

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 2, 2024

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

ACTION ON MINUTES

4. Regular Meeting of March 5, 2024

MOTION by Trustee Ganer to approve the minutes of March 5, 2024, as presented.

SECOND by Trustee Rams.

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

ABSTAIN: Trustee Traut.

MOTION approved.

ORAL COMMUNICATIONS

5. From Public Concerning Non-agenda Items

No comments.

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

No comments.

CORRESPONDENCE

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

No comments.

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8. Director’s Report

Director Medina announced that the Hunt Branch Library in Fullerton will be reopening on April 13. It has been closed for 11 years, but was recently remodeled and will be having a Grand Reopening. The Hunt Library building was also designed by William Pereira.

Director Medina, along with Placentia Library District Director Jeannette Contreras, will be presenting at the ISDOC Quarterly luncheon on April 25.

The Library’s elevator broke down on Saturday and was out of service through mid-Monday.

Griffin Structures began working in March and have brought in Bureau Veritas, plumbers, and historical architects to begin their investigations. Staff was able to locate many historical photographs of the library. The historical architects have helped us learn so much about our building over the last few weeks.

Chelenne Slaven and Ruth Cho have been conducting school tours, for many of the students this is their first field trip, ever!

Staff will be celebrating National Library Week next week.

FINANCIAL AND MONTHLY REPORTS FROM THE OFFICE OF THE DIRECTOR

9. Balance Sheet as of March 31, 2024

No comments.

10. Revenue – \$3,148,851 and Expenditures - \$2,553,431 Budget vs. Actual Report July 1, 2023, through March 31, 2024.

No comments.

11. Check Register from March 31, 2024

No comments.

12. Monthly Statistical Reports

No comments.

NEW BUSINESS

13. Adoption of Resolution 2024-3 approving and ratifying modification 093767.03 to work order with Vincor Construction for the amount of \$95,037.44

Director Medina stated this is the formal work order modification for preliminary change orders that were previously approved by the Board of Trustees. Most of the work is substantially completed, there is just one item that needs to be corrected.

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MOTION by Trustee Ganer to adopt Resolution 2024-3 approving and ratifying modification 093767.03 to work order with Vincor Construction.

SECOND by Trustee Traut.

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

MOTION approved.

14. Authorize Library Director to enter into an Independent Contractor Agreement with the Buena Park School District for professional services for a three-year term.

The Director explained this is an Independent Contractor Agreement with the Buena Park School District for professional Librarian services.

MOTION by Trustee Ganer to authorize the Library Director to enter into a contract for professional services with the Buena Park School District.

SECOND by Trustee Estrada.

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

MOTION approved.

15. Actuarial Valuation OPEB Funding and GASB 75 Report for Fiscal Year ending June 30, 2024

Director Medina provided a brief overview of the report's findings. The Board accepted and filed the report.

16. Annual Review of BPLD Library Fund Balance and Reserve Policy

This item was reviewed by the Board of Trustees. No changes were recommended.

17. Declaration of Qualification to Vote in the OCLAFCO Special District Selection Committee Election

MOTION BY Trustee Ganer to authorize President Jensen, and President Pro Tem Traut as an alternate, to vote in the OC LAFCO Special District Selection Committee election.

SECOND By Trustee Rams.

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

MOTION approved unanimously.

FUTURE AGENDA ITEMS

18. Agenda preparation for the next regular date meeting which will be held on May 7, 2024, unless rescheduled by the Library Board of Trustees.

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CONSENT CALENDAR

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.

19. Personnel Action

- a. Merit increase for PT Library Clerk, Perla Salazar, to Step 4 on the Salary Scale effective April 19, 2024.
- b. Merit increase for Senior Clerk, Brenda Gomez, to Step 6 on the Salary Scale effective April 19, 2024.

MOTION by Trustee Rams to approve the Consent Calendar.

SECOND by Trustee Ganer.

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

MOTION approved.

ADJOURNMENT

20. Adjournment

MOTION by Trustee Traut to adjourn the meeting.

SECOND by Trustee Rams.

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

MOTION approved. The meeting was adjourned at 5:54 p.m.

Submitted by,



Brenda Estrada
Secretary