

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
December 5, 2023

CALL TO ORDER: President Richard Rams called the meeting to order at 5:31 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Brenda Estrada, Pat Ganer, L. Carole Jensen, Richard Rams, Cheyenne Traut.

Staff Present: Library Director Helen Medina, Business Officer Marina Tutty, Circulation Services Supervisor Caroline Wilkins, and Interim Library Services Supervisor Ann Duarte, and Administrative Assistant Patty Salas.

Also Present: Members of the Volunteer Guild: Wendy Erdtsieck, Marilyn Lowry, and Alina Macri.

ACTION ON MINUTES

4. Regular Meeting of November 7, 2023

MOTION by Trustee Ganer to approve the minutes of November 7, 2023, as presented.

SECOND by Trustee Jensen.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Traut.

ABSTAIN: Trustee Rams.

MOTION approved.

ORAL COMMUNICATIONS

5. From Public Concerning Non-agenda Items

No comments.

6. Board Members' Reports on Conferences Attended or Meetings Scheduled

No comments.

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CORRESPONDENCE

7. Patrons' suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations

No comments.

8. Buena Park Library District Volunteer Guild Report

Trustee Ganer addressed members of the Volunteer Guild and asked if they had anything to add to the report. Bookstore Manager Marilyn Lowry stated their Finance Officer is in regular communication with the State Franchise Tax Board (FTB). They were told it would take six months to complete application due to the workload of the FTB. Trustee Jensen asked for clarification if it would be six months to review what was going on or to complete it. Marilyn stated it would be six months to receive a conclusion.

Trustee Ganer noted this would be discussed later in the meeting.

9. Director's Report

Director Medina stated she participated in the City Manager's Roundtable discussion. The Library is partnering with the City Manager of Buena Park to help promote the city's community engagement survey. The City would like as many residents as possible to take the survey. Library staff will help promote the survey to patrons.

Director Medina also had the opportunity to tour San Marino Elementary School. The Director stated she was very impressed and had a wonderful experience.

The Library is delighted to participate in a joint toy and book drive with Buena Park School District and Centralia Elementary School District. Director Medina thanked Trustee Estrada for bringing this to the Library District.

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

10. Balance Sheet as of November 30, 2023

No comments.

11. Revenue – \$433,645 and Expenditures - \$1,588,589 Budget vs. Actual Report
July 1, 2023, through November 30, 2023.

Received two installments of the secured property taxes in the month of November.

12. Check Register from November 30, 2023

No comments.

13. Monthly Statistical Reports

October statistics were presented to the Board of Trustees.

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NEW BUSINESS

14. Adoption of Resolution 2023-8 authorizing the District to become subject to the Uniform Public Construction Cost Accounting Procedures

Trustee Traut asked for clarification on the requirements for posting invitations for bids. Director Medina clarified that the invitation for bids would be placed on online platforms. Trustee Ganer asked why only two other Library Districts have joined. The Director noted that most libraries haven't done many construction projects, and some have received infrastructure grants in the past year. With the competitive bidding threshold of \$25,000 remaining stagnant for decades, libraries are realizing joining CUPCCAA would benefit them. The Library Director learned about this option at a CSDA conference, and the District's counsel recommended the District join. Legal counsel has prepared bidding documents, short-form contracts, and other checklists for the District to use.

MOTION by Trustee Jensen to adopt Resolution 2023-8 authorizing the District to become subject to the Uniform Public Construction Cost Accounting Procedures.
SECOND by Trustee Estrada.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved.

15. Review and approval of BPLD Financial Policy pertaining to the California Uniform Public Construction Cost Accounting Act (CUPCCAA)

Administrative regulations need to be put in place to participate in CUPCCAA. It was noted that the Library's legal counsel prepared the policy for the District.

MOTION by Trustee Ganer to approve the financial policy as presented.
SECOND by Trustee Traut.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved.

16. Status of Volunteer Guild of the Buena Park Library as an officially recognized support group of the Buena Park Library District

The Board of Trustees recognized the Volunteer Guild Bookstore Manager, Marilyn Lowry. She said the Volunteer Guild is going through the process to revive their status as a non-profit organization in the State of California. She said any updates will be provided to the Library District.

There was a discussion about State and Federal requirements and future assurances of compliances.

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President Rams asked if Ms. Lowry could deliver necessary documents to the Library Director's office by December 12, 2023. Ms. Lowry affirmed she would deliver the requested documents.

Ms. Lowry was asked if the Guild had updated their information with the Secretary of State. Ms. Lowry said they had updated their paperwork with the Secretary of State as of December 4, 2023 and would provide documentation.

MOTION by Trustee Ganer to temporarily suspend support of the Volunteer Guild until the following conditions are met:

- Volunteer Guild complies with all State and Federal requirements of non-profit organizations and provides all documents to the District for review;
- Volunteer Guild works with the Library Director to develop processes and controls to ensure that the Guild will abide by all State and Federal laws and regulations in the future; and
- Deliver the proposed processes and controls to the Board of Trustees, upon which the Board of Trustees will vote to determine whether it would like to reinstate the Volunteer Guild as an official support group of the Buena Park Library District

SECOND by Trustee Estrada.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved.

17. Election of Officers for 2024

On nominations duly made, the following officers were unanimously elected:

L. Carole Jensen, President
Cheyenne Traut, President Pro Tem
Brenda Estrada, Secretary

FUTURE AGENDA ITEMS

18. Agenda preparation for the November regular date meeting which will be held on January 9, 2024, unless rescheduled by the Library Board of Trustees

- Mid-Year Detailed Budget Review
- Mid-Year Plan of Service Review

CONSENT CALENDAR

All matters listed under Consent Calendar will be acted upon by one motion affirming the action recommended on the Agenda. There will be no separate discussion on these items prior to voting unless members of the Board or the public request specific items to be removed from the Consent Calendar for separate action.

19. Personnel Action

- a. Resignation of PT Page, Fahmeeda Simjee, effective December 15, 2023.

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- b. Merit increase for Librarian II, Helen Koo, to Step 4 on the Salary Scale effective December 29, 2023.
- c. Merit increase for IT Systems Specialist, Martin Lebria, to Step 4 on the Salary Scale effective December 29, 2023.

MOTION by Trustee Ganer to approve the Consent Calendar.
SECONDED by Trustee Jensen.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved.

ADJOURNMENT


20. Adjournment

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

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved. The meeting was adjourned at 6:22 p.m.

Submitted by,



Brenda Estrada
Secretary