

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
June 6, 2023

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present: Brenda Estrada, Pat Ganer, L. Carole Jensen, Richard Rams.
Trustee Cheyenne Traut was absent (excused).

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

CLOSED SESSION

4. Public Employee Discipline/Dismissal/Release (Gov. Code 54957 (b)(1))

MOTION by Trustee Jensen to adjourn into closed session. SECONDED by Trustee Estrada. MOTION approved unanimously.

The Board entered into closed session at 5:32 p.m.

MOTION by Trustee Jensen to adjourn the closed session and reconvene in open session. SECONDED by Trustee Ganer. The Board reconvened at 7: 20 p.m. and stated no action was taken.

ACTION ON MINUTES

5. Regular Meeting of April 4, 2023

MOTION by Trustee Ganer to approve the minutes of May 2, 2023, as presented.

SECOND by Trustee Estrada.

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

ABSENT: Trustee Traut.

MOTION approved.

ORAL COMMUNICATIONS

6. From Public Concerning Non-agenda Items

There were no public comments.

7. Board Members' Reports on Conferences Attended or Meetings Scheduled

No comments.

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CORRESPONDENCE

8. Patrons' suggestions from Individuals Requesting Purchase of Materials or Proposing Changes to Library Operations

No comments.

9. Buena Park Library District Volunteer Guild Report

The Board of Trustees reviewed the memo to the Library Volunteer Guild from the Library Director.

Library Director Medina stated the Library Volunteer Guild indicated the bookstore generated \$677 and the book nook generated \$740 in May.

10. Director's Report

The Director reported staff had discovered more graffiti on the concrete sidewalk that will need to be professionally removed.

It was also noted that the police were called due to a person blocking the staff entrance and one patron was suspended for three months.

President Rams stated Lunch at the Library is an awesome resource and incentive to get kids to the library throughout the summer. The Director stated Centralia School District is providing the lunches and the library is happy to provide the space for the children to eat.

The Director reminded the Trustees that the Summer Reading Kickoff event is scheduled for Saturday, June 10 at 10 a.m.

Circulation Services Supervisor Caroline Wilkins said staff is happy with the passport appointment system. Library Director Medina stated it has alleviated early morning issues.

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

11. Balance Sheet as of April 30, 2023

No comments.

12. Revenue – \$4,470,378 and Expenditures - \$3,665,839 Budget vs. Actual Report
July 1, 2022, through May 31, 2023.

No comments.

13. Check Register from May 31, 2023

No comments.

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14. Monthly Statistical Reports for May 2023

The Director stated the Moazine magazine database will be discontinued effective June 1. The use-to-cost ratio was too low. Overdrive has added Korean magazines to their database. Trustee Jensen had asked why the HelpNow usage had gone down. The CA State library had called and asked about this as well, it was determined that more libraries began offering access to this resource.

It was mentioned that the Library will discontinue offering weekly take-home craft kits. The Library has resumed in-person programming and will be offering many special events throughout the summer. The cost of weekly craft kits along with the special events did not fit in the budget. Craft kits may be offered sporadically throughout the upcoming year.

NEW BUSINESS

15. Adoption of Resolution 2023-4 setting Gann Appropriation limit at \$16,176,630

MOTION by Trustee Ganer to adopt Resolution 2023-4. SECOND by Trustee Jensen.
AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams.
ABSENT: Trustee Traut.

MOTION approved.

16. Adoption of Resolution 2023-5 establishing a policy regarding criminal background checks and providing authority to the Library Director to seek and receive criminal background check information from the Department of Justice and Livescan

Trustee Jensen asked who would pay for the Livescan and if someone already had a livescan would they need another? The Director stated the Library will pay for the cost associated with the background check, and if someone had a livescan at another employer they would still need one for BPLD.

MOTION by Trustee Estrada to adopt Resolution 2023-5. SECOND by Trustee Ganer.

MOTION by Trustee Ganer to adopt Resolution 2023-5. SECOND by Trustee Jensen.
AYES: Trustee Estrada, Trustee Ganer, Trustee Jensen, Trustee Rams.
ABSENT: Trustee Traut.

MOTION approved.

17. Approval of Background Check Policy

President Rams briefly summarized the proposed policy. Trustee Jensen asked who prepared the policy. The Director stated the Library's legal counsel prepared the policy. It was clarified that the policy is retroactive and all current employees (along with future new hires) would need to get a background check.

MOTION by Trustee Ganer to approve the Background Check Policy as presented. SECOND by Trustee Jensen.

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

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ABSENT: Trustee Traut.

MOTION approved.

18. Consideration and approval of modifying new employee probationary period from 6-months to 12-months

Trustee Jensen asked if we should add retreat rights to a previous position in this policy. She stated there is nothing that states this is possible. The Director stated some libraries do have a policy that states "if your previous position is still open and you are unable to pass your probationary period because you can't perform the duties of the job, you may return to your old position". Trustee Ganer suggested it may be more appropriate to write a separate policy. There was a discussion about how to move forward.

