

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
September 1, 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 5:30 p.m. |
| PLEDGE OF ALLEGIANCE | | | | | | | President Niccum led the flag salute. |
| ROLL CALL | Present Absent Also | X | X | X | X | X | Director Louise Mazerov Mary McCasland, Support Services Manager Patricia Rivera, Public Services Manager Victoria Sanders-Victor, Business Officer |
| I. ACTION ON MINUTES Regular Meeting of August 11, 2009 | Motion Second Ayes Noes Absent Abstain | X | X | X | X | X | Motion by Trustee Ganer seconded by Trustee Miller to approve the Minutes of Regular Meeting of August 11, 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 questions. Director commented were holding back on ordering until knew what new budget was going to be. Trustee Ganer inquired what response from patrons was on this and Patricia Rivera, Public Services Manager, stated no one has said anything and understand why. Trustee Ganer wanted to say on behalf of the Board in this area that really appreciate how much Mary McCasland has stepped up on dealing with all of this and Mary acknowledged she didn't even know she had it in her. |
| III. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR a) Revenue - \$333,686.85 and Expenditure - \$317,740.48 Report as of July 1 through August 27, 2009 b) Monthly Statistical Report for August 2009 | | | | | | | Director Mazerov stated revenue reflects that we received our redevelopment money from the City and was even more than we expected and that was a nice surprise. Director Mazerov stated every month looks at the increase in patron registrations over the same month compared to last year and it continues to be very, very high. Mary McCasland interjected with the circulation really notice have missed two Monday's as circ was 2000 to 2500 on a typical Monday. With the Monday closure, the two Tuesday's so far one picked up extra |

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
September 1, 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 |
|--|---|---|-----------------------|----------------------------|----------------------------|-----------------------|--|
| | | | | | | | 600 and one extra 300 so didn't all come back on Tuesday. Director Mazerov stated it will probably have an impact on both things for a while until people start getting used to when we are available. |
| IV. UNFINISHED BUSINESS | | | | | | | |
| a) Approve Final Budget General Fund (704) Fiscal Year 2009-2010 in the Amount of \$2,218,343.00 | Motion Second Ayes Noes Absent Abstain | X X | X | X | X | X | Director Mazerov stated in both cases (a and b) thought would not have to do these County forms, but we still have to even though we have taken over most of our own accounting. Trustee Ganer stated there is a typo in the first paragraph relating to the date of closing the Library each Monday. Trustee Ganer inquired about the term in last paragraph referencing an imprest account as not familiar with that term. Victoria Sanders-Victor, Business Officer, explained that it is equivalent to a petty cash account, which is what it is called at the County. Apparently the imprest account was not closed properly when it was decided to use that account as our payroll account because the bank account had already been established. There are certain procedures to close your petty cash account and then reopen another account and that wasn't done properly; therefore, the County considers that we still have an imprest account with \$107,500 because the previous Business Officer just transferred money from one account to another without properly closing everything out. Until we provide them verification from the bank that particular account is not tied to their tax id any longer, then they will consider that as an imprest account, which is considered a reserve account. We are working on trying to get that cleared up. Director Mazerov stated we did send County our new tax id, but somehow it didn't get changed over in their records to that particular account. Motion by Trustee Miller seconded by Trustee Alibrandi to Approve Final Budget General Fund (704) Fiscal Year 2009-2010 in the Amount of \$2,218,343.00. Motion was approved unanimously. Motion by Trustee Alibrandi seconded by Trustee Ganer to Approve Capital Maintenance and Repair Fund (700) for Fiscal Year 2009-2010 in the Amount of \$142,071.00. Motion was approved unanimously. |
| b) Approve Capital Maintenance and Repair Fund (700) for Fiscal Year 2009-2010 in the | Motion Second Ayes | X X | X | X | X | X | |

