

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
May 6, 2025

CALL TO ORDER: President Pro Tem Estrada called the meeting to order at 5:42 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Ms. Brenda Estrada, Mrs. L. Carole Jensen, and Dr. Christian Quintero. Mrs. Cheyenne Traut and Dr. Richard Rams were absent (excused).

Staff Present: Helen Medina, Library Director; Martin Lebria, IT Systems Specialist; Patty Salas, Administrative Assistant; Ann Thompson, Library Services Manager; and Caroline Wilkins, Circulation Services Supervisor.

Others: Mia Atencio, Consultant from Regional Government Services (RGS).

**PRESIDENT’S REMARKS AND BOARD MEMBER COMMENTS**

There were no comments from the Board members.

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

There were no speaker requests.

**CONSENT CALENDAR (ITEMS 6 - 9)**

6. Minutes of the Library Board of Trustees Regular Date Meeting on April 1, 2025 (Received, filed, and approved)
7. Minutes of the Library Board of Trustees Special Meeting on April 1, 2025 (Received, filed, and approved)
8. Payment Register for April 2025 (Approved)
9. Personnel Report for May 2025 (Received, filed, and approved)

MOTION by Trustee Jensen to approve the Consent Calendar.

SECONDED by Trustee Quintero.

AYES: Estrada, Jensen, Quintero.

ABSENT: Traut and Rams.

MOTION approved.

**REPORTS FROM LIBRARY ADMINISTRATION**

10. Monthly Statistical Reports
  - a) Database Usage for March 2025
  - b) Trend Analysis for March 2025

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c) Program Statistics Summary for April 2025

11. Library Director's Report (Informational)

Library Director Medina provided the following updates:

- She would be attending a Santiago Library System meeting on May 13 at 1:00 p.m. and invited any interested Board members to attend the meeting.
- On May 15, a representative from Special District Risk Management Authority will be visiting the library to do a life and safety inspection.
- She noted that the funding from the Institute of Museum and Library Services had been eliminated, which will impact various online services offered at the Library including the New York Times.
- There have been complications with placing the new Multipurpose Room (MPR) on the 2<sup>nd</sup> floor and it is no longer a feasible option. The Library's Architects are working to provide alternative solutions for the location of the MPR as well as alternative options for fencing at the back of the Library.

**NEW BUSINESS**

12. Review of Fiscal Year 2025-2026 Preliminary Operating Budget with Projected Revenues and Expenditures (Review Only)

Library Director Medina presented the Preliminary Operating Budget with Projected Revenues and Expenditures to the Board of Trustees. She explained that this is a completely revised budget and was done in collaboration with Mia Atencio from RGS. There are quite a few new categories, and some categories have been reassigned to better track expenditures.

The Board did not have any questions.

13. Approval of Resolution 2025-2 Approving Amendment No. 1 to Agreement for Architectural Services with LPA, Inc. for the Library Renovation Project revising total not-to-exceed contract amount from \$711,000 to \$1,121,000

MOTION by Trustee Quintero to approve Resolution 2025-2.

SECONDED by Trustee Jensen.

Trustee Jensen asked if the recent complications will impact the contract amount. Director Medina stated the District is aware it has a lot of issues and with a building this age it is not unexpected for unforeseen circumstances to come up. Our architects are working with city building officials and fire officials to find a solution. The District's consultants have engaged with fire officials earlier on to determine what will be best course of action. Our team is working to find a compromise between what fits in our budget, works for code compliance and can achieve our desired design program. Our dream idea may not be what we end up with. Things have not been documented well here. The architectural contract amount is based on the scope of work approved by the Board at the March 2025 meeting.

AYES: Estrada, Jensen, Quintero.

ABSENT: Traut and Rams.

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MOTION approved.

14. Approval of payment to Mars Environmental, Inc. for waste removal for the amount of \$7,587.05

MOTION by Trustee Quintero to approve the \$7,587.05 payment to Mars Environmental, Inc.  
SECOND by Trustee Jensen.

AYES: Estrada, Jensen, Quintero.  
ABSENT: Traut and Rams.

MOTION approved.

15. Investment Policy and Resolutions 2025-3 and 2025-4

- a. Approval of Changes to the Investment Policy

MOTION by Trustee Jensen to approve the changes to the Investment Policy.  
SECONDED by Trustee Quintero.

AYES: Estrada, Jensen, Quintero.  
ABSENT: Traut and Rams.

MOTION approved.

- b. Approval of Resolution 2025-3 authorizing the Buena Park Library District to invest in the California Asset Management Program and California Cooperative Liquid Assets Securities Program

MOTION by Trustee Jensen to approve Resolution 2025-3.  
SECONDED by Trustee Quintero.

AYES: Estrada, Jensen, Quintero.  
ABSENT: Traut and Rams.

MOTION approved

- c. Approval of Resolution 2025-4 authorizing the Buena Park Library District to invest in the Local Agency Investment Fund (LAIF)

MOTION by Trustee Quintero to approve Resolution 2025-4.  
SECONDED by Trustee Jensen.

AYES: Estrada, Jensen, Quintero.  
ABSENT: Traut and Rams.

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MOTION approved

**FUTURE AGENDA ITEMS**

16. Agenda preparation for the Regular Meeting which will be held on June 3, 2025, at 5:30 p.m. unless rescheduled by the Board of Library Trustees.

No agenda items were requested at this time.

**CLOSED SESSION**

17. Conference with Legal Counsel – Anticipated Litigation  
Significant exposure to litigation pursuant to Gov. Code, Section 54956.9 subd. (d)(2): One case

18. Public Employee Evaluation (Gov. Code 54957(b)(1))  
Employee: Library Director

19. Conference with Labor Negotiator (Gov. Code 54957.6(a))  
Agency Representative: Jenell Van Bindsbergen  
Employee: Library Director

MOTION to enter closed session at 6:13 p.m. by Trustee Jensen. **SECONDED** by Trustee Quintero.  
AYES: Estrada, Jensen, Quintero.  
ABSENT: Traut and Rams.

MOTION approved.

MOTION to return to open session made by Trustee Jensen, **SECONDED** by Trustee Quintero.  
AYES: Estrada, Jensen, Quintero.

The Board returned to open session at 7:18 p.m.

President Pro Tem Estrada reported that there was no action taken during closed session.

**ADJOURNMENT**

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

AYES: Estrada, Jensen, Quintero.  
ABSENT: Traut and Rams.

MOTION approved.  
The meeting was adjourned at 7:19 p.m.

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Submitted by,



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Brenda Estrada  
President Pro Tem