

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
June 4, 2024

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Dr. Pat Ganer, Mrs. L. Carole Jensen, Mrs. Cheyenne Traut.
Ms. Brenda Estrada arrived at 5:40 p.m.
Dr. Richard Rams was absent (excused).

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

ACTION ON MINUTES

4. Regular Meeting of May 7, 2024

MOTION by Trustee Traut to approve the minutes of May 7, 2024, as presented.

SECOND by Trustee Ganer.

AYES: Trustee Ganer, Trustee Jensen, Trustee Traut.

ABSENT: Trustee Estrada, 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.

CORRESPONDENCE

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

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8. Director's Report

The Library Director provided the Board with an update on the various meetings she attended throughout the month of May.

A brief description of the Library's Summer Reading Program and special events was provided.

The Board of Trustees were invited to attend the Library's Summer Reading Kick Off event on Saturday, June 8, 2024. The Library's staff has a fun-filled event planned for the community that would include miniature horses, a mini golf course, balloon artists, and a video game truck.

President Jensen thanked the staff for putting together exciting programming.

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

9. Balance Sheet as of May 31, 2024

No comments.

10. Revenue – \$4,856,317 and Expenditures - \$3,108,263 Budget vs. Actual Report
July 1, 2023, through May 31, 2024.

No comments.

11. Check Register from May 31, 2024

Trustee Ganer asked what the payment to Griffin Structures was for. The Director stated this is for writing the RFP for Architectural & Engineering (A&E) Services, the asbestos/lead survey, the facilities condition assessment, and the historical building preservation report. Trustee Ganer asked if the Library has contracted with Griffin Structures for any other services. The Director stated Griffin Structures is providing Construction Management Services to the Library District to develop the scope of work and coordinate the repair of the basement and other issues throughout the building.

12. Monthly Statistical Reports

Library Director Medina noted that HelpNow database would not be funded by the state in 2024-25. There has been a spike in its usage because community members are trying to bring awareness to it, in hopes that the state may decide to fund it next year.

There are some low usage numbers for Coursera, Learning Express and Linked in Learning. Those databases will not be renewed by the state. The Library will not fund those as they are not widely used. The Library will fund the Help Now database through it's budget.

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NEW BUSINESS

13. Adoption of Resolution 2024-4 establishing the Appropriations Limit at \$17,397,512 for fiscal year 2024-2025

MOTION by Trustee Ganer to adopt Resolution 2024-4 establishing the Appropriations Limit at \$17,397,512 for fiscal year 2024-2025.

SECOND by Trustee Traut.

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

ABSENT: Trustee Rams.

MOTION approved.

14. Approval of rescheduling the November 2024 Board of Trustees Regular Meeting

MOTION by Trustee Ganer to reschedule the November 2024 Board of Trustees Meeting to Wednesday, November 6, 2024.

SECOND by Trustee Estrada.

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

ABSENT: Trustee Rams.

MOTION approved.

15. Approval of the Workplace Violence Prevention Plan

The Director stated SB 553 required California employers to have a Workplace Violence Prevention Plan in place by July 1, 2024. Director Medina took a course through Cal State University Dominguez Hills called Developing an Effective Injury and Illness Prevention Plan to help put together the District's Workplace Violence Prevention Plan.

MOTION by Trustee Traut to approve the Workplace Violence Prevention Plan.

SECOND by Trustee Ganer.

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

ABSENT: Trustee Rams.

MOTION approved.

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16. Approval of revisions to the Violence Free Workplace section of the Employee Handbook

MOTION by Trustee Estrada to approve the recommended revisions to the Violence Free Workplace section of the Employee Handbook.

SECOND by Trustee Traut.

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

ABSENT: Trustee Rams

MOTION approved.

17. Selection of less than a quorum of Trustees to attend the Architectural & Engineering interviews

President Jensen noted this was requested by herself and Trustee Rams as they had expressed interest in participating in the selection of the Architectural firm.

Library Director Medina explained this is for the procurement of professional A&E services. In the past, the previous administration would select an architect and bring forth a recommendation for approval. For the current project, Trustees expressed interest in participating in the interviews. The Director consulted with the Library's construction attorney regarding the process. The construction attorney advised it would be appropriate for less than a quorum of board members to observe the interviews while staff conducts the interviews. If interviews were held during a public meeting, it would also provide an unfair advantage to the architectural firms who present last. The firms are competing against each other for the job. Architects also want to protect their methodology. The Library will also be discussing various building and security issues, which is not appropriate for a public meeting.

Trustee Ganer stated she is troubled by the secrecy of the process. The Director stated typically staff would interview and select an architectural firm and bring a recommendation to the Board for approval. Since the Board has expressed an interest in participating, this is what has been recommended by the Library's construction attorney and construction manager. Proposals are not public record until after a contract has been negotiated.

Trustee Ganer asked for input from the other board members. President Jensen stated she didn't think it was being secretive, this item was brought forth so the Board could provide approval for Trustee Rams and President Jensen to attend the interviews. Trustee Estrada stated she can understand from a business' point of view, that an architectural firm would be hesitant to present in front of their competition. She stated she would like to move approval for Trustee Rams and President Jensen to attend the interviews.

MOTION by Trustee Estrada to allow President Jensen and Trustee Rams to attend the Architectural & Engineering Interviews.

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SECOND by Trustee Traut.

AYES: Trustee Estrada, Trustee Jensen, Trustee Traut.

NOES: Trustee Ganer.

ABSENT: Trustee Rams.

MOTION approved.

18. Orange County Local Agency Formation Commission (OCLAFCO) election

Library Director stated LAFCO would still move forward with the election, even though there is now only one candidate in the running. LAFCO requires a quorum of ballots returned to conclude the election.

MOTION by Trustee Ganer to vote for James Fister for the OCLAFCO commission.

SECOND by Trustee Traut.

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

ABSENT: Trustee Rams.

MOTION approved.

FUTURE AGENDA ITEMS

19. Agenda preparation for the next regular date meeting which will be held on July 2, 2024, unless rescheduled by the Library Board of Trustees.

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.

20. Personnel Action

- a. Merit increase for PT Library Clerk, Tomas Moran, to Step 6 on the Salary Scale effective June 14, 2024.

MOTION by Trustee Traut to approve the Consent Calendar.

SECOND by Trustee Estrada.

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

ABSENT: Trustee Rams.

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MOTION approved.

CLOSED SESSION

21. Public Employee Discipline/Dismissal/Release (Gov. Code, 54957 (b)(1))

MOTION by Trustee Ganer to enter into closed session at 5:53 p.m.
SECOND by Trustee Traut.

Motion approved unanimously.

The Board returned to open session at 6:21 p.m. and reported no action was taken.

ADJOURNMENT


22. Adjournment

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

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

MOTION approved. The meeting was adjourned at 6:21 p.m.

Submitted by,



Brenda Estrada
Secretary