earn more money for programs next year. Director Mazerov got donation money from A American Storage, which covered the pirate show. We now have 2 educational game computers in the children's room that Mary would like the Board to see if they can stop by. Director Mazerov elaborated they are for ages 2 – 8 and that there is Reader Rabbit, Sponge Bob, Map Game and Cat In the Hat game, etc. It is timed for 30 minutes and kids love it.</p> <p>Trustee Salts commended Mary Ivelia for the enthusiasm she has and is great person to have in the children's room. He commended the wonderful job she does as well as staff. Director Mazerov and Trustee Alibrandi commented that Phyllis Nisle has the tough audience with teens and Director stated that the Amazing Race was almost all boys. There were 25 volunteers to help with</p>

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							the Amazing Race. Director Mazerov stated we will be having a Teen Volunteer Recognition on Tuesday, September 23 rd at 6:30 pm because they really do make a difference in our being able to have the Summer Reading Programs by being here so kids can come in during the day for their prizes. Mary Ivelia stated thanks to Dennis Salts we were able to buy bicycles and is going downstairs right now to give one of them away.
II. CORRESPONDENCE a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations b) Management Team Minutes							Trustee Ganer inquired as to why the huge jump in the number of items on the Patron Suggestion list. Director Mazerov stated that is because there is a smaller number in May and June as ending fiscal year and stop purchasing before the end so books can be reconciled and usually have a large number of books to be ordered waiting in July and August, which makes the September list long. No comments or questions.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) Revenue - \$430,476.15 and Expenditure - \$450,898.71 Report as of August 28, 2008 b) Monthly Statistical Report for August 2008							President Niccum commented on now having the revenue and expenditure report as one as of this meeting. No comments or questions.
IV. NEW BUSINESS a) Proposed Revisions to Employee Handbook Section on Leave of Absence	Motion Second Ayes Noes Absent Abstain	X X	X X	X	X	X	Trustee Ganer had question regarding military leave limited to seventeen days. Question is because obviously if have people in Guard or reserves called up it is often for longer periods of time. Knows that there are Federal laws that cover

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							<p>people’s return to work, but ours does not seem to deal with that. Kathy McClelland, Business Officer, stated military leave is section 395.10 on website if would like to look up. This is the maximum amount that the State will allow for either a spouse of someone in military is coming home, on leave or someone currently employed being deployed. Is paid time for the family until their military benefits kick in or if spouse coming home time off to be with that spouse. Trustee Ganer stated this 17 calendar days a year would seem to cover people on their typical 2 week leave for reserves, but concern is for those whose reserve or National Guard unit are called up by the Federal government. Feels there are Federal laws that cover they have to have their job back if get leave, etc., but policy doesn’t seem to address that. Director Mazerov stated second paragraph states entitled to reinstatement upon completion of military service. Kathy McClelland, Business Officer, stated that the second is for spouses and the first is for the California military veteran and will check on Federal law. Trustee Ganer feels that law would supersede State law in terms of call ups. Business Officer will have attorneys check on this issue.</p> <p>Trustee Ganer had another concern on page 4 where family medical leave it refers to domestic partners, but in last paragraph on that page it refers to child, parent or spouse and does not include domestic partners there. Would like domestic partner included as well as</p>

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							<p>spouse on that and any others might have missed.</p> <p>Trustee Miller stated that at her job have something called personal necessity leave and there are lists of things cover can choose from; such as, personal business and don't have to explain personal business. It seems like there were so many categories that employees have to justify the reason for their leave. Is there anything that provides some degree of flexibility for employee as seems have to explain every leave here? Is there any reason to include some of that degree of flexibility for employees? Trustee Ganer said that with domestic violence leave must use vacation, sick leave, compensatory time or just time off, but what if someone doesn't want to specify domestic in nature. Why can't it be called personal necessity leave to respect privacy of individuals? Trustee Salts agreed as long as not adding more days to leave. Patricia Rivera, Public Services Manager, stated that at Yorba Linda had 3 days of personal necessity that came out of ones sick leave with no questions asked. Trustee Miller stated this would provide for a better degree of privacy. President Niccum stated is opposed to what they are talking about because library employees have vacation time. What Ganer and Miller are talking about is redefining vacation. Trustee Ganer stated used sick time as example, but could come out of sick, vacation, compensatory, etc. President Niccum states sees vacation time as anything someone wants to do, and if take as</p>

