

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
April 7, 2015

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

PLEDGE OF ALLEGIANCE: President Miller led the flag salute.

ROLL CALL

Board Members Present: Patricia Ganer, Donna Miller, Al Salehi
Mary Fuhrman arrived at 5:32

Absent: Dennis Salts

Staff Present: Library Director Mary McCasland, Systems Services Supervisor Doug Mason, Circulation Department Supervisor Caroline Wilkins, Facilities Maintenance Supervisor Ray Garcia, Business Officer Marina Tutty and Administrative Assistant Kathy Bermosk

I. ACTION ON MINUTES

a) Regular Meeting of March 3, 2015

MOTION by Trustee Salehi to approve the Minutes of the Regular Meeting of March 3, 2015.
SECOND by Trustee Ganer.

AYES: Trustee Ganer, Trustee Miller, Trustee Salehi
ABSENT: Trustee Fuhrman, Trustee Salts

Minutes approved as presented.

II. ORAL COMMUNICATION

a) From the Public Concerning Non-agenda Items

No comments.

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

No comments.

c) Volunteer Guild Report

The Bookstore Manager was unable to attend tonight's meeting. The Director reported that the revenue taken in by the Bookstore and the Book Nook in February totaled \$2,322.

III. CORRESPONDENCE

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

No comments or questions.

b) Director's Report

The Director reported that she received an email from the State Library informing her that our Library was not selected to receive a grant to purchase a van for the outreach program as hoped. Staff will not give up on the idea and will investigate other options. This summer, the Pop-Up Library will

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continue and include visits to two Buena Park schools.

Staff has been invited to the Buena Park School District Board meeting next Monday. A presentation has been planned for their school librarians during National Library Week, and the Library has been included. Also, staff will be going to the Buena Park City Council meeting on April 14 to receive a proclamation during National Library Week.

The Director gave each trustee a copy of a report from the State Library that provides background on the CENIC (Corporation for Education Network Initiatives in California) program.

Staff continues to work with DLS Builders on remodeling plans for the public restroom. DLS is a construction company we have employed in the past. Once the architectural plans have been completed, staff will submit them to the Board for review. Ray Garcia interjected that he thought the plans would be completed by May.

Trustee Ganer asked if the State Department of Architecture has to approve this project. Ray said the design has to pass county codes.

President Miller asked if we received bids from other contractors. Ray added that DLS is acting as the designer on this project. Once the drawings are completed, we can go out to bid.

Trustee Ganer complimented Ray for his efforts that save the District money, like finding that the chairs in the Computer Center were under warranty, would be repaired by the vendor at no cost to the Library, and continued to be under warranty for five more years.

Trustee Ganer asked about the Novelist eResource. The Director said that it is a reader's advisory tool that will suggest other authors a person may want to read if a certain author is liked. It also shows the patron if the book is in the library catalog and where to find it.

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

a) Balance Sheet as of March 31, 2015

↳ No comments or questions.

b) Revenue – \$1,923,968 and Expenditures - \$1,554,977 Budget vs. Actual Report July 1, 2014 through March 31, 2015

The Director stated that the second installment of property tax revenue is expected by the end of the month.

c) Check Register as of March 31, 2015

Trustee Fuhrman asked about the check written for an annual inspection. The Director said that the check had been written to a firm that does our required fire inspections. Ray said he was present during their inspection and walked along with them.

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d) Monthly Statistical Reports for March 2015

Trustee Salehi noticed that eBook checkouts have increased significantly over the last year and asked if we have any plans to allow patrons to print out books when the book is not physically available in the Library. The Director said that there have been no requests to print out eBooks and there would be copyright issues that apply in this instance.

Using the SLS Consortium state funds, we have added a new eBook collection, Enki eBooks, which includes several non-fiction titles.

V. NEW BUSINESS

a) Annual Review of the Fund Balance and Reserve Policy

The Director said that no revisions or changes to the policy were being recommended at this time, but the policy states that the Board will review it once a year.

Trustee Salehi asked if this policy could be affected by Measure A, should it pass. Trustee Fuhrman said the Library owns the property and the parking lot it is not considered "open space."

b) Review and Approval of the Capital Improvement Plan Schedule for Fiscal Year 2015/2016

MOTION by Trustee Fuhrman to approve the Capital Improvement Plan Schedule as presented.
SECOND by Trustee Salehi.

The Director stated that the restroom upgrades and handicap ramp have been moved forward. Some of the CENIC costs for bringing the fiber optic lines into the building have been added. Supplemental grants are available for the equipment to be purchased but we do not know how much will be received, so an amount was set.

President Miller said that replacing the roof in FY 2019-2020 for \$100,000 seemed like a low amount. Ray Garcia said that he recently had a company out to give an estimate for a seamless vinyl roof and that estimate is based on this year's pricing. The life span of the new roof is expected to be 25 years. The current roof is about 10-15 years old and is wearing very well.

Trustee Fuhrman asked what was being planned for the circulation desk in FY 2017-2018. The Director said that new 3M security system desensitizers will not fit in the circulation desk. Caroline Wilkins added that when items come in to the library they are sensitized, and likewise desensitized when items are checked out. 3M no longer sells the model we have and as the technology changes and the desensitizers become streamlined and thinner, our desk will no longer accommodate them. She has been able to purchase these older desensitizers on eBay and will continue to do so as needed. The system and technology are still good.

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Miller, Trustee Salehi

ABSENT: Trustee Salts

Motion approved.

c) Consideration and Approval to Adjust the Salary Scale for the Facilities Maintenance Supervisor Position Effective April 17, 2015

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MOTION by Trustee Ganer to approve the salary scale adjustment for the Facilities Maintenance Supervisor position. SECOND by Trustee Fuhrman.

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Miller, Trustee Salehi
ABSENT: Trustee Salts

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Analysis of the Draft Budget and Projected Income in May
- b) Gann Appropriations Limit Resolution in June
- c) Annual Investment Policy Review in June

President Miller asked if there were any items to be added to the Future Agenda Items. No other items were suggested by the Board.

VII. CONSENT CALENDAR

- a) Personnel Matters
 - 1. Merit Increase for Systems Services Supervisor, Douglas Mason, to Step 6 on the Salary Scale, effective April 3, 2015.
 - 2. Merit Increase for P/T Library Clerk I, Yesenia Sandoval, to Step 3 on the Salary Scale, effective April 3, 2015.
- b) Unpaid Bills Detail March 2015

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

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Miller, Trustee Salehi
ABSENT: Trustee Salts

Consent Calendar approved.

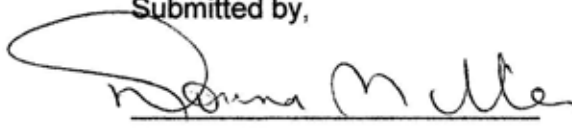
ADJOURNMENT

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

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Miller, Trustee Salehi
ABSENT: Trustee Salts

Motion approved. The meeting stood adjourned at 5:55 p.m.

Submitted by,



Donna Miller
Board President