

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
FEBRUARY 3, 2026

CALL TO ORDER: President Estrada called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

Others Present: Glenn Lazof, Financial Consultant

PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

President Estrada reported that she attended the ISDOC Quarterly Meeting alongside Library Director Medina. She expressed condolences to the family and friends of Paul Mesmer, who passed away in January 2026. Mr. Mesmer served as the 1st Vice President of ISDOC's Executive Community and as President of the Surfside Colony Community Services District. President Estrada remembered him as a kind and welcoming individual who made significant contributions to local government in Orange County.

Library Director Medina added that Mr. Mesmer was a strong supporter of Special Districts and showed great enthusiasm for the Buena Park Library District.

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

There were no comments.

CONSENT CALENDAR (ITEMS 6-11)

6. Minutes of the Board of Library Trustees Regular Meeting on January 6, 2026 (Received, filed, and approved)
7. Minutes of the Board of Library Trustees Special Meeting on January 6, 2026 (Received, filed, and approved)
8. Personnel Report for February 2026 (Received, filed, and approved)
9. Patron Suggestions – Request for Purchase of Materials or Proposing Changes to Library Operations for January 2026 (Received and filed)
10. Payment Register for January 2026 (Received and filed)
11. Accept state grant funds totaling \$10,698 for the Lunch at the Library Summer 2026 program (Approved)

MOTION by Trustee Rams to approve the Consent Calendar.

SECOND by Trustee Quintero.

AYES: Estrada, Jensen, Quintero, Rams.

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Motion passed unanimously.

REPORTS FROM LIBRARY ADMINISTRATION

12. Monthly Statistical Reports

- a. Database Usage for December 2025
- b. Trend Analysis for December 2025
- c. Program Statistics Summary for January 2025

13. CalPERS CERBT Account Update

Director Medina stated this is a long-term overview of the trust account's performance over its history.

14. Library Director's Report for January 2026

Director Medina reported that the District participated in the statewide initiative called "Every Story Counts" in which library users were asked to share their experiences through surveys, social media posts, and short videos to help create a complete picture of library use in California.

The District was awarded a Lunch at the Library Grant for summer 2026 in the amount of \$10,698.

The District plans to launch blood pressure monitors later this month.

NEW BUSINESS

15. Proposed Amendments to Independent Special Districts of Orange County (ISDOC) Bylaws

MOTION by Trustee Jensen to approve the recommended revisions to ISDOC Bylaws; and authorize President Estrada to sign the ballot.

SECOND by Trustee Rams.

AYES: Estrada, Jensen, Quintero, Rams.

Motion passed unanimously.

16. Mid-Year Budget Review

Glenn Lazof of RGS provided an overview of the Midyear Budget Review and related recommendations. He reported that the District's overall budget outlook remains positive. The proposed adjustments align with expectations and reflect the planned use of District reserves. Director Medina added that the District will also incur expenses associated with relocating the library prior to the start of construction.

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MOTION by Trustee Quintero to approve a budget amendment to increase budget category 58100 – Capital Outlay by \$83,150; approve a budget amendment to increase revenue category 41400 – investment earnings by \$128,500; and approve a budget amendment to decrease revenue category 41600 – miscellaneous revenues by \$3100.

SECOND by Trustee Rams.

AYES: Estrada, Jensen, Quintero, and Rams.

Motion passed unanimously.

17. Independent Consulting Services Agreement with J.B.A. Management Engineers, Inc.

As we are preparing to move out of our facility, the District will require extensive services to manage and coordinate the process. J.B.A. Management Engineers, Inc. has provided a proposal for comprehensive move management support which will include inventorying of current assets, development of RFP and procuring moving services, preparing a move migration model, labeling and inventory tracking, development and oversight of move checklists.

MOTION by Trustee Jensen to approve the Independent Consulting Services Agreement with J.B.A. Management Engineers, Inc. for moving management services; authorize an expenditure not-to-exceed \$45,650; authorize the Library Director to make any necessary non-monetary changes to the agreement; and authorize the Library Director to execute the agreement.

SECOND by Trustee Quintero.

AYES: Estrada, Jensen, Quintero, and Rams.

Motion passed unanimously.

18. Board of Library Trustees Vacancy Update

Director Medina stated the District will initiate a new recruitment process to fill the vacant seat on the Board of Trustees.

19. Adoption of Resolution 2026-3 Reduction in Services

Director Medina stated this Resolution was prepared by legal counsel, as the Library is scheduled to undergo a renovation that necessitates the closure of its existing facility and plans to relocate services to a smaller facility operating with reduced capacity for the duration of the renovation project, the District finds it necessary to adjust staffing levels to align with the new operational needs.

MOTION by Trustee Quintero to adopt and approve Resolution 2026-3 Reduction in Services.

SECOND by Trustee Rams.

AYES: Estrada, Jensen, Quintero, and Rams.

Motion passed unanimously.

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FUTURE AGENDA ITEMS

20. Agenda preparation for the Regular Meeting which will be held on March 3, 2026, at 6:00 p.m. unless rescheduled by the Board of Library Trustees.

There were no requests.

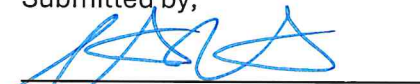
ADJOURNMENT

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

AYES: Estrada, Jensen, Quintero, Rams.

MOTION approved.
The meeting was adjourned at 6:27 p.m.

Submitted by,



Christian Quintero
Secretary