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							<p>vacation time don't need to say it is for domestic violence. If want to take from sick leave, then need to specify for domestic violence. Trustee Ganer states she feels it says must tell employer taking for domestic violence if either sick or vacation as written here. Business Officer stated all we are doing is complying with the law and there are 11 new leaves. We're not saying the employee has to own up to that and don't have to take that option just need to know it's available. Trustee Ganer said it states can take the leave, but need to provide proof by certifying it. Director Mazerov stated that if an unscheduled absence occurs, that is when the request for documentation takes place. If someone doesn't show up, wants to know why. President Niccum stated that if don't ask for verification or certification, where is the control? Trustee Ganer said her presumption comes down on the side that people won't abuse it. Trustee Miller would like to see 3 days don't need to explain. Business Officer stated could insert that when an unscheduled absence occurs, may be required to provide verification or certification. President Niccum stated FMLA is a wide gate for time off; however, in order to take the leave employee must submit physician certification that it is necessary, but doesn't have to specify what the necessity is. If have something written here that someone like police can certify party is eligible under this domestic violence, that would be a good mechanism and doesn't make them specify what the specific situation is.</p>

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b) New Bereavement Leave	Motion Second Ayes Noes Absent Abstain	X	X X	X	X	X X	<p>Trustee Salts inquired whether this is an item that is required to be in our policy and Business Officer stated it has to be in there. Trustee Salts stated that maybe we can tweak it a little to satisfy concerns of Board members. Trustee Ganer states that if use vacation time then the last paragraph is misleading and Director Mazerov stated that is referring to unscheduled absences and if last paragraph were moved above that section it would not be confusing. Director Mazerov suggested removing this piece and check how other policy manuals phrase it. When find that out, will forward information to the Board. Pulling the military and domestic violence parts and adding domestic partners where mentioned by Trustee Ganer and anywhere else in section.</p> <p>With these changes, a motion by Trustee Alibrandi seconded by Trustee Ganer on the balance of the proposed revisions to employee handbook section of Leave of Absence. Motion was approved unanimously.</p> <p>Did not previously have a bereavement leave policy. Director Mazerov had Business Officer check with other districts to see what their policies are, which is covered in memo to Board in packet. Previously bereavement came out of sick leave. President Niccum feels that this is a new benefit then and needed discussion and action by Board. Trustee Salts asked for clarification that the other districts have this 3 days in addition to their sick days and Business Officer confirmed that yes it is separate</p>

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c) Review Annual Circulation Statistics Report							<p>and in addition to sick leave. Trustee Salts wanted to know if we have the option to ask for verification, and we do have that option. President Niccum asked if we have any kind of general statement that says Director or management reserves the right to verification of any absence. Director Mazerov stated on certain things, but seems to be specific. President Niccum felt it might be good to have a generalized statement at beginning of sections that can ask for verification. Trustee Salts felt that was a good idea as are entrusted by people and must make sure doing a good stewardship. Trustee Ganer felt that putting the dollar amount on in the memo attachment is misleading because it is really not costing us extra money when it happens. It costs employee productivity and employee is drawing salary regardless. Business Officer interjected cost is if need to bring in someone to replace them while gone. Director Mazerov stated had asked Kathy to get the figures just in case had to bring in temp, etc. Trustee Ganer felt since small district in terms of cost is relatively small in terms of people affected, and would rather see district come down on side of helping employees by providing that benefit.</p> <p>Motion by Trustee Ganer seconded by Trustee Salts to approve new Bereavement Leave Policy. Motion was passed unanimously.</p> <p>This is the item that three Board members saw last month and President</p>

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							<p>Niccum wanted the whole Board to see it. In preparing to show again, Mary McCasland went through and reallocated some categories. Noticed audio books were under children's so moved it back up where it is now. President Niccum stated what the different categories represented in our circulation. Mary McCasland stated that if look at 5 year period is where see how things have changed. When noticed there was a big increase or decrease, asked what we did that might have caused that and a lot of the times it was that we had moved a collection here or there. When we focused on the Spanish population and bought more books and promote things, saw that go up. One actually sees how much we actually affect circulation ourselves. Also want to look at how many titles have compared to what's going out. For example, if circulation for children's books is 44%, but how many books do we have circulating for that? It is like a 60 – 40 percent split between adult and children's books. It is amazing how many times the DVD's go out over and over again. Trustee Miller stated it shows how circulation changes by where things are and is something that really need to think about the customer and where things are, what's appealing, etc. Mary stated that when Director Mazerov arrived here she looked at large print circulation and stated that thought could put new large print with new books and immediately they were circulating more. Mary was running out of space and asked if could move audio books and media in adult's area, and immediately the cd's weren't circulating</p>

