



Board of Trustees

Richard Rams – President
Carole Jensen – President Pro Tem
Cheyenne Traut – Secretary
Pat Ganer – Trustee
Brenda Estrada – Trustee

REGULAR BOARD MEETING AGENDA

Tuesday, October 3, 2023

5:30 p.m.

7150 La Palma Ave. Buena Park, CA 90620

Board Room – 2nd Floor

Americans with Disabilities Act Compliance: If you need special assistance to participate in this meeting, please contact the administration office at (714) 826-4100 ext. 120 or by email: Psalas@buenaparklibrary.org at least 72 hours prior to the meeting so the Buena Park Library District may make reasonable arrangements to ensure accessibility to the meeting.

Public Requests for Documents: The District provides a public inspection copy of all materials included in the agenda packet to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to the Administration office who will arrange for the documents to be copied at a charge of 20 cents per page. A digital copy (PDF) is available free of charge and will be sent by email. Request forms are available at the District Administration office.

This meeting of the Buena Park Library Board of Trustees will be held in person on the 2nd Floor of the Library (7150 La Palma Ave. Buena Park, CA 90620) and is OPEN to the Public.

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1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call

Action on Minutes

4. Approval of minutes from the September 19, 2023 Regular Meeting

Oral Communication

5. Public Comments

This is the portion of the meeting set aside to invite public comments regarding any matter within the jurisdiction of the Library Board of Trustees. If comments relate to a specific agenda item, those comments will be taken following the staff report for that item, but prior to the Library Board taking a vote on that item. Those wishing to speak are asked to complete a speaker identification form and hand it to the Library Director. Public comments are limited to 3 minutes each.

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



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Correspondence

7. Patron's Suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations
8. Buena Park Library Volunteer Guild Meeting Report
9. BPLD Staff Milestone
10. Director's Report

Financial and Monthly Reports from the Office of the Director

11. Balance Sheet as of September 30, 2023
12. Revenue - \$126,207 and Expenditures – \$652,835 Budget vs. Actual Report
13. Check Register through September 30, 2023
14. Monthly Statistical Report

New Business

15. Approval of update to No Smoking policy section of the Employee Handbook
16. Approval of smoking-related update to the Library Rules of Conduct
17. Repeal No Smoking Miscellaneous policy from 1987
18. Approval of Johnson Controls Security as a service agreement in the amount of \$6,249.23 for installation and \$6,708.34 annual fees for 5 years (for Fire Life Safety Alarm system)

Future Agenda Items

19. Agenda preparation for the November regular date meeting which will be held on November 7, 2023 unless rescheduled by the Library Board of Trustees

Consent Calendar

20. Personnel Action

Adjournment

21. The Library Board of Trustees will adjourn the regular meeting of October 3, 2023.