

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 1, 2025

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Mrs. L. Carole Jensen, Dr. Christian Quintero, Dr. Richard Rams, Mrs. Cheyenne Traut.
Ms. Brenda Estrada was absent (excused).

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

- Trustee Jensen stated she completed the City of Buena Park’s Citizen’s Academy and encouraged residents to participate.
- Trustee Quintero stated he completed an online webinar offered by CSDA.

PRESENTATION OF SAFETY SPECIALIST CERTIFICATES

- President Traut presented Safety Specialist Certificates to Briggetta Pierrot, Delaney Kavadoy, Pamela Rodriguez, Lauren Galvan and Helen Medina. The Safety Specialist Certificates were issued by the Special District Risk Management Authority to staff who have completed four individual OSHA Compliant Safety Track Courses.

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

There were no speaker requests.

CONSENT CALENDAR (ITEMS 7 – 10)

7. Minutes of the Library Board of Trustees Regular Date Meeting on March 4, 2025 (Received, filed and approved)
8. Payment Register for March 2025 (Received, filed and approved)
9. Payment Register for February 2025 (Corrected version) (Approved)
10. Personnel Report for April 2025 (Received, filed and approved)

MOTION by Trustee Quintero to approve the Consent Calendar.

SECONDED by Trustee Jensen.

AYES: Jensen, Quintero, Rams, Traut.

ABSENT: Estrada.

MOTION approved.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 1, 2025

REPORTS FROM LIBRARY ADMINISTRATION

11. Monthly Statistical Reports

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

12. Patron’s Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations (Informational)

13. Library Director’s Report (Informational)

Director Medina stated National Library Week is approaching (April 6 – 12) and gave information about special events happening in the library that week.

NEW BUSINESS

14. Approval of an increase in compensation for the Library Services Manager Ann Thompson

MOTION by Trustee Rams to approve an increase in compensation for Library Services Manager Ann Thompson to \$55.47 per hour.

SECONDED by Trustee Quintero.

AYES: Jensen, Quintero, Rams, Traut.

ABSENT: Estrada.

Motion approved.

15. Library Trustee Onboarding Discussion

Trustee Quintero requested a discussion on Library Trustee Onboarding. Staff believe that the onboarding process could use some restructuring to create a formal and defined process for trustees assuming their new role.

Staff’s Recommendation was:

- Trustees complete the required AB1234 Ethics and Harassment Prevention Training (Required by law)
- Initial comprehensive Brown Act Training, make Brown Act Training required as part of on-boarding training, Trustees take refresher training every two years
- Board set a goal to revise the Board Policies and Procedures during Fiscal Year 25-26

There was a MOTION to approve the recommendation by Trustee Quintero.

SECONDED by Trustee Traut.

AYES: Quintero, Traut.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 1, 2025

NOES: Jensen, Rams.

MOTION FAILED.

MOTION by Trustee Rams to have trustees complete required Ethics and Harassment training, have an initial comprehensive Brown Act training by end of 2025, and continue discussions about Trustee training and workshops at a later time.

SECONDED by Trustee Jensen.

AYES: Jensen, Quintero, Rams, Traut.

ABSENT: Estrada.

MOTION approved.

16. Authorize one or more trustees to attend the CSDA Annual Conference in August 2025

MOTION by Trustee Jensen to authorize trustee(s) to attend the CSDA Annual Conference.

SECOND by Trustee Rams.

AYES: Jensen, Quintero, Rams, Traut.

ABSENT: Estrada.

MOTION approved.

17. Authorize the Library Director to execute an independent consultant agreement with MacLeod Watts, Inc. for OPEB actuarial services in an amount not to exceed \$9,402 and make any necessary non-monetary changes

MOTION by Trustee Rams to authorize the Library Director to execute an independent consultant agreement with MacLeod Watts, Inc. for OPEB actuarial services in an amount not to exceed \$9,402 and make any necessary non-monetary changes.

SECONDED by Trustee Quintero.

AYES: Estrada, Jensen, Quintero, Rams.

ABSENT: Traut.

MOTION approved.

FUTURE AGENDA ITEMS

18. Agenda preparation for the Regular Meeting which will be held on May 6, 2025, at 5:30 p.m. unless rescheduled by the Board of Library Trustees.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 1, 2025

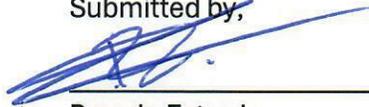
ADJOURNMENT

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

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

MOTION approved.
The meeting was adjourned at 6:05 p.m.

Submitted by,



Brenda Estrada
President Pro Tem