

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
September 6, 2005

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 5:31 p.m.
PLEDGE OF ALLEGIANCE							President Niccum led the flag salute.
ROLL CALL	Present Absent Also	X	X	X	X	X	Louise S. Mazerov, Library Director Robert Housley, Business Officer Doug Mason, System Services Mgr. Mary McCasland, Support Services Mgr. Kathleen Wade, Public Services Mgr. Luann O'Hara, Guild President Donna Galutia, Chief Financial Officer
I. ACTION ON MINUTES	Motion		X				Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the minutes of August 2, 2005 meeting. Trustee Miller abstained from voting.
a) Regular Meeting of August 2, 2005	Second	X	X		X		
	Ayes	X	X			X	
	Noes						
	Absent						
	Abstain			X			
	Motion	X					President Niccum stated that with the attendance of Alibrandi, Niccum and Miller there is a quorum of June attendees to vote on the minutes of June 2005 meeting. Motion by Trustee Alibrandi seconded by Trustee Miller to approve the minutes of June 7, 2005 meeting. Trustee Ganer abstained from voting.
	Second	X		X	X		
	Ayes	X		X	X		
	Noes						
	Absent		X			X	
	Abstain						
II. CORRESPONDENCE							
a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations							President Niccum commented is a really interesting mix of material.
b) Management Team Minutes							Trustee Ganer inquired about the atomic clocks which Doug Mason, System Services Mgr., explained runs like a normal clock with an A size battery but instead of quartz crystal has radio device that tunes into Colorado time clock. Every hour it looks to that to adjust the

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							time accordingly. The time saved not having to manually adjust clocks is great.
III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) YTD Revenue Report - Revenues as of August 15, 2005 - \$70,730 b) Expenditures Report - Expenditures as of August 15, 2005 - \$178,839 c) Monthly Statistical Report							<p>No discussion.</p> <p>No discussion.</p> <p>Director Mazerov stated stats were up at beginning of last year and this year are even 7% higher than last. Trustee Ganer interjected that if and when start getting stats on the passport numbers please relay them to the Board and Director Mazerov reassured Board absolutely would be doing that and providing numbers as far as staff as well as income.</p>
IV. NEW BUSINESS a) Preliminary Report on Health Coverage Options							<p>President Niccum stated that this report on health coverage options is being provided in response to a request from the Board. Director Mazerov stated that both Board and the staff recognized during the salary/benefits survey done last year that BPLD coverage of dependent health coverage had not been changed in 20 years although costs had increased considerably, 10% this year alone. In addition, other systems provided much higher coverage. The options presented in the packet were discussed and presented in hopes of increasing the benefit for employees beginning January. President Niccum stated that the Board does not object to considering changes at this time. Trustee Miller expressed concerns about the equity of paying for coverage between</p>

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b) Library Card Sign-Up Month September 2005 Proclamation	Motion Second Ayes Noes Absent Abstain	X X	X	X X	X X	X	<p>those with and without dependents. Coverage of retirees was discussed. In response to questions, Director Mazerov and Business Officer Housley clarified that an increase to \$250 would not impact the current budget. President Niccum explained another alternative from the Rialto School District that is pegged at the Kaiser rate and not the most expensive plan. Trustee Ganer stated we have a legal and moral commitment to provide health benefits and whether a specific coverage is another issue but must stand by providing health benefits. The Board expressed willingness to expand coverage this fiscal year to \$250, to be brought as an action item next month, and then investigate further possible changes for next fiscal year. Robert will notify PERS of our intentions.</p> <p>After revision of last section, Motion by Trustee Miller seconded by Trustee Alibrandi to approve amended proclamation.</p>
V. ORAL COMMUNICATION							
a) From Public concerning non-agenda items							No comments.
b) Board Members' Reports on conferences attended or meetings scheduled							Trustee Miller thanked everyone for patience and tolerance with her summer schedule and gallivanting.
c) Volunteer Guild Report							Luann O'Hara, Guild President, stated having annual meeting on Thursday, Sept. 29 th at 6 pm. Invitations will be going out soon and giving away DVD player again. There will also be a volunteer recognition. Again combined with the library card sign-up campaign will be giving out book bucks downstairs that people can redeem in bookstore. On a