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							<p>more. The children’s audio books are still over on that side so there has been a decrease there. Director Mazerov stated that when relocated the international language and foreign language up near front of building where visible near windows and with signage immediately saw an increase. When moved the paperbacks out of the center, circulation went down first year or so, but now it is going back up. That gave us the space to put highlighted displays with topics that change once a month like Olympics, going back to school or holidays. The young adult area is new and continues to grow. What would decrease though is that took books from children’s room adult section and put them in the young adult collection. Trustee Salts stated that report is very, very good. President Niccum stated thought it was interesting in the narrative that the spike in circulation of Korean language materials being tied to a one time related press article. Wondered if a need to rekindle that periodically if it clearly caused the spike. Director Mazerov stated that we received a grant for the Korean language materials so when submitted the press on that one went to the Korean Times and a gentleman from there came out and took pictures and did an article and people immediately began coming in to check out those books and get library cards. We were hoping to continue that relationship and receive assistance in cataloging some of that material and that didn’t quite pan out. Now if we are submitting things to certain school districts, depending on the percentage of language spoken, material needs to be in</p>

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d) Agree Upon Alternate Date for November Board Meeting	Motion Second Ayes Noes Absent Abstain	X X	 X X	 X	 X	 X	<p>Korean, Spanish and English. We can do the Spanish with staff, but need to find someone for the Korean.</p> <p>The November Board meeting will fall on election night and is a potential source of distraction. Director Mazerov stated the following Tuesday is Veteran's Day and the library is closed. Trustee Miller stated can not do Wednesday or Thursday. A week earlier would be October. Trustee Ganer asked about earlier that day. Trustee Miller can not be there before a little after 5 pm. It was decided that 2 pm on November 4th would be satisfactory to four Board members and Trustee Miller would not attend due to availability issues.</p> <p>Motion by Trustee Alibrandi seconded by Trustee Ganer to have the next Board meeting at 2 pm on November 4th, 2008. Motion was passed unanimously.</p>
a) . OR							<p>No comments or discussion.</p> <p>No comments or discussion.</p> <p>No one from the Guild was in attendance. Director Mazerov stated as was in the Management Minutes do have two sidewalk sales scheduled on October 11th and November 8th.</p> <p>Director Mazerov mentioned often receive nice patron comments and would like to share one from a patron who has</p>
1. d)							

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Youth Services R							<p>been coming in for a long time. Patron called on phone and asked for information and Marcia Miyoshi was very helpful. Has been coming in 25 years and was grateful for services. Twenty-five years ago came in while looking for a job, which eventually found and retired from. Continues to use Buena Park library even though lives in Garden Grove because of the breadth of our collection, and we're very accommodating picking up suggestions for purchases.</p> <p>The Youth Services Activity Report has already been reported earlier in the evening.</p>
VI. FUTURE AGENDA ITEMS							Director Mazerov stated that Linda Demmers will be coming to the October Board meeting and will be giving a report on the survey.
VII. CONSENT CALENDAR	Motion Second Ayes Noes Absent Abstain	X	X	X	X	X	<p>Motion by Trustee Ganer seconded by Trustee Miller to approve Consent Calendar as presented. Consent Calendar was approved unanimously:</p> <p>a) Approve Claims Request Number 659-08 Personnel Matters</p> <ol style="list-style-type: none"> 1. Merit increase for P/T Page, Lauren Beville, to Step 3 on the Salary Scale effective September 7, 2008. 2. Merit increase for P/T Library Page, Ashley Parker, to Step 3 on the Salary Scale effective September 9, 2008.
VIII. CLOSED SESSION a) Personnel Matters (Pursuant to Gov. Code Section 5497) -Library Director							President Niccum stated will recess into Closed Session relative to the personnel matters relating to the Library Director pursuant to Gov. Code Section 5497. Will adjourn into Closed Session, have

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							<p>deliberations and reconvene into Open Session and will announce any reportable actions taken in Closed Session. The Board recessed into Closed Session at 6:45 p.m.</p> <p>The Board reconvened into Open Session at 7:26 p.m. President Niccum reported met as a Board, and then as a Board with the Library Director to discuss her evaluation pursuant to Gov. Code Section 5497. Board took no reportable actions in Closed Session.</p>
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X X	 X	 X	 X	 X X	Motion by Trustee Alibrandi seconded by Trustee Salts to adjourn. Motion approved unanimously and meeting stood adjourned at 7:27 p.m.

Submitted by,

Patricia M. Ganer, Secretary