

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
September 8, 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 Rams called the meeting to order at 5:31 p.m.

PLEDGE OF ALLEGIANCE: President Rams led the flag salute.

ROLL CALL

Board Members Present: Pat Ganer, Carole Jensen, Richard Rams, Al Salehi.
Trustee Castaneda was absent.

Staff Present: Library Director Mary McCasland, Circulation Services Supervisor Caroline Wilkins, Library Services Supervisor Helen Medina, Technology and Support Services Supervisor Ann Duarte, Business Officer Marina Tutty, Librarian Gloria Nguyen, IT Systems Specialist Martin Lebria, and Administrative Assistant Patty Salas.

Others Present: Mr. William Tunick - Attorney, Dannis Woliver Kelley
Mr. Eric Swafford – Gordian
Mr. Matt Calabrese – Western Allied
Mr. Michael Celeste – Gordian

I. PUBLIC HEARING

a) Pre-Map Input on Trustee Areas & Presentation on California Voting Rights Act

Mr. Tunick gave a brief presentation on the transition from at-large elections to by-district elections for the Library Board of Trustees. He also explained the California Voting Rights Act.

Mr. Tunick explained that the 2020 Census Data will be used to draw the Trustee areas.

President Rams thanked Mr. Tunick for clarifying the process of transitioning to by-district elections.

President Rams opened the Public Hearing for public comments. There were no comments made.

The Board asked for staff input and wanted to be sure they had a clear understanding of what the process entails should they be asked for information by patrons. After a brief discussion, the public hearing was closed and the Regular Meeting resumed.

II. ACTION ON MINUTES

a) Regular Meeting of August 3, 2021

MOTION by Trustee Ganer to approve the minutes of August 3, 2021, as presented.
SECOND by Trustee Jensen.

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

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ABSENT: Trustee Castaneda.

MOTION approved.

b) Special Meeting of August 3, 2021

MOTION by Trustee Jensen to approve the minutes of the Special Meeting of August 3, 2021, as presented.

SECOND by Trustee Salehi.

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

ABSENT: Trustee Castaneda.

MOTION approved.

III. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

No comments.

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

President Rams stated he, Trustee Ganer and Trustee Jensen attended the State of the City event earlier this morning with Library staff.

IV. CORRESPONDENCE

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

Trustee Jensen asked if all requests were purchased. The Director stated typically most requests are purchased if staff believes they are appropriate for a public library. Library Services Supervisor Helen Medina added that unless an item is no longer being published or is cost-prohibitive it is added to the collection.

b) Recognition of BPLD Staff Milestone

The Director recognized Josephine Flordelis who started as a library page 20 years ago. She was promoted to Library Clerk and has a reputation for being reliable, never late, and always early. The Board expressed gratitude and congratulated Josephine Flordelis on her 20 years of service.

c) Director's Report

Trustee Ganer asked for clarification regarding a patron incident.

Trustee Ganer asked about the Library's email domain address issue and asked if it was resolved. Ann Duarte and Martin Lebria explained the situation and explained they are working with the email

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vendor to fix the situation. Ann stated we are looking at moving employee emails to Microsoft 365 using our buenaparklibrary.org domain.

The Board thanked Library staff for getting the Board room ready to eventually transition to in-person meetings that would also allow for hybrid meetings – so people may join online as well as in-person.

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

a) Balance Sheet as of August 31, 2021

No comments.

b) Revenue – \$63,728 and Expenditures - \$380,105 Budget vs. Actual Report
July 1, 2021 through August 31, 2021

No comments.

c) Quarterly CERBT Statement

No comments.

d) Check Register as of August 31, 2021

Trustee Ganer stated after viewing the SCE payment, she wondered if staff had investigated installing solar panels? The Director stated that is on the list of capital improvements but will be looked at more closely once the Library's HVAC system is modernized.

e) Monthly Statistical Reports for August 2021

The Director stated programming continues to do well. She said the outdoor storytime continues to grow each week, and staff is thankful the weather has been cooperative. The Director also mentioned that the HelpNOW database figure increases during school months, which leads staff to believe an educator may be promoting this database.

VI. NEW BUSINESS

a) Approve proposal for HVAC improvements in the amount of \$1,999,979.38 plus 10% incidentals

President Rams welcomed Facilities Maintenance Supervisor Ray Garcia who introduced representatives from Vincor and Gordian to explain the improvements and the scope of the project.

Erick Swafford and Michael Celeste from Gordian, and Matt Calabrese from Western Allied were present to discuss the project.

Michael Celeste from Gordian explained the EZ IQC Sourcewell contracts to the Board of Trustees. Sourcewell is a government Co-op and it competitively solicits and awards contracts. This helps streamline the procurement process.

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President Rams thanked them for the proposal. He stated he has a concern with potential supply chain disruptions, rising costs, and lead time for receiving items he wanted to know if these factors were taken into account with the cost. Erik stated it is a lump sum approval and unless there is a change in scope there should not be a change in cost. Erik stated with this procurement method there is not many change orders seen. President Rams asked if they will be able to obtain all the components required to complete the project. Erik stated this HVAC project has been in planning stages for several months, they have spec'd out the equipment and it is his understanding that they understand the lead times to acquire the materials. Matt from Western Allied said he is confident that the equipment is available, he stated they will not begin any work until they receive all items. He said once the contract is approved, they will place orders for all components and begin work once all items have been received. He said supply chains are volatile but cost escalations should be avoided as most cost increases have already occurred.

Trustee Jensen asked if the costs of the permits was included. It was explained that permit cost is not known until they are applied for. Erik explained that the cost would come out of the 10% incidental.

President Rams asked to what extent we could be surprised with structural issues or unforeseen issues that may come up due to the age of this building, he asked if these contingencies are included in the 10% incidentals. Ray stated the building was abated for asbestos about 20 years ago. It was noted during the walk through that some of the wrapping on the pipes may contain asbestos. Erik stated there is some abatement relating to specific pipe joints and insulation.

President Rams asked Director Mary McCasland to discuss what was being planned for any time the Library may need to be closed due to the construction. The Director stated there will be a significant impact to patrons who attend the Library daily, but it is not possible to accommodate having people in the Library during this type of project. She stated it may be possible for some staff to still be in the building depending on the nature of the work being done.

MOTION by Trustee Ganer to approve the contract with Vincor in the amount of \$1,999,979.38 plus 10% incidentals.

SECOND by Trustee Salehi.

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

ABSENT: Trustee Castaneda.

MOTION approved.

b) Annual Report

The Board agreed the Annual Report was well done and thanked Circulation Services Supervisor Caroline Wilkins for the great report.

MOTION by Trustee Ganer to file the Annual Report as presented.

SECOND by Trustee Jensen.

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

ABSENT: Trustee Castaneda.

MOTION approved.

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VII. FUTURE AGENDA ITEMS

- a) Annual Review of the Trustee Handbook in October
- b) Audit Report presented by auditor in November
- c) Approval of 2022 Holidays in November

Trustee Ganer noted that staff would need to add the date change for the October meeting on the next agenda.

VIII. CONSENT CALENDAR

- a) Personnel Action
 - 1. Leave of absence for PT Library Clerk Maribel Morales effective October 12 – November 13, 2021.

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

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

Motion approved.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:54 p.m.

Submitted by,

Irene Castaneda
Secretary