

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
August 5, 2025

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Ms. Brenda Estrada, Mrs. L. Carole Jensen, and Dr. Christian Quintero.  
Dr. Richard Rams was absent.

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

**PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS**

There were no comments from the Board members.

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

There were no speaker requests.

**CONSENT CALENDAR (ITEMS 6 - 11)**

6. Minutes of the Library Board of Trustees Special Meeting on June 26, 2025 (Received, filed, and approved)
7. Minutes of the Library Board of Trustees Regular Meeting on July 1, 2025 (Received, filed, and approved)
8. Minutes of the Library Board of Trustees Special Meeting on July 22, 2025 (Received, filed, and approved)
9. Payment Register for July 2025 (Received, filed, and approved)
10. Personnel Report for August 2025 (Received, filed, and approved)
11. Patron Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations for July 2025 (Received and filed)

MOTION by Trustee Jensen to approve the Consent Calendar.

SECOND by Trustee Quintero.

AYES: Estrada, Jensen, Quintero.

ABSENT: Rams.

MOTION approved.

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**CLOSED SESSION**

12. Public Employee Evaluation (Gov. Code 54957(b)(1))

Employee: Library Director

13. Conference with Labor Negotiator (Gov. Code 54957.6(a))

Agency Representative: Jenell Van Bindsbergen

Employee: Library Director

MOTION by Trustee Quintero to enter closed session. SECOND by Trustee Jensen.

AYES: Estrada, Jensen, Quintero.

ABSENT: Trustee Rams.

MOTION approved. The Board entered closed session at 5:34 p.m.

MOTION by Trustee Jensen to return to open session at 7:55 p.m. SECOND by Trustee Quintero.

AYES: Estrada, Jensen, Quintero.

ABSENT: Trustee Rams.

MOTION approved.

President Estrada reported there was no action taken during a closed session.

**NEW BUSINESS**

14. Approval of changes to Employee Ancillary Benefits

Director Medina stated the ancillary benefits had not been evaluated in many years and has just been auto-renewed. The District utilized the services of the District's benefits broker, MNJ Insurance Services to evaluate employee ancillary benefits. Goals were to find enhancements, cost-savings, and administrative support for the full-time employee benefits package. After careful review of the proposals, the District recommends accepting a bundled option from Humana. The proposal provided substantially improved benefits at a modest increase of \$313.77 annually, plus a \$150 administrative fee for the section 125 document. This increase would fall within the budgeted amount already approved in the 2025-2026 fiscal year budget. The District pays for employee benefits, and employees may choose to purchase this coverage for their dependents. The new package offers the following benefits:

- DENTAL: The annual maximum Dental coverage would increase from \$1,000 to \$2,000, basic care covered 90%, the number of cleanings would increase from 2 per year to 3 per year.
- VISION: The vision insurance would no longer have a copay for eye exams or lenses. Frames allowance would be \$200 - \$250 (when using a plus provider)
- LIFE and AD&D: Life and Accidental Death and Dismemberment have a much lower monthly premium compared to what the District is currently paying for the same coverage.
- EMPLOYEE ASSISTANCE PROGRAM (EAP): Will be included (not currently offered)

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- SHORT-TERM DISABILITY (STD): Will now be included for employees, not currently offered. This would provide employees with financial assistance during pregnancy leave, medical leave and accident/illnesses.
- District staff would also be able to purchase: Legal Shield and Identity Shield.
- A 125-plan document is included in the proposal. The District does not currently have this document. It is required to allow employees to pay benefits on a pre-tax basis. This would save the District and the employees money.

Overall, this would improve ancillary benefits for a small increase that may be off set with tax savings. The new plan would help the District be a little more competitive with other employers. The District is aware its benefits are not competitive with other agencies as was stated in the 2021 Compensation study performed by Koff & Associates.

MOTION to approve the recommended changes to the ancillary benefits for full-time employees by Trustee Quintero.

SECOND by Trustee Estrada.

Trustee Jensen stated the updates looked terrific. She said the cost of Short-term disability insurance was nominal and asked if employees could pay for it themselves. Trustee Jensen wasn't sure if it was a good idea for the District to assume the cost. Trustee Quintero thought supporting staff during short-term illnesses or disabilities was worth the cost. Trustee Quintero asked if it was possible to approve without the STD insurance. Director Medina advised it was a bundled plan and wasn't sure how removing one insurance would affect the rates. Trustee Jensen asked if this could be brought back at a later time. Director Medina stated that would require the rates to be renegotiated as it was set to go into effect at the new plan year date of September 1, 2025, as that is when new year begins for these benefits. The bundle was being recommended due to it being a cost-effective enhancement within the District's budgeted amount for ancillary benefits. The Director mentioned that the renegotiation of benefits may wind up costing the District more than the annual increase.

Trustee Jensen expressed concern about not being presented the information sooner. She would have liked to have had more time to ask questions. She wanted to know if it was possible for employees to pay for the STD instead of having the District assume the cost. Trustee Quintero stated the Board could approve it for this year and re-evaluate it in the future.

The vote was taken.

AYES: Estrada, Jensen, and Quintero.

Absent: Rams.

MOTION approved.

