

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 6, 2021

**Due to the Governor of California's Executive Order N-33-20 (Stay at Home order) this meeting was held online via zoom. **

CALL TO ORDER: President Pro Tem Ganer called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE: President Pro Tem Ganer led the flag salute.

ROLL CALL

Board Members Present: Pat Ganer, L. Carole Jensen, Al Salehi.
Trustee Castaneda and Trustee Rams were absent.

Staff Present: Library Director Mary McCasland, Circulation Services Supervisor Caroline Wilkins, IT Systems Specialist Martin Lebria, Librarians Nicole Hight and Gloria Nguyen, Library Assistant Pam Pedro and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of March 2, 2021

MOTION by Trustee Jensen to approve the minutes of March 2, 2021, as presented.
SECOND by Trustee Salehi.

AYES: Trustee Ganer, Trustee Jensen, Trustee Salehi.
ABSENT: Trustee Castaneda, Trustee Rams.

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

No comments.

b) Board Members' Reports on Conferences Attended or Meetings Scheduled

No comments.

III. CORRESPONDENCE

a) Patrons' suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations

None.

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b) Director's Report

The Director stated the American Rescue Plan Act (ARPA) did not allocate funds to special districts. The CSDA has asked the Library to sign a Coalition letter that will be sent to the Governor requesting funds be provided to special districts. The ARPA did allocate \$200 million for museum and library services so there may be opportunities for libraries to receive some funding. The infrastructure plan released by President Biden did not allocate money specifically to libraries.

The Director also stated that the Library celebrated National Library Worker's Day today with sandwiches and desserts. The trustees expressed gratitude toward all Library staff.

Trustee Ganer asked if the District has received any Public Record Requests for personal email or physical addresses and if this is something that would be denied. The Director stated we have not received a request for staff personal contact information but this is not something that would be provided.

Trustee Ganer stated she feels uncomfortable with the rationale that the Library has not removed the Dr. Seuss books due to "censorship". She said this is not a case of censorship since the publisher itself has chosen to discontinue the publication of the books. She explained that if staff is asked why the books are still in our collection, it would be more appropriate to explain that the publisher has decided to discontinue the publication of these books, but did not request Libraries remove them from their collections.

IV. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

a) Balance Sheet as of March 31, 2021

No comments.

b) Revenue – \$2,236,630 and Expenditures - \$1,915,276 Budget vs. Actual Report
July 1, 2020 through March 31, 2021

The Director noted there is approximately \$10,000 in passport revenue. She also stated the next installment of tax revenue was expected in mid-April.

c) Check Register as of March 31, 2021

No comments.

d) Monthly Statistical Reports for March 2021

The Director pointed out that the Help Now database continues to experience high traffic throughout the month.

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V. NEW BUSINESS

- a) Annual Review of BPLD Library Fund Balance and Reserve Policy

Review and file.

- b) Review of Capital Improvement Projects

Review and file.

- c) Review and adoption of Resolution No. 2021-01 adopting an agreement between the Buena Park Library District, County of Orange, and all other political subdivisions in Orange County to form an emergency management operation area

MOTION by Trustee Salehi to approve the adoption of Resolution No. 2021-01 as presented.

SECOND by Trustee Jensen.

AYES: Trustee Ganer, Trustee Jensen, Trustee Salehi.

ABSENT: Trustee Castaneda, Trustee Rams.

MOTION approved.

- d) Review and approve contract with the Centralia Elementary School District for Librarian Services

The Director stated this is a renewal of the contract the Library entered into with the School District 3 years ago.

MOTION by Trustee Jensen to approve the contract with Centralia Elementary School District.

SECOND by Trustee Salehi.

AYES: Trustee Ganer, Trustee Jensen, Trustee Salehi.

ABSENT: Trustee Castaneda, Trustee Rams.

MOTION approved.

- e) Review and approve contract with JB Bostick Company in the amount of \$11,500 to slurry the parking lot

The Director stated this is standard maintenance that is recommended to keep the parking lot asphalt in good shape. It is recommended to slurry the asphalt every three years. Trustee Ganer stated she was concerned because it seems like it was very soon after the parking lot was completed in 2019. The Director stated the contractors who provided the bids did not seem alarmed at the fact the parking lot had just been redone in June 2019. The bidding contractors said this is not a sign of something being done incorrectly.

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MOTION by Trustee Salehi to approve the contract with JB Bostick Company
SECOND by Trustee Jensen.

AYES: Trustee Ganer, Trustee Jensen, Trustee Salehi.
ABSENT: Trustee Castaneda, Trustee Rams.

MOTION approved.

- f) Review comparator agencies recommended by Koff & Associates to be used for the total compensation study

There was a review and discussion regarding the comparator agencies chosen by Koff & Associates.

- g) Review and approve contract with AMS.net for the purchase and installation of Firewall appliance in the amount of \$22,819.66 plus 10%

MOTION by Trustee Salehi to approve the contract AMS.net for the purchase and installation of firewall appliance.
SECOND by Trustee Jensen.

AYES: Trustee Ganer, Trustee Jensen, Trustee Salehi.
ABSENT: Trustee Castaneda, Trustee Rams.

MOTION approved.

- h) Review and approve proposal from MacLeod Watts to prepare an updated actuarial valuation of other post-employment benefit (OPEB) liabilities

MOTION by Trustee Salehi to approve the proposal from MacLeod Watts to prepare an updated actuarial valuation of other post-employment benefit (OPEB) liabilities.
SECOND by Trustee Jensen.

AYES: Trustee Ganer, Trustee Jensen, Trustee Salehi.
ABSENT: Trustee Castaneda, Trustee Rams.

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Analysis of draft Budget and projected income in May
- b) Gann Limit Resolution in June
- c) Annual Investment Policy review in June

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VII. CONSENT CALENDAR

a) Personnel Action

1. Merit increase for Administrative Assistant Patty Salas to Step 7 on the Salary Scale effective April 23, 2021.
2. Merit increase for Outreach Coordinator Brenda Gomez to Step 5 on the Salary Scale effective April 23, 2021.
3. Merit increase for Technical Services Supervisor Ann Duarte to Step 7 on the Salary Scale effective April 23, 2021.

MOTION by Trustee Jensen to approve the consent calendar.
SECOND by Trustee Salehi.

AYES: Trustee Ganer, Trustee Jensen, Trustee Salehi.

ABENT: Trustee Castaneda, Trustee Rams.

Motion approved.

ADJOURNMENT

MOTION by Trustee Salehi to adjourn the meeting.
SECOND by Trustee Ganer.

AYES: Trustee Ganer, Trustee Jensen, Trustee Salehi.

ABSENT: Trustee Castaneda, Trustee Rams.

Motion approved. The meeting stood adjourned at 6:23 p.m.

Submitted by,

Irene Castaneda
Secretary