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 September 1, 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 H O L S | S A L T S | MINUTES |
|---------------------|--|---|-----------------------|----------------------------|---------------------------------|-----------------------|---|
| 2. Youth Services R | | | | | | | <p>Proceeding with recruitment for System Services Manager position. Tomorrow is the deadline for filing and have received fourteen applications so far and about five of those that would consider. As soon as deadline is met, will pass them along to Mary McCasland and Patricia Rivera to look at and have another person in the field who is willing to look at them as well. Director stated that meeting with some of these vendors has been interesting as there is a different language issue.</p> <p>Did receive the redevelopment money from the City. Ray Garcia, Facilities Maintenance Supervisor, is out right now with a back problem.</p> <p>Gave the Board information tonight, as well as emailed, on the California Community webcast on Thursday and Friday that will talk about the Prop 1A securitization program, which is their hope to find a lender who will purchase proceeds we're supposed to get from state to replace money they have taken. This will hopefully answer some questions about that and encourage Board to sign up for it.</p> <p>One of the questions that came up with our closing on Monday's is how we're going to handle Monday holidays. There were various suggestions and other places give the Saturday or Tuesday as the holiday, but in order to not close any additional days and for part time to not lose any more additional hours than losing, a decision was made by Mary and Patricia that would revert back to old A and B team switching. Some staff will have Friday and some Saturday for the Monday holiday.</p> <p>Patricia Rivera has had an opportunity to attend the Buena Park School district principal meeting and has received a number of invitations to attend their parent group meetings. She and Phyllis Nisle, Librarian I, attended the orientation for 8th graders at Buena Park Junior High and did a number of library card registrations.</p> |

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
September 1, 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 |
|--------------------------|---|---|-----------------------|----------------------------|----------------------------|-----------------------|---|
| | | | | | | | <p>Mary Ivelia is still out ill. We had 1,586 children enroll in the Children's Summer Reading Program and 493 completed the program by reading twenty hours. The teens had 343 sign up and don't have last year's number, but believe is more than did last year. It was a baseball theme and in order to get a home run had to read 800 pages for each home run. There were 126 who completed at least one home run and there were 616 home runs completed. The Adult Summer Reading Program had 233 who signed up, and last year was 218. Have been getting good attendance at adult programs and hoping to continue those throughout year.</p> <p>Hispanic Heritage Month runs over between two months starting September 15th and runs through first half of October. We have two programs and the first one is Mariachi 101 by the author of <u>Mariachi for Gringos</u> on September 17th. Patricia Rivera stated is having a family program, Makinto, a bilingual story teller/performer. Gustavo Arellano is coming back to talk about his book <u>Ask a Mexican</u> on October 8th. Caroline has been doing a good job about getting the flyers and posters out and sending out publicity.</p> <p>Jumping back to assistance we received with our IT situation, want to especially thank Jon Legree from Yorba Linda who stepped in and helped us with website because having trouble accessing in order to change our hours. He worked with Patricia Rivera so that we were able to make those changes. Every day we are discovering others things we need to figure out how we are going to handle.</p> <p>Trustee Ganer asked for update on Mary Ivelia. Director updated that Mary Ivelia is at home, sees doctor Friday, still weak and waiting for more updates.</p> |
| VII. FUTURE AGENDA ITEMS | | | | | | | No items proposed. |
| VIII. CONSENT CALENDAR | Motion Second Ayes Noes Absent Abstain | X | X | X | X | X | Motion by Trustee Alibrandi seconded by Trustee Ganer to approve Consent Calendar as presented. Consent Calendar was approved unanimously: a) Unpaid Bills Detail August 2009 b) Personnel Matters 1. Resignation of F/T System Services Manager, |

MINUTES
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE
 BUENA PARK LIBRARY DISTRICT
 September 1, 2009

| | | 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 | |
|---|---|---|-----------------------|----------------------------|----------------------------|-----------------------|--|
| AGENDA | | | | | | | MINUTES |
| | | | | | | | Doug Mason, August 12, 2009. |
| IX. CLOSED SESSION a) Personnel Matters (Pursuant to Gov. Code Section 54957) -Library Director | | | | | | | The Board recessed into Closed Session at 5:53 p.m. Director Mazerov was called into the Closed Session at 6:20 p.m. The Board reconvened into Open Session at 7:04 p.m. President Niccum stated in Closed Session took no reportable actions. |
| ADJOURNMENT | Motion Second Ayes Noes Absent Abstain | X | | X | X | X | Motion by Trustee Alibrandi seconded by Trustee Miller to adjourn. Motion approved unanimously and meeting stood adjourned at 7:06 p.m. |

Submitted by,

Patricia M. Ganer, Secretary