

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
February 4, 2025

CALL TO ORDER: President Traut 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, Dr. Christian Quintero, Dr. Richard Rams, and Mrs. Cheyenne Traut.

Staff Present: Helen Medina, Library Director; Patty Salas, Administrative Assistant; Ann Thompson, Library Services Manager; Caroline Wilkins, Circulation Services Supervisor; Brenda Gomez, Library Programs Coordinator; Randy Richter, Library Page; and Perlas Salazar, Library Clerk.

ACTION ON MINUTES

4. Regular Meeting of January 7, 2025

MOTION by Trustee Estrada to approve the minutes as presented. SECONDED by Trustee Quintero.

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

7. BPLD Staff Milestones

The Board recognized Library Clerks Yocelin Ruiz and Perlas Salazar for their 5 years of service. The Board also recognized Library Page Randy Richter who celebrated 10 years of service.

CORRESPONDENCE

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

No comments.

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9. Director's Report

Library Director Medina gave a few reminders to the Board of Trustees.

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

10. January 2025 Payment Register

No comments.

11. CERBT Account Update Summary – as of December 31, 2024

No comments.

12. Monthly Statistical Reports

No comments.

NEW BUSINESS

13. Administration Update (no action required)

Library Director Medina updated the Library Board of Trustees on the administrative and financial assessments conducted by Regional Government Services. She detailed the progress to-date and next steps Library Administrative staff will be taking to lay a good foundation using best practices.

14. Review and approval of proposal for the FY 2023/2024 annual audit for audit services provided by Chavan and Associates, LLP

MOTION by Trustee Quintero to approve the proposal for audit services provided by Chavan and Associates, LLP. SECONDED by Trustee Estrada.

AYES: Estrada, Jensen, Quintero, Rams, and Traut.
MOTION approved.

15. Authorize the Library Director to negotiate and execute an agreement with Chavan and Associates for the amount of \$19,500 and to make any necessary non-monetary changes to the attached agreement

MOTION by Trustee Quintero to authorize the Library Director to negotiate and execute the agreement with Chavan and Associates. SECONDED by Trustee Estrada.

AYES: Estrada, Jensen, Quintero, Rams, and Traut.
MOTION approved.

16. Adoption of Resolution 2025-1 updating titles of officers authorized to make administrative changes related to Orange County Treasurer's Pool Account

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MOTION by Trustee Rams to adopt Resolution 2025-1. SECONDED by Trustee Jensen.

AYES: Estrada, Jensen, Quintero, Rams, and Traut.
MOTION approved.

17. Approval of Conflict of Interest Code Amendment

MOTION by Trustee Jensen to approve the Conflict of Interest Code Amendment. SECONDED By Trustee Rams.

AYES: Estrada, Jensen, Quintero, Rams, and Traut.
MOTION approved.

CONSENT CALENDAR

18. Personnel Action

- a. Merit increase for PT Library Page, Monique Flores-Arvizu, to Step 5 on the Salary Scale effective February 7, 2025.

MOTION by Trustee Jensen to approve the Consent Calendar. SECONDED by Trustee Estrada.

AYES: Estrada, Jensen, Quintero, Rams, and Traut.
MOTION approved.

FUTURE AGENDA ITEMS

- 19. Agenda preparation for the Regular Meeting which will be held on March 4, 2025, at 5:30 p.m. unless rescheduled by the Library Board of Trustees.

ADJOURNMENT

20. Adjournment


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

AYES: Trustee Estrada, Trustee Jensen, Trustee Quintero, Trustee Rams, and Trustee Traut.

MOTION approved.

The meeting was adjourned at 6:11 p.m.

Submitted by,



Richard Rams
Secretary