

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
January 7, 2025

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: L. Carole Jensen, Christian Quintero, Richard Rams, and Cheyenne Traut.
Brenda Estrada arrived at 5:36 p.m.

Staff Present: Helen Medina, Library Director; Patty Salas, Administrative Assistant; Ann Thompson, Library Services Manager; and Caroline Wilkins, Circulation Services Supervisor.

ACTION ON MINUTES

4. Regular Meeting of December 3, 2024

MOTION by Trustee Jensen to approve the minutes of December 3, 2024, as presented.

SECOND by Trustee Rams.

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

ABSENT: Trustee Estrada

MOTION approved.

5. Special Meeting of December 11, 2024

MOTION by Trustee Jensen to approve the minutes of December 11, 2024, as presented.

SECOND by Trustee Rams.

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

ABSENT: Trustee Estrada

MOTION approved.

ORAL COMMUNICATIONS

6. From Public Concerning Non-agenda Items

No comments.

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

Trustee Jensen attended Pendleton Elementary School's Literacy Night.

CORRESPONDENCE

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

Library Director Medina explained the process for purchasing books that have been requested by patrons.

9. Director's Report

The Library received notification from the Orange County Registrar of Voters requesting use of our building to host a Vote Center in February 2025 for a Special Election. This Vote Center is expected to be operating for a total of 10 days. Library staff plans to continue to offer programming during the Vote Center.

Bilingual story times will continue in the month of January. A Panda Express Reading Challenge will begin later in January. The Library will celebrate Year of the Snake by offering a Snake program. Library staff are collaborating with the Buena Park Police Department to offer a *Coloring with a Cop* event in early February.

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

10. December 2024 Payment Register

No comments.

11. Monthly Statistical Reports

It was noted that more accurate statistics for the New York Times database will be received going forward.

NEW BUSINESS

12. Receive and File 2025 Organization Chart (no action required)

An updated Organization Chart was provided to reflect recent title changes.

13. Receive and File the Finance, Payroll, and Human Resources Assessment from Regional Government Services (RGS) (no action required)

A brief overview of the Assessment was provided. The Library Director advised the Board of Trustees that RGS would assist the District in securing an auditing firm and in project managing the audit.

14. Consideration and approval for Trustee(s) to attend the CSDA's Special District Leadership Academy

Library Director Medina invited any interested Trustees to attend the CSDA's Special District Leadership Academy. She stated this is an excellent training opportunity for Special District Trustees.

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MOTION by Trustee Rams to allow any interested Trustee(s) to attend the CSDA's Special District Leadership Academy.

SECOND By Trustee Jensen.

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

MOTION approved.

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.

- 15. Personnel Action
 - a. None.

FUTURE AGENDA ITEMS

- 16. Agenda preparation for next regular date meeting which will be held on February 4, 2025, at 5:30 p.m., unless rescheduled by the Library Board of Trustees

CLOSED SESSION

- 17. Public Employee Performance Evaluation (Gov. Code, 54957)
Title: Library Director
- 18. Conference with Labor Negotiators (Gov. Code, 54957)
Unrepresented employee: Library Director

MOTION by Trustee Jensen to enter closed session at 5:54 p.m.
SECOND by Trustee Quintero.

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

MOTION approved.

MOTION by Trustee Rams to return to Open Session at 7:08 p.m.
SECOND by Trustee Jensen.

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

MOTION approved.

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The following action was reported out.

MOTION by Trustee Rams to authorize the Library Director to negotiate and execute a professional services agreement with Gallaher for consulting services for an amount not to exceed \$5,250.

SECOND by Trustee Jensen.

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

MOTION approved.

ADJOURNMENT

19. Adjournment

MOTION by Trustee Rams adjourn the meeting.

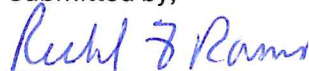
SECOND by Trustee Jensen

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

MOTION approved.

The meeting was adjourned at 7:11 p.m.

Submitted by,



Richard Rams
Secretary