MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
September 1, 2026

CALL TO ORDER: President Estrada called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Brenda Estrada, L. Carole Jensen, Christian Quintero, Richard Rams, and Rudy Solorzano.

Staff Present: Helen Medina, Library Director; Patty Salas, Administrative Specialist.

Guests Present: Ann Thompson, Library Services Manager; Leonard Marshall from Griffin Structures, Inc.; and Carlos Franco, Buena Park resident and City Councilmember.

PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

President Estrada stated she attended CSDA's Annual conference, and she felt it was a great opportunity to learn about special districts in California. She said she brought back useful information that she would share with the Board through email.

COMMUNICATIONS AND COMMENTS FROM THE PUBLIC CONCERNING ITEMS NOT ON THE AGENDA

There were no public comments.

CONSENT CALENDAR (ITEMS 6-7)

6. Minutes of the Board of Library Trustees Regular Meeting on August 4, 2026 (Received, filed, and approved)
7. Payment Register for July 2026 (Received and filed)

MOTION by Trustee Solorzano to approve the Consent Calendar.
SECOND by Trustee Quintero.
AYES: Estrada, Jensen, Quintero, Rams, and Solorzano.

Motion passed unanimously.

REPORTS FROM LIBRARY ADMINISTRATION

8. Monthly Statistical Reports
    a. Database Usage for July 2026
    b. Trend Analysis for July 2026
    c. Program Statistics Summary for July 2026

Director Medina noted that the Newsbank subscription to OC Register continues to perform very well.

9. Library Director's Report for August 2026

   Director Medina stated she had a great time at CSDA's Annual Conference. They received important training and interacted with other general managers and board members from throughout the state. She thanked President Estrada for attending with her.

10. Account Summary CalPERS CERBT Report for Quarter ending June 30, 2026

    It was noted that CalPERS has discontinued creating quarterly summary reports. The account summary has been included in the Board packet for the Board's review.

FINANCIAL REPORTS

11. Analytical Financial Overview July 2026
12. Summary of Budget vs Actuals July 2026
13. Budget vs Actuals Detailed Statement July 2026
14. Revenue and Expenditures Summary Statement July 2026
15. Revenue and Expenditures Detailed Statement July 2026
16. Treasurer's Report for July 2026

    These items were not available in time for the Board meeting. Director Medina noted that District staff and our accounting consultant are currently working with auditors to finalize June 30 numbers. A financial update will be provided at the next meeting.

NEW BUSINESS

17. Award of Construction Contract for Library Renovation Project to Monet Construction in the amount of $6,953,432

    This project has been in the planning stages for over 3 years. It was initialized to address multiple critical infrastructure issues the District has faced. In August 2024, the District hired LPA, Inc. to design the project. The project went out to bid in June 2026. Bids were opened on August 19, 2026, Monet Construction was the lowest, responsive and responsible bidder. A 15% contingency is being included to allow construction to continue in the event of any unforeseen conditions or issues arise. As construction begins, there may be unforeseen conditions discovered, especially due to the age of the building.

    Trustee Jensen asked how change orders would be approved. Director Medina stated Griffin Structures as construction project manager and LPA would review any change orders with staff to ensure they are appropriate and the District would approve them. She noted it is not the intention to use contingency to simply add or change scope of work without Board approval.

    Buena Park resident Carlos Franco thanked the Board for considering upgrades to the Library building. He noted that the 15% contingency may appear high but expressed his support and commented on the need for it because of the building's age and the expectation of a strong El Niño during the winter.

MOTION by Trustee Quintero to 1) Adopt Resolution 2026-20 awarding a Construction Contract for the Library Renovation Project; 2) Award the construction contract for the Library Renovation Project to Monet Construction, Inc., the lowest responsible and responsive bidder, in the amount of $6,953,432.00; 3) Authorize a construction contingency of $1,043,015.00 for unforeseen conditions and necessary project changes during construction; and 4) authorize the Library Director to administer the construction contract and approve change orders within the authorized contingency amount and in accordance with District policies and applicable law.

SECOND by Trustee Solorzano.

AYES: Estrada, Quintero, Rams, and Solorzano.
ABSTAIN: Jensen

Motion passed with 4 ayes, 0 nays, and 1 abstention.

18. Approve the award of a contract to Yamada Enterprises not to exceed $440,807.46 using the California Multiple Award Schedule Contract (CMAS) #4-24-08-1008

Director Medina stated a part of the renovation project will include replacing the high shelving on the first floor. These shelves do not meet code requirements. The District would plans to utilize Yamada Enterprises to procure new shelving.

Trustee Jensen asked if this was a new vendor or someone we worked with in the past. The Director stated Yamada had worked with the District in the past providing the shelving on the 2nd floor and the Quiet study room desks. Yamada would be able to provide new shelves to match the shelving that is not being replaced.

MOTION by Trustee Rams to 1) Approve the award of a contract to Yamada Enterprises pursuant to the State of California CMAS contract #4-24-08-1008 for furniture and shelving relocation, protection, procurement, design coordination, and installation services associated with the Library Renovation Project; 2) Authorize an expenditure not-to-exceed $440,807.46; 3) Authorize the Library Director to make any necessary non-monetary changes to the agreement; and 4) Authorize the Library Director to execute the agreement.
SECOND by Trustee Quintero.

AYES: Estrada, Jensen, Quintero, Rams, and Solorzano.

Motion passed unanimously.

Director Medina thanked Leonard Marshall from Griffin Structures for all his assistance on this project.

19. Resolution 2026-21 Adopting a Conflict of Interest Code Policy and amendments to Conflict of Interest Code Filers

It is a legal requirement to review conflict of interest code every two-years. Director Medina had observed we did not have an approved conflict of interest policy. This will establish the policy for our records.

MOTION by Trustee Jensen to 1) Adopt resolution 2026-21 adopting a Conflict of Interest Code Policy; and 2) Approve Code Amendments as presented

SECOND by Trustee Quintero.

AYES: Estrada, Jensen, Quintero, Rams, and Solorzano.

Motion passed unanimously.

FUTURE AGENDA ITEMS

19. Agenda preparation for the Regular Meeting which will be held on October 6, 2026, at 6:00 p.m.

There were no requests.

CLOSED SESSION

20. Public Employee Evaluation ((Gov. Code Section 54957 (b)(1))
    - Employee: Library Director

MOTION by Trustee Rams to enter into closed session at 6:27 p.m.
SECOND by Trustee Solorzano.

AYES: Estrada, Jensen, Quintero, Rams, and Solorzano.

MOTION approved.

MOTION by Trustee Jensen to return to open session at 7:43 p.m.
SECOND by Trustee Rams.

AYES: Estrada, Jensen, Quintero, Rams, and Solorzano.

MOTION approved.

The Board stated no reportable action was taken.

ADJOURNMENT

MOTION by Trustee Jensen to adjourn the meeting.
SECOND by Trustee Quintero.

AYES: Estrada, Jensen, Quintero, Rams, and Solorzano.

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MOTION approved.

The meeting was adjourned at 7:43 p.m.

Submitted by,

Christian Quintero
Secretary