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d) Director's Report 1. Items of interest to the Board							<p>sad note, Jerry Guthrie passed away yesterday. Will be setting up a memorial fund. His family is asking donations go to missionaries or library. Donna Galutia, Chief Financial Officer of the Guild, gave update on financial reports Board received from the Guild for the last fiscal year. Donna reported had just finished and submitted final 5-year report that ensures Guild remains 501C3. Must reach 35% charitable support and papers reflect 99%. Trustee Ganer commented on the \$23282.77 support Guild has given to the Library and that it is their major expense and how commendable and well managed it is. Luann O'Hara commented this was the best fiscal year the Guild has had yet.</p> <p>Director Mazerov stated worked the Super Senior Saturday at Senior Center and met and spoke with a lot of people who are library users, who complimented staff and library, and ones who are potential users. Handed out new library brochure and information on Internet sites for seniors. The senior center has a great computer lab where seniors can get computer training and access these sites. The senior center did not charge us for the table. The Parks Dept. is still very interested in doing joint programs with us. Trudy Barnes, who we worked with previously, has left and replacement has just started and hope to meet with this person soon. The Special District Board Joint meeting is going to be happening on September 17th. The California Special District Assoc. (CSDA) conference is going to be held in Long Beach so will be attending a few programs since held locally. There is a one-day program for general manager training the day before</p>

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2. Children's Department Activity report							<p>conference starts that I will be attending. Robert will go to several half-day sessions. This is the beginning of conference season it seems. CLA is in November. The CalTac luncheon will be on Sunday, Nov. 6th. A special breakfast will be held that same morning for the Library Bond Act at 7:30 am. CLA is in Pasadena this year and hope that will allow other staff besides Kathleen and myself to attend. Also, Public Library Assoc. is this fiscal year in March in Boston. The plan is for Kathleen and myself to both attend. Elizabeth Minter of Placentia Library has asked me to assist with their Strategic Plan process in conducting their Focus Groups. She wants to do three Focus Groups and will be helping her with that. We're meeting tomorrow morning planning that.</p> <p>The end of Summer Reading Program was a big success with about 600 people in attendance. Last month reported over 1,500 children in the summer reading program; however, the final report showed there were 2,038 children signed up for the program, which is over 500 more than last year. There were 260 teens this year and 186 last year. Mary Ivelia and Phyllis Nisle did a wonderful job. Couldn't have done it without Mary's husband, who does a lot of hauling and setting up, and the teen volunteers who haul tables and chairs, running games, etc. Mary Ivelia has already started story times and class visits will be starting soon now that school has started.</p>
VI. FUTURE AGENDA ITEMS							President Niccum stated already have one future agenda item regarding health benefits. No other items were proposed.
VII. CONSENT CALENDAR	Motion Second Ayes	X X	X X	X	X		Consent Calendar items approved as follows:

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	Noes Absent Abstain					X	<p>a) Approve Claims Request Number 625-05</p> <p>a) Personnel Matters</p> <ol style="list-style-type: none"> 1. Merit increase for P/T Library Page Katrina Lacerna to Step 7 on the Salary Scale effective September 2, 2005. 2. Merit increase for P/T Library Page Heather Mackey to Step 7 on the Salary Scale effective September 2, 2005. <p>Motion by Trustee Ganer seconded by Trustee Alibrandi to approve the Consent Calendar as presented.</p>
ADJOURNMENT	Motion Second Ayes Noes Absent Abstain	X	X	X X	X	X	<p>Motion by Trustee Alibrandi seconded by Trustee Miller to adjourn. The meeting stood adjourned at 6:23 p.m.</p>

Submitted by,

Dennis Salts
Secretary