

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
May 2, 2023

CALL TO ORDER: President Rams called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Brenda Estrada, Pat Ganer, L. Carole Jensen, Richard Rams, Cheyenne Traut.

Staff Present: Library Director Helen Medina, Business Officer Marina Tutty, Library Services Supervisor Ann Duarte, Circulation Services Supervisor Caroline Wilkins, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

- a) Regular Meeting of April 4, 2023

MOTION by Trustee Ganer to approve the minutes of April 4, 2023, as presented.

SECOND by Trustee Traut.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved.

II. ORAL COMMUNICATIONS

- a) From Public Concerning Non-agenda Items

There were no public 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

Trustee Ganer stated it was great to see patron requests for purchases in three different languages.

- b) HVAC Update

Director Medina stated she included the letter from Carrier that had been mentioned at the April meeting. The new ship date for the air handlers is August 2023. Trustee Jensen asked if there had

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been mention of any price increases. The Director stated we have a contract for a set amount and have been offered the option to purchase alternative air handlers for an increased price. The library declined to do so.

c) Volunteer Guild Report (Annual Report 2021-2022)

Director Medina stated she received the annual report a few weeks ago from the Library Volunteer Guild, in an effort for transparency it has been included in the board packet. Trustee Jensen questioned the Guild's high credit card fees. Director Medina stated there would be a Volunteer Guild meeting during the month of May and she would get clarification regarding the credit card fees listed. Trustee Rams stated he would like to know if the Guild has cash available and asked that they resume providing monthly updates to the Board of Trustees.

d) Director's Report

Library Director Helen Medina provided the following updates:

- Two patrons were suspended in the month of April
- The Library is collaborating with the Buena Park police department to help prevent loitering and vandalism on Library property.
- Trustee Rams asked if there is any feedback from patrons about feeling unsafe on Library property. The Director stated there have been complaints about patrons viewing pornography on library computers. There haven't been complaints about people feeling unsafe due to certain people simply being inside the Library. Trustee Rams stated the Board would consider any recommendations the police have for the library to ensure safety at the Library. The Library Director explained there has been an increase in graffiti and human waste found at the back of the Library building over the past few months and staff would be exploring options to prevent it.
- The Star Wars event was well attended by local families. Trustee Ganer stated she is happy to see the Library grow its programming for children over the past years.
- Trustee Jensen asked to receive additional information on the CSDA Annual Conference
- Circulation Services Supervisor Caroline Wilkins stated the passport appointment system went live and is currently booked two weeks out.

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

a) Balance Sheet as of April 30, 2023

No comments.

b) Revenue – \$3,473,893 and Expenditures - \$3,421,153 Budget vs. Actual Report July 1, 2022, through April 30, 2023.

No comments.

c) Quarterly Cash Flow Trend Analysis

No comments.

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d) CERBT Quarterly Statement

No comments.

e) Check Register as of April 30, 2023

No comments.

d) Monthly Statistical Reports for April 2023

Library Director Helen Medina stated the Math Challenge with Mr. Koke was a Monday night program that received positive feedback. The kids and parents enjoyed the learning program. This was a smaller event that allowed the children to participate and was well-received. The Bark Read to A Dog program was also well attended this month.

V. NEW BUSINESS

a) Analysis of draft budget and projected income

There was a discussion regarding a possible cost of living adjustment for staff salaries.

The Director stated she and the Business Officer are still reviewing the budget and know that things will be changing as numbers are received over the next few weeks. The Library anticipates plumbing repairs will be needed and the total scope and cost of the repairs is still being determined.

Trustee Rams stated he thought it was important to look at salary and benefits and if it is within the financial means to offer a COLA it should be considered. The Library Director stated the Library is considering adding additional passport hours to add additional revenue in the upcoming fiscal year.

VI. FUTURE AGENDA ITEMS

- a) Gann Limit Resolution in June
- b) Annual Investment Policy Review in June
- c) Adoption of Final Budget in July
- d) Review of past year's Service Accomplishments in July
- e) Service Objective for new fiscal year in July

VII. CONSENT CALENDAR

a) Personnel Action

1. Merit increase for PT Library Clerk, Mario Delgado, to Step 4 on the Salary Scale effective May 19, 2023.
2. Merit increase for PT Library Clerk, Joshua Min, to Step 3 on the Salary Scale effective May 5, 2023.
3. Merit increase for Librarian II, Gloria Nguyen, to Step 3 on the Salary Scale effective May 5, 2023.
4. Merit increase for PT Library Assistant, Bailey Porras, to Step 4 on the Salary Scale May 19, 2023.
5. Merit increase for PT Library Clerk, Yocelin Ruiz, to Step 3 on the Salary Scale effective June 2, 2023.

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6. Merit increase for PT Library Clerk, Kaylee Trapasso, to Step 3 on the Salary Scale effective May 19, 2023.

MOTION by Trustee Ganer to approve the Consent Calendar.
SECOND by Trustee Jensen.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved.

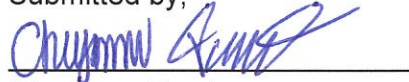
ADJOURNMENT

MOTION by Trustee Ganer to adjourn the meeting.
SECOND by Trustee Estrada.

AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams, Trustee Traut.

MOTION approved. The meeting was adjourned at 6:12 p.m.

Submitted by,



Cheyenne Traut
Secretary