

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

CALL TO ORDER: President Pro Tem Estrada called the meeting to order at 5:32 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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; Ashley Parker, Library Technician; and Mario Delgado, Library Clerk.

Others Present: Dustin Alamo, Griffin Structures; Charles Williams, LPA, Inc.; Jessica Isler, LPA, Inc.; Mia Atencio, RGS; Crystal Lynn, California CLASS; Ryan Tanaka, California Asset Management Program (CAMP).

PRESIDENT’S REMARKS AND BOARD MEMBER COMMENTS

- Trustee Jensen participated as a judge in the Buena Park Noon Lions speech contest.
- Trustee Quintero stated he participated in two training courses provided by CSDA. He provided a brief synopsis of what he learned from each training.

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

There were no speaker requests.

CONSENT CALENDAR (ITEMS 6 – 10)

6. Minutes of the Library Board of Trustees Regular Date Meeting on February 4, 2025 (Received, filed and approved)
7. Payment Register for February 2025 (Received, filed and approved)
8. Acceptance of California State Library Lunch at the Library Grant in the amount of \$13,171 (Approved)
9. Repeal of Temporary Policy Relating to Face Coverings (Approved)
10. Personnel Report for February 2025 (Received, filed and approved)

MOTION by Trustee Quintero to approve the Consent Calendar.

SECONDED by Trustee Rams.

AYES: Estrada, Jensen, Quintero, Rams

ABSENT: Traut

MOTION approved.

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REPORTS FROM LIBRARY ADMINISTRATION

11. Monthly Statistical Reports

- a) Database Usage for January 2025
- b) Trend Analysis for January 2025
- c) Program Statistics Summary for February 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 provided the following brief updates:

- The District received a grant from the State Library in the amount of \$13,171 for the Lunch at the Library Program.
- SDRMA reimbursed the District \$1000 for Asbestos and Lead training.
- Our SCLC membership is now paying for our Amazon Business account, which is a \$1,299 value.
- We've had a number of HVAC repairs.
- The Library's people counter is at end-of-life and will need to be replaced.
- The Coloring with a Cop event was one of the most successful events we've had in a long time. Employee Kaylee Trapasso designed coloring sheets for the event.

NEW BUSINESS

14. Approval of National Library Week Proclamation

MOTION by Trustee Jensen to approve the National Library Week Proclamation as presented.

SECONDED by Trustee Rams.

AYES: Estrada, Jensen, Quintero, Rams.

ABSENT: Traut.

Motion approved.

15. Approval of Recommended Changes to Fee Schedule

MOTION by Trustee Jensen to approve the recommended changes to the Fee Schedule.

SECONDED by Trustee Quintero.

AYES: Estrada, Jensen, Quintero, Rams.

ABSENT: Traut.

MOTION Approved.

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16. Review of Capital Improvement Plan Policy (Informational only – not action)

The Board thanked Director Medina for the overview of the Capital Improvement Plan Policy.

17. Presentation by Library Director Medina and LPA, Inc.

Director Medina provided background information about the Library Renovation Project. She then introduced Charles Williams and Jessica Isler from LPA, Inc. They provided a detailed presentation to the board describing three options to proceed with for the Design Development phase of the Library Renovation Project.

17 a. Consideration and approval of a design solution for Design Development (DD) phase of the Library Renovation Project

MOTION by Trustee Rams to select the Enhanced plan to move forward into Design Development.

SECONDED by Trustee Quintero.

AYES: Estrada, Jensen, Quintero, Rams.

ABSENT: Traut.

MOTION approved.

17b. Authorize Library Director to pursue additional financing for the Library Renovation Project

MOTION by Trustee Quintero to authorize the Library Director to pursue additional financing for the Library Renovation Project.

SECONDED by Trustee Rams.

AYES: Estrada, Jensen, Quintero, Rams.

ABSENT: Traut.

MOTION approved.

MOTION by Trustee Rams for a 5-minute recess.

SECONDED by Trustee Jensen.

MOTION approved unanimously.

MOTION by Trustee Jensen to reconvene meeting at 6:34 p.m.

SECONDED by Trustee Quintero.

MOTION approved unanimously.

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18. Payroll and Human Resources Consulting with Regional Government Services (RGS)

18a. Authorize the Library Director to negotiate and execute an agreement with RGS for human resources consulting services for an amount not to exceed \$85,000

MOTION by Trustee Jensen to authorize the Library Director to negotiate and execute an agreement with RGS for human resources consulting services not to exceed \$85,000.

SECONDED by Trustee Rams.

AYES: Estrada, Jensen, Quintero, Rams.

ABSENT: Traut.

Motion approved.

18b. Authorize the Library Director to negotiate and execute an agreement with RGS Payroll consulting services for an amount not to exceed \$10,000

Motion by Trustee Jensen to authorize the Library Director to negotiate and execute an agreement with RGS Payroll consulting services not to exceed \$10,000.

SECONDED by Trustee Rams.

AYES: Estrada, Jensen, Quintero, Rams.

ABSENT: Traut.

Motion approved.

19. Authorize Library Trustee(s) to attend Special Districts Legislative Days in Sacramento

MOTION by Trustee Rams to authorize any interested Trustee to attend Special Districts Legislative Days in Sacramento.

SECONDED by Trustee Jensen.

AYES: Estrada, Jensen, Quintero, Rams.

ABSENT: Traut.

Motion approved.

20. Termination of Orange County Treasurer's Voluntary Pool Program

20a. Approval of deletion of references to Orange County Treasurer's Pool (OCTP) in the District's Investment Policy and allow staff to bring an updated investment policy to the Board within 60 days

MOTION by Trustee Jensen to approve the deletion of references to OCTP in the District's Investment Policy and allow staff to bring an updated investment policy to the Board within 60 days.

SECONDED by Trustee Quintero.

AYES: Estrada, Jensen, Quintero, Rams.

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ABSENT: Traut.

Motion approved.

20b. Authorize the investment of Monies in the California CLASS, Local Agency Investment Fund (LAIF), and/or California Asset Management Program (CAMP)

Crystal Lynn from California CLASS gave a brief presentation to the Board. Kyle Tanaka from California Asset Management Program (CAMP) gave a brief presentation.

MOTION by Trustee Rams to approve the investment of Monies in CLASS, LAIF and/or CAMP.

SECONDED by Trustee Quintero.

AYES: Estrada, Jensen, Quintero, Rams.

ABSENT: Traut.

Motion approved.

FUTURE AGENDA ITEMS

21. Agenda preparation for the Regular Meeting which will be held on April 1, 2025, at 5:30 p.m. unless rescheduled by the Board of Library Trustees.

- Trustee Quintero requested a discussion regarding Board Member Onboarding and Training be added to the April 1, 2025 agenda.

ADJOURNMENT

MOTION by Trustee Jensen to adjourn the meeting.

SECOND by Trustee Rams.

AYES: Estrada, Jensen, Quintero, Rams.

ABSENT: Traut.

MOTION approved.

The meeting was adjourned at 7:01 p.m.

Submitted by,



Richard Rams

Secretary