

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
January 11, 2023

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

PLEDGE ALLEGIANCE

ROLL CALL

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

Trustee Ganer was absent and not expected to attend.

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

I. ACTION ON MINUTES

a) Regular Meeting of December 6, 2022

MOTION by Trustee Jensen to approve the minutes of December 6, 2022, as amended in the packet. It was noted that the agenda listed the minutes of December 7 – however the meeting was on December 6, 2022.

SECOND by Trustee Traut.

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

ABSENT: Trustee Ganer

MOTION approved.

b) Special Meeting of December 15, 2022

MOTION by Trustee Jensen to approve the minutes of December 15, 2022, as presented.

SECOND by Trustee Estrada.

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

ABSENT: Trustee Ganer

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

There were no public comments.

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

No comments.

III. CORRESPONDENCE

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

No comments.

b) Director's Report

Library Director Helen Medina stated the library has received a \$4,000 donation from an anonymous donor. The donor is a former educator who supports our library and visits weekly. The Moses Family and Ms. Diane Ozbourn also donated to the Library in the past month. The Director stated these patrons frequent visits make working at the Library an enjoyable experience. President Rams asked what other types of recognition the library can give to donors. Helen stated the Library does have the Jerry Guthrie Wall of Stars, but she would need to review the policy to see what the guidelines are for honoring someone with a Star.

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

a) Balance Sheet as of December 31, 2022

No comments.

b) Revenue – \$2,339,549 and Expenditures - \$2,387,159 Budget vs. Actual Report July 1, 2022, through December 31, 2022.

No comments.

c) Check Register as of December 31, 2022

No comments.

d) Monthly Statistical Reports for December 2022

The Library Director noted that staff does not have a Patron count this month as the people counter is currently out of order – we are not able to access the statistics at this time. Staff is working on gaining access.

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V. NEW BUSINESS

a) Mid-year budget review

The Board reviewed the memo received from Library Director Helen Medina and Business Officer Marina Tutty. They noted there is not a recommendation to amend the budget at this time. The Library Director stated staff is monitoring Library Utilities and Consultant fees categories. She stated the Southern California Gas bill was significantly higher this past month and staff will need to keep this in mind for the next year's budget.

b) Mid-year Plan of Service Review

President Rams said it was great to see all the objectives Library staff has met in the past 6 months. He recognized everyone on the Library staff for working as a team to meet the goals. Library Director Helen Medina also thanked Library staff who have pivoted and helped make improvements to the Library over the past few months.

c) Review and approve updates to District's Bereavement Policy

MOTION by Trustee Jensen to approve the recommended changes to the District's Bereavement Policy.

SECOND by Trustee Traut.

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

ABENT: Trustee Ganer.

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Review of Fees in February
- b) Rescheduling of July 2023 Board Meeting in February
- c) National Library Proclamation Request in March
- d) Annual Review of the Record Retention Policy in March

VII. CONSENT CALENDAR

- a) Personnel Action
None.

ADJOURNMENT

MOTION by Trustee Jensen to adjourn the meeting.

SECOND by Trustee Estrada.

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

ABSENT: Trustee Ganer.

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MOTION approved. The meeting stood adjourned at 5:53 p.m.

Submitted by,

A handwritten signature in cursive script, appearing to read "Cheyenne Traut", is written over a horizontal line.

Cheyenne Traut
Secretary