

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
February 6, 2024

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Staff Present: Library Director Helen Medina, Business Officer Marina Tutty, and Administrative Assistant Patty Salas.

MOTION by Trustee Rams to amend the agenda and remove item 7. Closed Session Conference with Legal Counsel from the agenda.

SECONDED by Trustee Ganer.

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

MOTION approved.

ACTION ON MINUTES

4. Regular Meeting of January 9, 2024

MOTION by Trustee Ganer to approve the minutes of January 9, 2024, as presented.

SECOND by Trustee Traut.

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

ABSTAIN: Trustee Jensen.

MOTION approved.

ORAL COMMUNICATIONS

5. From Public Concerning Non-agenda Items

No comments.

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

No comments.

CLOSED SESSION

7. Conference with Legal Counsel – Anticipated Litigation ----- ***this item was removed from the agenda.***

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
February 6, 2024

CORRESPONDENCE

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

No comments.

9. Director's Report

The Director stated the District was notified that a new CENIC administrator had been selected. The Library's server failed, however, our data was not lost. A new server has been ordered and should be replaced within the next week or two.

The Library invited mini therapy horses to the Library in the month of January. This program was a great success. Over 200 people attended and were able to greet and pet the horses.

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

10. Balance Sheet as of January 31, 2024

No comments.

11. Revenue – \$2,866,266 and Expenditures - \$2,009,094 Budget vs. Actual Report July 1, 2023, through January 31, 2024.

No comments.

12. CERBT Quarterly Summary Report

No comments.

13. Cash Flow Trenda Analysis

No comments.

14. Check Register from January 31, 2024

No comments.

15. Monthly Statistical Reports

The Director noted that some of the databases listed on our schedule may not be funded next year, due to budget constraints in the California state budget. HelpNow is a very popular database, and the State of California currently funds it for all libraries in California.

NEW BUSINESS

16. Annual Review of Fees

The Board reviewed a comparison of the Library's fees in comparison with other local libraries.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
February 6, 2024

17. Approval of changes to Hotspot Policy

MOTION by Trustee Rams to approve the changes to the Hotspot Policy.

SECOND by Trustee Ganer.

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

MOTION approved.

18. Adoption of Resolution 2024-1 authorizing State and National fingerprint-based Criminal History Record checks for employment

This resolution was preliminarily approved by the FBI and needs to be adopted by the District to move forward in the approval process with the Department of Justice.

MOTION by Trustee Ganer to adopt Resolution 2024-1.

SECOND by Trustee Estrada.

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

MOTION approved.

19. Authorize the acceptance of a \$19,150 grant for Lunch at the Library Summer 2024 from the California State Library

The Library received its award letter for Lunch at the Library Summer 2024. This grant is much larger than those received in previous years. The funding will go towards our Pop-up library, Lunch at the Library, and Read With Me at Bellis Park.

MOTION by Trustee Ganer to accept the grant for Lunch at the Library Summer 2024.

SECOND by Trustee Traut.

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

MOTION approved.

FUTURE AGENDA ITEMS

20. Agenda preparation for the March regular date meeting which will be held on March 5, 2024, unless rescheduled by the Library Board of Trustees

- National Library Week Proclamation Request
- Impact Fees

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
February 6, 2024

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. Unpaid leave of absence for PT Clerk, Paulina Garcia, from February 5, 2024 – April 27, 2024.
- b. Merit increase for PT Library Page, Cynthia Alvarez, to Step 4 on the Salary Scale effective February 9, 2024.
- c. Merit increase for PT Library Page, Monique Flores-Arvizu, to Step 4 on the Salary Scale effective February 9, 2024.

MOTION by Trustee Ganer to approve the Consent Calendar.

SECONDED by Trustee Rams.

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

MOTION approved.

ADJOURNMENT

20. Adjournment

MOTION by Trustee Traut 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 5:49 p.m.

Submitted by,



Brenda Estrada
Secretary