

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
September 3, 2019

CALL TO ORDER: President Ganer called the meeting to order at 5:31 p.m.

PLEDGE OF ALLEGIANCE: President Ganer led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Pat Ganer, Richard Rams, Dennis Salts,  
Trustee Al Salehi was absent.

Staff Present: Library Director Mary McCasland, Public Services Supervisor Helen Medina,  
Circulation Department Supervisor Caroline Wilkins, and Administrative  
Assistant Patty Salas.

I. ACTION ON MINUTES

- a) Regular Meeting of August 6, 2019

MOTION by Trustee Salts to approve the minutes of August 6, 2019, as presented.  
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salts.  
ABSENT: Trustee Salehi.

MOTION approved.

II. ORAL COMMUNICATIONS

- a) From Public Concerning Non-agenda Items

None.

- b) Board Members' Reports on Conferences Attended or Meetings Scheduled

None.

- c) Volunteer Guild Report

The Director reported the Guild made \$1,618 in the month of August.

III. CORRESPONDENCE

- a) Patrons' Suggestions from Individuals Requesting the Purchase of Materials or Proposing Changes to Library Operations.

No comments.

- b) Director's Report

The Director added she would be interviewed by a consultant from the Boys and Girls Club as part of their community needs assessment. She also said the Mayor's Prayer Breakfast has announced a date of November 21 at the Knott's Berry Farm Hotel.

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IV. FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

- a) Balance Sheet as of July 31, 2019

No comments.

- b) Revenue – \$72,904 and Expenditures - \$415,429 Budget vs. Actual Report  
July 1, 2019 through August 31, 2019

No comments.

- c) Quarterly CERBT Statement

No comments.

- d) Check Register as of August 31, 2019

No comments.

- e) Monthly Statistical Reports for August 2019

The Director stated physical material checkouts increased 13% compared to last year.

V. NEW BUSINESS

- a) Annual Report

The Director stated this year’s annual report was on a larger sized paper and featured infographics.

MOTION by Trustee Salts to approve the Annual Report for the fiscal year 2018-19 as presented.  
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salts.  
ABSENT: Trustee Salehi.

- b) Resolution 2019 – 2 fixing the employer contribution at an equal amount for employees and annuitants under the Public Employees’ Medical and Hospital Care Act

MOTION by Trustee Rams to approve Resolution 2019-2.  
SECOND by Trustee Salts.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salts.  
ABSENT: Trustee Salehi.

Motion Approved.

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c) Review and approve Dress Code Policy Revisions

The Director stated the entire Employee Handbook would eventually need to be approved. She said this was the first piece to be brought to the Board for approval. The revisions were recommended by the consultant hired to review the Employee Handbook.

MOTION by Trustee Salts to approve the revisions to the Dress Code Policy.  
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salts.  
ABSENT: Trustee Salehi.

Motion Approved.

VI. FUTURE AGENDA ITEMS

- a) Annual Review of the Trustee Handbook in October
- b) Audit Report presented by auditor in November
- c) Approval of 2020 Holidays in November

VII. CONSENT CALENDAR

- a) Personnel Action

None.

No action required.

ADJOURNMENT

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

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salts.  
ABSENT: Trustee Salehi.

Motion approved. The meeting stood adjourned at 6:03 p.m.

Submitted by,



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Richard Rams  
Secretary