

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
August 3, 2021

\*\*Due to the Governor of California's Executive Order N-33-20 (Stay at Home order) this meeting was held online via zoom. \*\*

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

PLEDGE OF ALLEGIANCE: President Rams led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Pat Ganer, Carole Jensen, Richard Rams, Al Salehi.

Staff Present: Library Director Mary McCasland, Circulation Services Supervisor Caroline Wilkins, Library Services Supervisor Helen Medina, Technology and Support Services Supervisor Ann Duarte, Business Officer Marina Tutty, Librarians Nicole Hight, Helen Koo, and Gloria Nguyen, Library Clerk Yesenia Sandoval, and Administrative Assistant Patty Salas.

President Rams stated there was no reportable action taken during the Closed Session at 4:30 p.m.

I. ACTION ON MINUTES

a) Regular Meeting of July 6, 2021

MOTION by Trustee Ganer to approve the minutes of July 6, 2021, as presented.  
SECOND by Trustee Salehi.

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

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.

c) Oral Presentation by Mike Harary from Koff & Associates

Mr. Mike Harary from Koff & Associates was present to give an oral presentation regarding the Compensation Study performed by Koff & Associates.

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A summary of the findings included:

- The Library’s base salaries, overall, in comparison to the market median are an average of 2.5% below the market
- The Library’s total compensation, overall, in comparison to the market median is an average of 15.8% below the market
- The Library’s benefits package puts the District in a less competitive position compared to base salaries only. Therefore, salary decisions should be based on base salary market results versus total compensation results and the District should address benefits separately.

Koff & Associates proposed recommendations included the following:

- Create a minimum and maximum salary range structure referenced as the “proposed salary schedule” with an approximate 27.6% spread between the minimum and maximum salary steps in any given range with 6 steps
- Authorize the Library Director to implement salary range placement for each classification

Trustee Jensen asked if the salary comparisons were inclusive of the 2% COLA the staff had received in July 2021? Mr. Harary explained that the salary comparison were done using the pre-July salary scale, but the proposed salary adjustments were inclusive of the current pay rate as of July 2, 2021. Trustee Jensen confirmed if this meant the total increase to salary budget was \$72,000 for this fiscal year (\$20,000 for 2% COLA and \$52,000 to implement K&A’s new salary scale). This was confirmed.

Salary range recommendations were blended between the market data and internal factors (how positions are currently paid and what their value is to the District).

President Rams asked if there was any information regarding longevity pay? Mr. Harary said this wasn’t the case with the comparator agencies included. He said he has seen longevity pay offered to agencies with safety officers and firefighters.

The Board thanked Mr. Harary for the information and his time.

III. CORRESPONDENCE

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

None.

- b) Director’s Report

The Director added that the State of The City Address will be held on September 8 at 8:00 a.m. She stated Trustees should let her know if they would like to attend.

The Volunteer Guild volunteers have returned to the Library and operating the bookstore four hours per day.

The Library has updated signage that says masks are recommended for all patrons.

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The Director stated that Senior Library Clerk Brenda Gomez is celebrating her 5<sup>th</sup> year at the Library. Brenda oversees the library pages and takes the outreach team to the various events throughout the city, including our Pop-up Library at Bellis Park.

Trustee Salehi asked if we could discuss requiring masks instead of “recommending” them since LA County is now requiring they be worn indoors. He said it may be better to err on the side of caution. The Director stated it is difficult for staff to enforce a mask mandate that does not follow Orange County guidelines. She said about half of the patrons still wear masks inside the library. Library Services Supervisor Helen Medina stated staff appreciates patrons who wear masks, but it is very difficult to enforce a mask mandate, especially now that people are able to stay inside the library.

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

a) Balance Sheet as of July 31, 2021

The Director noted there was a new line item included on the Balance sheet.

b) Revenue – \$22,263 and Expenditures - \$160,071 Budget vs. Actual Report  
July 1, 2021 through July 31, 2021

No comments.

c) Quarterly Cash Flow Trend Analysis

No comments.

d) Check Register as of July 31, 2021

No comments.

e) Monthly Statistical Reports for July 2021

The Director stated in-person visits and circulation continue to increase. Overall, circulation is 60% of pre-pandemic levels.

V. NEW BUSINESS

a) Approval of Salary Range Structure as Recommended in Koff & Associates’ Total Compensation Report

The Director stated this salary range structure would benefit the library with ensuring classifications are paid accordingly.

MOTION by Trustee Ganer to approve the Salary Range Structure.  
SECOND by Trustee Salehi.

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

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MOTION approved.

- b) Approval of Salary Range Placement for each classification as recommended in Total Compensation Report

MOTION by Trustee Ganer to approve the salary range placement for each classification as recommended in the Total Compensation Report

SECOND by Trustee Salehi.

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

MOTION approved.

- c) Approval of new Salary Schedule to take effect on August 13, 2021

MOTION by Trustee Salehi to approve the new salary schedule to take effect on August 13, 2021

SECOND by Trustee Ganer.

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

MOTION approved.

- d) Consideration and approval of National Demographics Cooperation (NDC) proposal for Districting Services

Trustee Ganer stated it was clear that this is something the District needs to move forward with and she was impressed by the qualifications of NDC and was happy the Library District's attorney would work with NDC to move the Library toward by-district voting.

MOTION by Trustee Ganer to approve National Demographic Cooperation's proposal.

SECOND by Trustee Castaneda.

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

MOTION approved.

- e) Consideration and approval of date(s) to hold a Public Hearing to inform the public about the districting process

After a brief discussion the following was proposed.

MOTION by Trustee Salehi to hold the first public hearing on Wednesday, August 25 at 5:30 p.m.

SECOND by Trustee Ganer.

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

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MOTION approved.

- f) Accept and file OPEB GASB 75 Actuarial report

MOTION by Trustee Salehi to accept and file the OPEB GASB 75 Actuarial report  
SECOND by Trustee Ganer.

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

MOTION approved.

- g) Discussion and approval of rescheduling the Regular Meetings of September and October 2021

Due to scheduling conflicts, it was requested to move the meetings to Wednesday evenings.

MOTION by Trustee Salehi to move the regular meetings of September and October to September 8, 2021 at 5:30 p.m. and October 6, 2021 at 5:30 p.m.  
SECOND by Trustee Ganer.

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

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Annual Report in September
- b) Annual Review of the Trustee Handbook in October

VII. CONSENT CALENDAR

a) Personnel Action

1. Merit increase for P/T Library Clerk Stephanie Magana to Step 6 on the Salary Scale effective August 13, 2021.
2. Merit increase for P/T Library Page, Fahmeeda Simjee to Step 6 on the Salary Scale effective August 13, 2021.
3. Merit increase for Library Assistant Chelenne Slaven to Step 6 on the Salary Scale effective August 13, 2021.
4. Merit increase for Circulation Services Supervisor Caroline Wilkins to Step 2 on the Salary Scale effective August 13, 2021.
5. Merit increase for Librarian III Ruth Cho to Step 5 on the Salary Scale effective August 27, 2021.
6. Merit increase for Library Services Supervisor Helen Medina to Step 5 on the Salary Scale effective August 27, 2021.

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- 7. Merit increase for Library Technician Ashley Parker to Step 6 on the Salary Scale effective August 27, 2021.
- 8. Resignation of PT Library Clerk Nancy Sanchez effective July 2, 2021.

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

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

Motion approved.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:54 p.m.

Submitted by,

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Irene Castaneda  
Secretary