



Regular Meeting of the Buena Park Library District Board of Trustees

Tuesday, August 3, 2021
5:30 PM

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86256528548>

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Please note that the public will be muted by default.

If you would like to speak during the public comment portion of the meeting, you have the following options:

- Online - raise your hand, or use the Q&A panel to submit your comments.
- Phone (voice only) - press *9 to raise your hand, *6 to send a request to be unmuted to submit comments.

AGENDA
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 OF THE BUENA PARK LIBRARY DISTRICT
 7150 La Palma Avenue
 August 3, 2021

5:30 p.m. **ONLINE** – <https://us06web.zoom.us/j/86256528548>

**(Distributed agenda information viewable/obtainable in Administration Office.
 Agenda and Minutes at www.buenaparklibrary.org)**

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CALL TO ORDER _____

PLEDGE OF ALLEGIANCE

ROLL CALL	Present	_____	_____	_____	_____	_____
	Absent	_____	_____	_____	_____	_____
	Also	_____	_____	_____	_____	_____

I. ACTION ON MINUTES

a) Regular Meeting of July 6, 2021	Motion	_____	_____	_____	_____	_____
	2nd	_____	_____	_____	_____	_____
	Ayes	_____	_____	_____	_____	_____
	Noes	_____	_____	_____	_____	_____
	Absent	_____	_____	_____	_____	_____
	Abstain	_____	_____	_____	_____	_____

II. ORAL COMMUNICATIONS

- a) From Public Concerning Non-agenda Items
- b) Board Members' Reports on Conferences Attended or Meetings Scheduled
- c) Presentation of Total Compensation Report by Mike Harary from Koff & Associates

III. CORRESPONDENCE

- a) Patrons' Suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations
- b) Director's Report

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

- a) Balance Sheet as of July 31, 2021
- b) Revenue – \$22,263 and Expenditures - \$160,071 Budget vs. Actual Report July 1, 2021 through July 31, 2021
- c) Quarterly Cash Flow Trend Analysis
- d) Check Register through July 31, 2021
- e) Monthly Statistical Reports for July 2021

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V. NEW BUSINESS						
a) Approval of Salary Range Structure as Recommended in Koff & Associates' Total Compensation Report	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
b) Approval of Salary Range Placement for each classification as recommended in Total Compensation Report	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
c) Approval of new Salary Schedule to take effect on August 13, 2021	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
d) Consideration and approval of National Demographics Cooperation (NDC) proposal for Districting Services	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
e) Consideration and approval of date(s) to hold a Public Hearing to inform the public about the districting process	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

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f) Accept and file OPEB GASB 75 Actuarial report	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
g) Discussion and approval of rescheduling the Regular Meetings of September and October 2021	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

VI. FUTURE AGENDA ITEMS

- a) Annual Report in September
- b) Annual Review of the Trustee Handbook in October

VII. CONSENT CALENDAR

Motion	___	___	___	___	___
2nd	___	___	___	___	___
Ayes	___	___	___	___	___
Noes	___	___	___	___	___
Absent	___	___	___	___	___
Abstain	___	___	___	___	___

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.

a) Personnel Action

1. Merit increase for P/T Library Clerk Stephanie Magana to Step 6 on the Salary Scale effective August 13, 2021.
2. Merit increase for P/T Page Fahmeeda Simjee to Step 6 on the Salary Scale effective August 13, 2021.
3. Merit increase for Library Assistant Chelenne Slaven to Step 6 on the Salary Scale effective August 13, 2021.
4. Merit increase for Circulation Services Supervisor Caroline Wilkins to Step 2 on the Salary Scale effective August 13, 2021.
5. Merit increase for Librarian III Ruth Cho to Step 5 on the Salary Scale effective August 27, 2021.

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6. Merit increase for Library Services Supervisor Helen Medina to Step 5 on the Salary Scale effective August 27, 2021.
7. Merit increase for Library Assistant Ashley Parker to Step 6 on the Salary Scale effective August 27, 2021.
8. Resignation of PT Library Clerk Nancy Sanchez effective July 2, 2021.

ADJOURNMENT _____

Motion	_____	_____	_____	_____	_____
2nd	_____	_____	_____	_____	_____
Ayes	_____	_____	_____	_____	_____
Noes	_____	_____	_____	_____	_____
Absent	_____	_____	_____	_____	_____
Abstain	_____	_____	_____	_____	_____