

AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE BUENA PARK LIBRARY DISTRICT
7150 La Palma Avenue

March 3, 2020

5:30 p.m. Library Board Room

**(Distributed agenda information viewable/obtainable in Administration Office.
Agenda and Minutes at www.buenaparklibrary.org)**

		IC	PG	RR	AS	DS
CALL TO ORDER	_____					
PLEDGE OF ALLEGIANCE						
ROLL CALL		Present	_____	_____	_____	_____
		Absent	_____	_____	_____	_____
		Also	_____	_____	_____	_____
I. ACTION ON MINUTES						
a) Regular Meeting of February 04, 2020		Motion	_____	_____	_____	_____
		2nd	_____	_____	_____	_____
		Ayes	_____	_____	_____	_____
		Noes	_____	_____	_____	_____
		Absent	_____	_____	_____	_____
		Abstain	_____	_____	_____	_____
II. ORAL COMMUNICATIONS						
a) From Public Concerning Non-agenda Items						
b) Board Members' Reports on Conferences Attended or Meetings Scheduled						
c) Volunteer Guild Report						
III. CORRESPONDENCE						
a) Patrons' Suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations						
b) Director's Report						
IV. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR						
a) Balance Sheet as of February 29, 2020						
b) Revenue – \$2,400,936 and Expenditures – \$1,728,961 Budget vs. Actual Report July 1, 2019 through February 29, 2020						
c) Check Register as of February 29, 2020						
d) Monthly Statistical Reports for February 2020						
V. NEW BUSINESS						
a) Receive and File Actuarial Valuation of Other Post-Employment Benefit Programs As of June 30, 2019		Motion	_____	_____	_____	_____
		2nd	_____	_____	_____	_____
		Ayes	_____	_____	_____	_____
		Noes	_____	_____	_____	_____
		Absent	_____	_____	_____	_____
		Abstain	_____	_____	_____	_____

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		IC	PG	RR	AS	DS
b) Annual Review of the Record Retention Policy	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
c) Annual Review of BPLD Library Fund Balance and Reserve Policy	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
d) Review and approve changes to Fines and Fees Policy	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___
e) National Library Week Proclamation Request	Motion	___	___	___	___	___
	2nd	___	___	___	___	___
	Ayes	___	___	___	___	___
	Noes	___	___	___	___	___
	Absent	___	___	___	___	___
	Abstain	___	___	___	___	___

VI. FUTURE AGENDA ITEMS

- a) Annual Evaluation of Staffing Levels in April
- b) Review of Salary Comparisons in April
- c) Review of Capital Improvement Projects in April
- d) Analysis of draft Budget and projected income in May

VII. CONSENT CALENDAR

Motion	___	___	___	___	___
2nd	___	___	___	___	___
Ayes	___	___	___	___	___
Noes	___	___	___	___	___
Absent	___	___	___	___	___
Abstain	___	___	___	___	___

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IC PG RR AS DS

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.

a) Personnel Action

1. Merit increase for PT Clerk Audra Anderson to Step 4 on the Salary Scale effective March 27, 2020.
2. Merit increase for PT Clerk Mavely Fajardo to Step 7 on the Salary Scale effective March 27, 2020.

ADJOURNMENT _____

Motion	_____	_____	_____	_____	_____
2nd	_____	_____	_____	_____	_____
Ayes	_____	_____	_____	_____	_____
Noes	_____	_____	_____	_____	_____
Absent	_____	_____	_____	_____	_____
Abstain	_____	_____	_____	_____	_____