MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
October 6, 2026

CALL TO ORDER: President Estrada called the meeting to order at 6:03 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Brenda Estrada, Richard Rams, and Rudy Solorzano.

L. Carole Jensen was absent. Christian Quintero arrived at 6:34 p.m.

Staff Present: Helen Medina, Library Director; Patty Salas, Administrative Specialist.

Guests Present: Ann Thompson, Library Services Manager.

PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

Trustee Solorzano commented he was happy to see the fence had gone up around the Library for the commencement of construction.

Director Medina noted Trustee Rams had informed her he is unable to attend the November and December 2026 Regular Meetings, making this his last Regular Meeting as a Board member. She thanked him for his service over the past 8 years.

Trustee Rams said it has been a pleasure to serve on the Board. President Estrada thanked Trustee Rams for his service and guidance over the past few years.

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

There were no public comments.

CONSENT CALENDAR (ITEMS 6-10)

6. Minutes of the Board of Library Trustees Regular Meeting on September 1, 2026 (Received, filed, and approved)
7. Payment Register for August 2026 (Received and filed)
8. Approval of expenditure in the amount of $5,864.98 to Mars Environmental, Inc. for waste removal services and a $586.50 contingency
9. Approval to Deny Claim for Damages – Raymond Garcia
10. Approval of the National Purchasing Cooperative Interlocal Participation Agreement with BuyBoard

MOTION by Trustee Rams to approve the Consent Calendar.
SECOND by Trustee Solorzano.
AYES: Estrada, Rams, and Solorzano.
ABSENT: Jensen and Quintero.
Motion approved.

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REPORTS FROM LIBRARY ADMINISTRATION

11. Monthly Statistical Reports
    a. Database Usage for August 2026
    b. Trend Analysis for August 2026
    c. Program Statistics Summary for August 2026

    There were no comments on the Statistical Reports.

12. Library Director's Report for September 2026

    Director Medina noted she and the District's consultant are currently working on the annual financial audit. She also just completed a Department of Justice audit and signed all contracts for the constructions project.

    There were some issues with vandalism at the library, both the City of Buena Park and the Police Department responded quickly.

    The Library's Outreach Team will be at the Fishing Derby and Cops and Goblins event. There are several reading programs ongoing throughout the Fall. The District received a very generous donation of 2,000 toys from Giving Children Hope to incentivize children to participate in the reading challenge.

FINANCIAL REPORTS

13. Analytical Financial Overview July 2026 – August 2026
14. Summary of Budget vs Actuals July 2026 – August 2026
15. Budget vs Actuals Detailed Statement July 2026 – August 2026
16. Revenue and Expenditures Summary Statement July 2026 – August 2026
17. Revenue and Expenditures Detailed Statement July 2026 – August 2026
18. Treasurer's Report for July 2026 – August 2026

    Director Medina stated these are consolidated reports for July and August 2026.

NEW BUSINESS

19. Resolution 2026-22 authorizing the execution of a Site Lease and a Lease Agreement in an amount of $4,784,387.78 to finance the Library Renovation Project; making certain determinations relating thereto; and authorizing certain other documents and action in connection therewith

    This is the Financing Resolution for the Library Renovation Project. The Board authorized Municipal Finance Corporation (MFC) to release an RFP in July 2026, in which they solicited bids from lenders. The lender with the lowest proposed interest rates and best terms was EverBank. The District's attorney has worked with lenders on the paperwork.

    Trustee Rams commented that this appears to be an attractive lease offer for the District, considering the current interest rates.

MOTION by Trustee Rams to 1) Adopt Resolution 2026-22 of the Board of Trustees of the Buena Park Library District approving a site lease and a lease agreement; making certain determinations relating thereto; and authorizing certain other documents and actions in connection therewith

SECOND by Trustee Solorzano.

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

Motion approved.

20. Resolution 2026-23 Approving Amendment No. 1 to the Independent Consultant Agreement for Construction Management Services by and between Buena Park Library District and Griffin Structures, Inc. in an amount not-to-exceed $565,385.00

In March 2024, the Library District executed an agreement with Griffin Structures. At the time, the project was anticipated to last 2.5 years and the project scope was much smaller in scale. In March 2025, the Board approved an expanded project scope that increased both the size and complexity of the work. The expanded project requires additional construction management coordination, technical oversight, inspections, schedule monitoring, and project administration beyond what was contemplated in the original agreement. The cost of the amendment was included in the Budget approved for FY 2026-2027. The contract amendment needs approval from the Board. The proposed amendment will allow the existing construction management team to remain engaged through the anticipated project completion in October 2027. Trustee Solorzano asked a few clarifying questions about the services provided by Griffin Structures and the number of people working on our project.

Dr. Quintero arrived at 6:34 p.m.

Director Medina noted that our project includes concrete and structural steel work that is subject to required special inspections. The cost of these inspections is included in the amendment.

MOTION by Trustee Rams to 1) Adopt Resolution 2026-23 approving Amendment No. 1 to the Independent Consultant Agreement for Construction Management Services by and between Buena Park Library and Griffin Structures, Inc. in an amount not-to-exceed $565,385.00; 2) Authorize the Library Director to make any necessary non-monetary changes to the agreement; and 3) Authorize the Library Director to execute the agreement

SECOND by Trustee Solorzano.

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

Motion approved.

21. Approval of agreement with A-Tech Consulting, Inc. for hazardous materials assessment and monitoring services in an amount not-to-exceed $44,695.00

    Director Medina stated this contract is for hazardous materials assessment and monitoring for the project. There is additional testing required for certain areas prior to demolition. The consultant will be available in the event unknown or hazardous materials are impacted. They will monitor activity and ensure it is handled appropriately and in compliance with the law.

    MOTION by Trustee Solorzano to 1) Approve the agreement with A-Tech Consulting, Inc. for hazardous materials assessment and monitoring services in an amount not-to-exceed $44,695.00; 2) Authorize the Library Director to make any non-monetary changes to the agreement; and 3) Authorize the Library Director to execute the agreement.

    SECOND by Trustee Rams.

    AYES: Estrada, Quintero, Rams, and Solorzano.
    ABENT: Jensen.

    Motion approved.

FUTURE AGENDA ITEMS

19. Agenda preparation for the Regular Meeting which will be held on November 3, 2026, at 6:00 p.m.

    There were no requests.

CLOSED SESSION

20. Public Employee Evaluation (Gov. Code Section 54957 (b)(1))
    - Employee: Library Director

    MOTION by Trustee Quintero to enter into closed session at 6:40 p.m.
    SECOND by Trustee Rams.

    AYES: Estrada, Quintero, Rams, and Solorzano.
    ABSENT: Jensen.
    MOTION approved.

    MOTION by Trustee Jensen to return to open session at 7:49 p.m.
    SECOND by Trustee Rams.

    AYES: Estrada, Quintero, Rams, and Solorzano.
    ABSENT: Jensen.
    MOTION approved.

    The Board stated no reportable action was taken.

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ADJOURNMENT

MOTION by Trustee Solorzano to adjourn the meeting.
SECOND by Trustee Rams.

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

MOTION approved.

The meeting was adjourned at 7:50 p.m.

Submitted by,

Christian Quintero
Secretary