MOTION by Trustee Ganer to table. SECOND by Trustee Jensen. There was a brief discussion.

MOTION by Trustee Ganer to only modify the new hire probationary period from 6-month to 12-months. SECOND by Trustee Jensen.

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

ABSENT: Trustee Traut.

MOTION approved.

19. Consideration and approval of modifications to the Librarian III classification description and changing the classification title to Supervising Librarian

It was asked if this new position included new/different responsibilities than what the Librarian III was currently doing. The Library Director stated she believed Librarian Ruth Cho was wrongly classified when the classification study was done. This employee has always had the responsibilities that were added into the description. The new position allows her to use her resources without needing to seek approval from another employee. The Librarian III already assigns work and trains other staff to help in the Children's department. It gives the librarian the tools required to do the job.

MOTION by Trustee Jensen to approve the modification to the Librarian III classification description and the title to Supervising Librarian. SECOND by Trustee Ganer.

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

ABSENT: Trustee Traut.

MOTION approved.

20. Consideration and approval of salary scale for Supervising Librarian classification

MOTION by Trustee Ganer to approve the salary scale for the Supervising Librarian classification. SECOND by Trustee Estrada.

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

ABSENT: Trustee Traut.

MOTION approved.

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21. Approval of the reclassification of R. Cho from Librarian III to Supervising Librarian classification at Step 6 on the Salary Scale effective June 16, 2023

President Rams asked what the percentage of the pay increase was, Business Officer Marina Tutty stated it is almost a 5% increase.

MOTION by Trustee Jensen to approve the reclassification of R. Cho from Librarian III to Supervising Librarian at Step 6 on the salary scale effective June 16, 2023.

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

MOTION approved.

22. Authorization for Library Director and trustee(s) to attend CSDA's Annual Conference

Trustee Jensen expressed interest in attending. Trustee Estrada stated she may be interested in attending but may be in school during that time. It was noted that if she changes her mind they can always bring it back for approval.

MOTION by Trustee Ganer to authorize the Library Director and Trustee Jensen to attend the CSDA Annual Conference. SECOND by Trustee Estrada.

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

MOTION approved.

23. Select and appoint a member of the Board of Trustees as a liaison with the Buena Park Library Volunteer Guild

MOTION by Trustee Estrada to appoint Trustee Ganer and Trustee Jensen (as a back-up) as a liaison with the Buena Park Library Volunteer Guild. SECOND by Trustee Jensen.

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

MOTION approved.

24. Authorize the acceptance of a \$5,396 grant for Lunch at the Library 2023 from California State Library

MOTION by Trustee Ganer to accept the \$5,396 grant for Lunch at the Library 2023. SECOND by Trustee Estrada.

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

MOTION approved.

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25. Adoption of Resolution 2023-6 authorizing the grant application, acceptance, and execution of grant funds from the state of California

MOTION by Trustee Ganer to adopt Resolution 2023-6 authorizing the grant application, acceptance, and execution of grant funds from the state of California. SECOND by Trustee Estrada.

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

MOTION approved.

26. Authorize the Library Director to schedule closure of Library for HVAC improvements

MOTION by Trustee Jensen to authorize the Library Director to schedule a Library closure for HVAC improvements. SECONDED by Trustee Ganer.

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

MOTION approved.

27. Authorize the acceptance of \$8,000 donation from the Buena Park Library Volunteer Guild for Children's Summer Reading Program

MOTION by Trustee Ganer to accept the \$8,000 donation from the Buena Park Library Volunteer Guild for the Children's Summer Reading Program. SECONDED by Trustee Estrada.

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

MOTION approved.

FUTURE AGENDA ITEMS

28. Agenda preparation for the July irregular date meeting which will be held on July 11, 2023 unless rescheduled by the Library Board of Trustees

- Adoption of Final Budget
- Review of past year's Service Accomplishments
- Service Objective for new fiscal year
- SDRMA Board of Directors election
- CSDA Board of Directors, Southern Network Election
- Annual Review of the Investment Policy
- Probation Policy

CONSENT CALENDAR

29. Personnel Action

- i. Resignation of PT Library Page Tiffani Hutto effective May 19, 2023.

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- ii. Merit increase for PT Library Clerk, Tomas Moran, to Step 5 on the Salary Scale effective June 16, 2023.

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

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

MOTION approved.

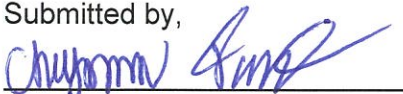
ADJOURNMENT

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

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

MOTION approved. The meeting was adjourned at 8:07 p.m.

Submitted by,



Cheyenne Traut
Secretary