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This information was requested at the last meeting. Director Medina gave a brief overview of the ways the District can recognize its community partners. Some partnerships have a contractual agreement that requires certain types of recognition. The District writes thank you letters to individuals who donate to the Library. Sometimes social media posts are required in the agreements. The Library Board of Trustees is able to request a thank you letter be written on their behalf.

16. SDRMA Board of Directors Election

After a brief discussion, there was a motion to vote for Robert Housley for the SDRMA Board of Directors.

MOTION by Trustee Jensen to vote for Robert Housley for the SDRMA Board of Directors election.  
SECOND by Trustee Quintero.

AYES: Estrada, Jensen, Quintero.

ABSENT: Rams.

MOTION approved.

17. Amendment Number 1 to Professional Services Agreement with Chavan & Associates, LLP

Chavan & Associates completed the District's audit for FY 2023-2024, and they will begin work on FY 2024-2025. This amendment is for FY 2024-2025 and FY 2025-2026. It is more cost effective to lock-in the rate for the additional two fiscal years. The amendment modifies the agreement from 1 year to 3 years.

MOTION by Trustee Quintero to approve Amendment No. 1 to the Professional Services Agreement with Chavan & Associates, LLP.

SECOND by Trustee Jensen.

AYES: Estrada, Jensen, Quintero.

ABSENT: Rams.

MOTION approved.

18. OPEB Valuation Report (Receive and File)

Director Medina provided a brief report on the most recent OPEB Valuation Report. She explained the OPEB Trust is meant to prefund and manage the costs of health benefits provided to employees after they retire. The current valuation report shows the trust is over 100% funded. The District has requested a reimbursement from the trust for the past fiscal year's retiree health benefit premiums.

19. Approval of SAAS Subscription Agreement for Cisco Meraki Renewal for 60-months for a total contract cost of \$35,802.00

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In 2021, MGT (formerly known as AMS.net) assisted with re-cabling the library. A Cisco Meraki server supports the network. The current term is expiring and the District is requesting renewal for another 5 years.

MOTION by Trustee Jensen to approve the 5-year agreement with MGT in the amount of \$35,802.

SECOND by Trustee Quintero.

AYES: Estrada, Jensen, Quintero.

ABSENT: Rams.

MOTION approved.

20. Approval of Cisco Webex Calling Proposal of 3-Year subscription in the amount of \$10,262.16

The cloud calling system is the main component of the phone structure. It has performed reliably for the last 5-years, and the District is recommending renewing the contract for another 3 years.

MOTION by Trustee Jensen to approve the 3-year subscription in the amount of \$10,262.16.

SECOND by Trustee Quintero.

AYES: Estrada, Jensen, Quintero.

ABSENT: Rams.

MOTION approved.

21. Approval of recommended changes to the Library Rules of Conduct

The recommended changes to the Library Rules of Conduct reflect feedback received from employees, patrons, and the community. The changes have been reviewed by the District's legal counsel. Community partners have been advised of the potential new changes that may be approved this evening. Staff are supportive and feel like the changes are needed to help them do their jobs.

MOTION by Trustee Jensen to approve the recommended changes to the Library Rules of Conduct.

SECOND by Trustee Quintero.

AYES: Estrada, Jensen, Quintero.

ABSENT: Rams.

MOTION approved.

22. Approval of Library Director Employment Agreement

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President Estrada stated the following, the Board is being asked to consider and approve an employment agreement for the Library Director with a compensation of \$184,184 annually, a 5% increase as long as she receives a meets or better evaluation, a one-time \$2,721 stipend, she will receive the same benefits as other full-time employees, she will be allowed to cash out up to 40 vacation hours per year, in 2025-2026 she can cash out 60 hours of vacation, she will receive 40 hours of management leave each year which will expire annually.

MOTION by Trustee Quintero, SECOND by Trustee Jensen for a 15-minute break to allow Director Medina to review the contract. MOTION passed.

After returning to open session, Director Medina advised the Board that the current Library Director job description on file will need to be repealed. The Library Board had a new job description written by Gallagher in January 2025, which needs to be approved. The job duties listed in the contract are from the new job description and accurately reflect Director Medina's current job duties. The Board asked for the repeal to be placed on the agenda in September 2025.

MOTION by Trustee Quintero to approve the Employment Agreement for the Library Director.  
SECOND by Trustee Jensen.

AYES: Estrada, Jensen, Quintero.

ABSENT: Rams.

MOTION approved.

**REPORTS FROM LIBRARY ADMINISTRATION**

23. Monthly Statistical Reports

- a) Database Usage for June 2025
- b) Trend Analysis for June 2025
- c) Program Statistics Summary for June 2025

24. Library Director's Report (Informational)

Director Medina provided a brief summary of upcoming programs during the month of August.

**FUTURE AGENDA ITEMS**

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25. Agenda preparation for the Regular Meeting which will be held on September 2, 2025, at 5:30 p.m. unless rescheduled by the Board of Library Trustees.

Trustee Quintero requested Administration add the repeal of the old Library Director job description.

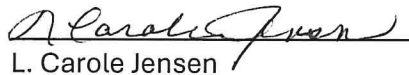
**ADJOURNMENT**

MOTION by Trustee Jensen to adjourn the meeting.  
SECOND by Trustee Quintero.

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

MOTION approved.  
The meeting was adjourned at 9:42 p.m.

Submitted by,

  
L. Carole Jensen  
Secretary