

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
May 7, 2024

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Ms. Brenda Estrada, Dr. Pat Ganer, Mrs. L. Carole Jensen, Dr. Richard Rams, Mrs. Cheyenne Traut.

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 April 2, 2024

MOTION by Trustee Ganer to approve the minutes of April 2, 2024, as presented.

SECOND by Trustee Traut.

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

MOTION approved.

**ORAL COMMUNICATIONS**

5. From Public Concerning Non-agenda Items

Mr. Joe Muller, a South Coast Water District Board member, addressed the Library Board of Trustees to ask for their support in his bid for the Special District Representative to the Orange County Local Agency Formation Commission (OCLAFCO).

Mr. Jim Fidler, a Mesa Water District Director, was also present to address the Board of Trustees. Mr. Fidler is the current OCLAFCO Special District Commissioner. He described some of the goals he has met over the past years and asked the Board of Trustees to support his bid for re-election.

6. Board Members' Reports on Conferences Attended or Meetings Scheduled

Trustee Ganer mentioned she had seen a local library featured on TV.

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**CORRESPONDENCE**

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

Director Medina noted that the Library added new books on the solar system just in time for the Sci-Fri program on May 24, 2024 about Solar Systems.

Trustee Ganer asked about the Zip Books Grant. Director Medina explained it is a California Grant that allows patrons to receive books directly to their home from Amazon. It is the patron’s responsibility to return the books to the library for processing.

- 8. Director’s Report

Trustee Ganer mentioned she would be in favor of changing the November board meeting date so that it doesn’t interfere with the Presidential Election. Rescheduling of the November 2024 Board meeting would be added to the June 2024 Board meeting agenda.

Director Medina attended the Grand Re-opening of the Hunt Library in Fullerton. She also attended the Buena Park Police Department Community Stakeholder’s meeting this past month.

Director Medina stated the integration of the new duct detectors with the fire alarm system was almost complete. In compliance with state regulations, a phone system has been installed in the elevator. The elevator experienced three outages. There were also many plumbing issues over the past few months.

Director Medina congratulated Outreach Coordinator, Brenda Gomez, who received an Honorary Award for Outstanding Service from the PTA of Buena Terra Elementary School.

**FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR**

- 9. Balance Sheet as of April 30, 2024

No comments.

- 10. Revenue – \$3,917,395 and Expenditures - \$2,797,433 Budget vs. Actual Report July 1, 2023, through April 30, 2024.

No comments.

- 11. Quarterly Cash Flow Trend Analysis

No comments.

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12. CERBT Account Summary Update

No comments.

13. Check Register from April 30, 2024

No comments.

14. Monthly Statistical Reports

No comments.

**NEW BUSINESS**

15. Analysis of draft budget and projected revenue

The Board reviewed the draft budget for fiscal year 2024 - 2025. Director Medina noted the following:

- Staff was projecting a modest increase in property tax revenue.
- Donation revenue has been limited due to the dissolution of the support group.
- In Expenditures, many categories were allotted an increase. Insurance premiums have increased. Staff anticipates this year's auditing service costs will increase. Staff has allocated costs for the abbreviated classification study and impact fees study, as well as for updating the employee handbook. Once staff receives the Facilities Assessment Report, the final budget may see adjustments.
- Staff has kept the budget for programming, library materials, and services level.

16. Approval of Agreement for Professional Services with Dannis Woliver Kelley (DWK) for Legal Services for the Years 2024-2026

MOTION by Trustee Ganer to authorize the Library Director to enter into a contract for professional services with Dannis Woliver Kelley for Legal Services.

SECOND by Trustee Rams.

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

MOTION approved.

17. Approval of Agreement for Routine Maintenance Services with Western Allied Corporation

MOTION by Trustee Ganer to authorize the Library Director to enter into a contract for routine maintenance services with Western Allied Corporation.

SECOND by Trustee Estrada.

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

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MOTION approved.

18. Approval of RFP for Architectural & Engineering Services

The Director stated she brought this RFP to the Board for approval although District policy does not require a Board approval to release an RFP. The Library's policy states the Board of Trustees approves expenditures and contracts. The Director emphasized she would like the Board of Trustees to understand the necessity of having an architect & engineer as part of this project to develop a scope of work to remediate the Library's many problems. By releasing an RFP the Library would be providing access to all interested and qualified candidates.

The Library's counsel advised we need to follow a design- bid- build project delivery method – which is a traditional construction project delivery method that involves the completion of three phases in sequence. First, an architect or design engineer develops a comprehensive set of construction drawings. Next, there is a competitive bidding process in which general contractors may bid on the designed project. And lastly, the Library will award the contract to a general contractor to build and complete the project. The Library's consultant, Griffin Structures wrote the RFP with input from the Library Director. The professional services agreement was written by the Library's construction attorney.

Trustee Rams asked, in addition to major infrastructure problems, if the scope of the project would also address accessibility and safety concerns. The Director stated that one major issue is addressing the water intrusion in the basement, but there are also a lot of safety and security issues that will need to be addressed. An architect will help us decide the best way to address the District's concerns. There are a lot of requirements that may get triggered by construction, which is why we need to hire a professional to address them. The plan is to look at everything holistically and design something that will work well for the Library as a whole.

MOTION by Trustee Ganer to approve the RFP for Architectural & Engineering Services.

SECOND by Trustee Rams.

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

MOTION approved.

19. Discussion of selection process for Architectural & Engineering Services

The Library District does not have a detailed policy that dictates how the District should select professional services, like architectural services. The Board of Trustees discussed several options. Trustee Rams expressed interest in viewing presentations.

**FUTURE AGENDA ITEMS**

20. Agenda preparation for the next regular date meeting which will be held on June 4, 2024, unless rescheduled by the Library Board of Trustees.
- Gann Limit Resolution
  - Annual Investment Policy Review

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**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.*

21. Personnel Action

- a. Merit increase for PT Library Clerk, Mario Delgado, to Step 5 on the Salary Scale effective May 17, 2024.
- b. Merit increase for Librarian II, Gloria Nguyen, to Step 4 on the Salary Scale effective May 17, 2024.
- c. Merit increase for PT Library Clerk, Joshua Min, to Step 4 on the Salary Scale effective May 17, 2024.
- d. Merit increase for Library Assistant, Bailey Porras, to Step 5 on the Salary Scale effective May 17, 2024.
- e. Merit increase for PT Library Clerk, Kaylee Trapasso, to Step 4 on the Salary Scale effective May 17, 2024.
- f. Merit increase for PT Library Clerk, Yocelin Ruiz, to Step 4 on the Salary Scale effective May 31, 2024.

MOTION by Trustee Rams to approve the Consent Calendar.

SECOND by Trustee Traut.

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

MOTION approved.

**ADJOURNMENT**

20. Adjournment


MOTION by Trustee Rams to adjourn the meeting.

SECOND by Trustee Estrada.

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

MOTION approved. The meeting was adjourned at 6:23 p.m.

Submitted by,

  
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Brenda Estrada  
Secretary