

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
December 6, 2022

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

PLEDGE ALLEGIANCE

Trustees Richard Rams and Brenda Estrada were sworn into office.

ROLL CALL

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

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

I. ACTION ON MINUTES

a) Regular Meeting of August 2, 2022

MOTION by Trustee Ganer to approve the minutes of August 2, 2022, as amended in the packet.
SECOND by Trustee Jensen.

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

MOTION approved.

b) Regular Meeting of November 1, 2022

MOTION by Trustee Jensen to approve the minutes of November 1, 2022, as presented.
SECOND by Trustee Traut.

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

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

There were no public comments.

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

No comments.

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III. CORRESPONDENCE

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

Director Medina noted the book request was shorter than normal because some staff were out due to illness.

- b) Director's Report

The Director advised the trustees that directions to set up their new District email addresses had been left on their desks.

The Director noted the Library continues to have plumbing issues that take up a lot of staff time. She stated it will be a priority in the coming months to have the system evaluated by a professional to determine the exact cause and how to fix the plumbing issues.

The Director also provided an update regarding two janitorial closets which had tested positive for asbestos. Trustee Ganer asked if staff had expressed any concerns. The Director replied that some employees have expressed concerns. She stated staff has been informed of the steps the District is taking to ensure staff safety.

Ted Kane, the new Library Services Supervisor, was introduced to the Board. The Board welcomed Ted to the team.

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

- a) Balance Sheet as of November 30, 2022

Library Director Helen Medina stated that the change order for the plumbing work completed over the summer had been approved and budgeted out of the capital improvement funds, however, this item (plumbing) could not be classified as a capital improvement project and therefore was paid out of category 1400-08 Plumbing.

- b) Revenue – \$412,772 and Expenditures - \$2,162,770 Budget vs. Actual Report July 1, 2022, through November 30, 2022.

No comments.

- c) Check Register as of November 30, 2022

No comments.

- d) Monthly Statistical Reports for November 2022

Staff has noticed a decrease in attendance at storytimes the past few weeks.

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V. NEW BUSINESS

a) Election of Officers

On nominations duly made, the following officers were elected for 2023:

Richard Rams, President

L. Carole Jensen, President Pro Tem

Cheyenne Traut, Secretary

b) Select and approved date for January 2023 Board Meeting

MOTION by Trustee Ganer to schedule the meeting for Wednesday, January 11 at 5:30 p.m.

SECOND by Trustee Jensen.

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

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Mid-Year Detailed Budget Review in January
- b) Mid-Year Plan of Service Review in January
- c) Review of Fees in February

VII. CONSENT CALENDAR

a) Personnel Action

1. Merit increase for Librarian II, Helen Koo, to Step 3 on the Salary Scale effective December 30, 2022.
2. Merit increase for IT Systems Specialist, Martin Lebria, to Step 3 on the Salary Scale effective December 30, 2022.

MOTION by Trustee Ganer to approve the consent calendar.

SECOND by Trustee Traut.

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

MOTION approved.

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ADJOURNMENT

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

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

MOTION approved. The meeting stood adjourned at 5:57 p.m.

Submitted by,

A handwritten signature in black ink, appearing to read "Cheyenne Traut", written over a horizontal line.

Cheyenne Traut
Secretary