

CALL TO ORDER: President Rams called the meeting to order at 5:35 p.m.

ROLL CALL

Board Members Present: Pat Ganer, Carole Jensen, Richard Rams, Al Salehi.
Trustee Castaneda was absent.

Staff Present: Library Director Mary McCasland, Library Services Supervisor Helen Medina, Technology and Support Services Supervisor Ann Duarte, Circulation Services Supervisor Caroline Wilkins, Business Officer Marina Tutty, Librarian Nicole Hight, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of December 7, 2021

MOTION by Trustee Jensen to approve the minutes of December 7, 2021, as presented.
SECOND by Trustee Salehi.

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

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

No comments.

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

No comments.

III. CORRESPONDENCE

a) Patrons' suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations

No comments.

b) Director's Report

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The Director stated the Library has paused in-person programming for the time being due to the uptick of COVID-19 cases in the area. Passport Services has been moved to the community room to allow for social distancing.

Two new Library Clerks have been hired this past week.

The Director also mentioned that she is working on updating a recruitment flyer for the Library Director position. She is collaborating with the Board President for the first review of the flyer. It is expected to take about 4 months to recruit a new director.

The 2nd floor staff restroom has been modified to a unisex bathroom. Originally it was a female only restroom, however due to the increase of male employees, it was changed to a unisex restroom.

President Rams commented that it was incredible that an anonymous donor has donated \$21,000 to the Library over the past 5 years. The Director agreed and mentioned she has considered adding "Anonymous Donor" to the Library's Wall of Stars. The Board agreed this would be a nice way to recognize this individual.

Trustee Jensen asked if there was a timeframe for when in-person programs would resume. The Director stated the programming pause is dependent upon staffing levels and doesn't have a firm timeline at the moment.

The Board advised the Library Director that they would be available if it becomes necessary to alter Library services if staffing levels becomes an issue later in the month.

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

a) Balance Sheet as of December 31, 2021

No comments.

b) Revenue – \$1,255,787 and Expenditures - \$1,402,817 Budget vs. Actual Report July 1, 2021 through December 31, 2021

No comments.

c) Check Register as of December 31, 2021

No comments.

d) Monthly Statistical Reports for December 2021

The Library Director mentioned statistics remain steady from month-to-month but are not back to pre-pandemic levels.

V. NEW BUSINESS

a) Mid-year Budget Review

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The Director stated overall, the Library's financials are in good shape. This item was received and filed, no action was required.

b) Mid-Year Plan of Service Review

President Rams stated a lot of exciting things happened over the past 6 months at the Library. He applauded the Library's emphasis on diversity and service to our community.

Trustee Jensen asked about the virtual storytime at Raymond Temple. Library Services Supervisor explained how this collaboration began. She stated Library staff is open to virtual storytime at other elementary schools if there is interest.

This item was received and filed, no action required.

c) Discussion regarding AB 361

Trustee Salehi stated he wanted to revisit this topic in light of the increased spread of Covid-19 throughout the county. He stated if staff had the opportunity to attend a virtual Board Meeting it would offer them one less opportunity to be infected.

Trustee Ganer stated she continues to believe Trustees should meet in-person if staff continues to serve the public in-person. She stated the Board only meets once per month for a very limited amount of time.

Trustee Jensen stated she was elected to be a part of the community and part of that role as an elected Board member requires her to attend the meetings.

Trustee Salehi stated he wanted it to be on record he has concerns with meeting in-person.

MOTION by Trustee Salehi to hold the upcoming February 2022 meeting to be held virtually.

There was no second, the motion failed.

Trustee Salehi asked for this item to be added to the February 2022 agenda.

VI. FUTURE AGENDA ITEMS

- a) Review of Fees in February
- b) National Library Week Proclamation in March
- c) Annual Review of the Record Retention Policy in March

VII. CONSENT CALENDAR

- a) Personnel Action
 - 1. Resignation of PT Library Clerk Alberto Rios effective December 17, 2021.

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2. Resignation of PT Page Karla Ochoa effective December 17, 2021.

MOTION by Trustee Ganer to approve the consent calendar.
SECOND by Trustee Salehi.

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

Motion approved.

ADJOURNMENT

MOTION by Trustee Jensen to adjourn the meeting.
SECOND by Trustee Salehi.

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

Motion approved. The meeting stood adjourned at 6:09 p.m.

Submitted by,

Irene Castaneda
Secretary

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