

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
JUNE 2, 2026

CALL TO ORDER: President Estrada called the meeting to order at 6:04 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: President Brenda Estrada, Trustee Carole Jensen, Secretary Christian Quintero, President Pro Tem Richard Rams, and Trustee Rudy Solorzano.

Staff Present: Helen Medina, Library Director; Patty Salas, Administrative Assistant.

Guests Present: Ann Thompson, Library Services Manager.

PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

President Estrada thanked the City of Buena Park for allowing the Library District to utilize the space for the board meeting.

COMMUNICATIONS AND COMMENTS FROM THE PUBLIC CONCERNING ITEMS NOT ON THE AGENDA

There were no comments.

CONSENT CALENDAR (ITEMS 6-10)

6. Minutes of the Board of Library Trustees Regular Meeting on May 5, 2026 (Received, filed, and approved)
7. Personnel Report for June 2026 (Received and filed)
8. Patron Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations for May 2026 (Received and filed)
9. Payment Register for May 2026 (Received and filed)
10. Amendment 2 to the Agreement between the Imperial County Office of Education and Buena Park Library District for the Provision, Installation, and Maintenance of Advanced Network (Data) Services (Approved)

MOTION by Trustee Rams to approve the Consent Calendar.

SECOND by Trustee Quintero.

AYES: Estrada, Jensen, Quintero, Rams, Solorzano.

Motion passed unanimously.

REPORTS FROM LIBRARY ADMINISTRATION

11. Monthly Statistical Reports
 - a. Database Usage for July 2025 - April 2026
 - b. Trend Analysis for July 2025 – April 2026
 - c. Program Statistics Summary for April 2026
12. Library Director's Report for May 2026

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Director Medina noted that staff is currently focused on relocating to the temporary site. The library is currently closed to the public. She noted that the move managers and IT consultants have proven to be instrumental in this project.

FINANCIAL REPORTS

Director Medina stated revenues remain strong; expenditures are down as we are not adding to the collection at this time. Capital spending is lower than expected due to the timing of the renovation project.

- 13. Analytical Financial Overview July 2025 – April 2026 by Regional Government Services
- 14. Summary of Budget vs Actuals July 2025 – April 2026
- 15. Budget vs Actuals Detailed Statement July 2025 – April 2026
- 16. Revenue and Expenditures Summary Statement July 2025 – April 2026
- 17. Revenue and Expenditures Detailed Statement July 2025 – April 2026
- 18. Treasurer's Report for April 2026

NEW BUSINESS

- 19. Adoption of Resolution 2026-8 adopting the Delegation of Administrative Authority Policy

MOTION by Trustee Quintero to Adopt Resolution 2026-8 adopting the Delegation of Administrative Authority policy.

SECOND by Trustee Solorzano.

AYES: Estrada, Jensen, Quintero, Rams, Solorzano.

Motion passed unanimously.

- 20. Updated Personnel Rule Handbook, Family Medical Leave Act/California Family Rights Act Leave Policy, Pregnancy Disability Leave Policy, Drug Free Workplace Policy, and Electronic and Computer Use / Social Media Policy

Director Medina stated the Personnel Rules have been revised significantly. She worked with the attorney and human resources consultant to update the proposed Personnel Rules Handbook. A major goal was to improve operations and minimize risk to the District.

MOTION by Trustee Solorzano to 1) Adopt Resolution 2026-9 adopting the new Personnel Rules Handbook; 2) Adopt Resolution 2026-10 adopting the Family Medical Leave Act/California Family Rights Act Leave Policy; 3) Adopt Resolution 2026-11 adopting the Pregnancy Disability Leave Policy; 4) Adopt Resolution 2026-12 adopting the Drug Free Workplace Policy; and 5) Adopt Resolution 2026-13 adopting the Electronic and Computer Use / Social Media Policy.

SECOND by Trustee Quintero.

AYES: Estrada, Quintero, Rams, Solorzano.

ABSTAIN: Jensen

Motion passed with 4 in favor, and 1 abstaining.

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21. Driver's Policy

Director Medina provided a report on the policy.

Trustee Solorzano asked how many vehicles the library maintains and whether employees are required to provide proof of insurance. Director Medina stated the library owns one vehicle for outreach, and staff also are required to use their own vehicles for District business. She stated staff are required to maintain their own insurance.

MOTION by Trustee Solorzano by Recommended Action: 1) Adopt Resolution 2026-14 adopting the Driver Policy, which provides the Library District and Library Director with authority to participate in and implement the California DMV Employer Pull Notice (EPN) Program; and 2) Repeal the Library Vehicle Policy dated November 2019

SECOND by Trustee Quintero.

AYES: Estrada, Jensen, Quintero, Rams, Solorzano.

MOTION passed unanimously.

22. Pre-Qualification Resolution

The District seeks to prequalify contractors for the upcoming Library Renovation Project. Legal counsel and the construction management team have assisted with developing the pre-qualification process.

MOTION by Trustee Rams to 1) Adopt Resolution 2026-15 adopting prequalification process for prime contractors for the Library Renovation Project

SECOND by Trustee Solorzano.

AYES: Estrada, Jensen, Quintero, Rams, Solorzano.

MOTION passed unanimously.

23. Approval of Services Agreement with PlanetBids

The District plans to send the Library Renovation Project out to bid in the next few weeks. Staff would like to use an automated platform that will allow for compliance and transparency. PlanetBids was responsive to our requests and will be able to get the District onboard in time to release the project.

MOTION by Trustee Rams to 1) Approve the District's usage of PlanetBids' PB System, a web-based eProcurement system; 2) Authorize the Library Director to execute the Services Agreement; and 3) Authorize the expenditure of \$8,400 for 1 year of services.

SECOND by Trustee Quintero.

AYES: Estrada, Jensen, Quintero, Rams, Solorzano.

MOTION passed unanimously.

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24. Approval of an expenditure for IT hardware and Professional Services for M365 Security and Operations Improvements

Director Medina noted there are concerns with the District's M365. Eagle Multi-media Productions will address this urgent need to reconfigure/set up M365 and install hardware for backup systems.

MOTION by Trustee Rams to 1) Approve expenditure for Professional Services for M365 Security and Operations Improvements in the amount of \$9,860 with Eagle Multi-Media Productions; 2) Authorize the Library Director to execute the agreement; 3) Approve an expenditure of \$3,660 for IT hardware and professional services with Eagle Multi-Media Productions; and 4) Authorize the Library Director to execute the agreement.

SECOND by Trustee Quintero.

AYES: Estrada, Jensen, Quintero, Rams, Solorzano.

Motion passed unanimously.

FUTURE AGENDA ITEMS

23. Agenda preparation for the Special Meeting which will be held on June 23, 2026, at 6:00 p.m. unless rescheduled by the Board of Library Trustees.

Trustee Rams requested that the meeting be rescheduled to 4:30 p.m.

ADJOURNMENT

MOTION by Trustee Rams to adjourn the meeting.

SECOND by Trustee Solorzano.

AYES: Estrada, Jensen, Quintero, Rams, Solorzano.

MOTION approved.

The meeting was adjourned at 6:52 p.m.

Submitted by,



Brenda Estrada
President