

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
December 5, 2017

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

PLEDGE OF ALLEGIANCE: President Ganer led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Patricia Ganer, Al Salehi, Dennis Salts.
Absent: Rajen Vurdien

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Librarian Marcia Miyoshi, Librarian Ann Duarte, Circulation Department Supervisor Caroline Wilkins, and Interim Administrative Assistant Kathleen Bermosk

I. ACTION ON MINUTES

a) Regular Meeting of November 7, 2017

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of November 7, 2017, as presented.

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi, Trustee Salts

ABSENT: Trustee Vurdien

Minutes approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

No comments.

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

Trustee Salts commented that the Mayor's Prayer Breakfast was very inspiring. Mrs. Salts will be on the planning committee again next year. He added that this year's breakfast was sold out.

c) Volunteer Guild Report

The Director reported that the Volunteer Guild had made \$1,085 in the month of November which was down from last year. The Bookstore is having a 50% off sale in December.

III. CORRESPONDENCE

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

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Trustee Salehi questioned how to pronounce a requested Korean book title, but unfortunately no one at the meeting spoke Korean. President Ganer was pleased with the selection of DVDs patrons had suggested.

b) Director's Report

The Director asked the trustees to take notice of the letter from Mayor Swift that was placed on the desk in front of them.

While the Director was happy to report that there had been fewer patron incidents this month than last, a complaint about the smell of bleach in the men's restroom turned out to be a patron coloring his hair.

Another patron has been suspended permanently. He had been suspended for watching pornography and behaving inappropriately twice before. This was his third offense.

Trust Salehi asked if filters would prevent such occurrences. The Director explained that the patron was using his own laptop computer. She further stated that filters have been a problem for libraries because they can prevent access to important information for our patrons. Also these type of incidents do not happen often enough for the Library to take more drastic action. Trustee Salts added that everyone has to be vigilant in these instances.

Trustee Salehi asked how the patrons responded to the new Mobile Virtual Reality System. Librarian Ann Duarte responded that the VR system has been well received because it appeals to all ages.

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

a) Balance Sheet as of November 30, 2017

No comments.

b) Revenue – \$573,006 and Expenditures – \$994,733 Budget vs. Actual Report
July 1, 2017 through November 30, 2017

The Director stated that additional revenue is expected before the next Board meeting.

c) Check Register as of November 30, 2017

No comments.

d) Monthly Statistical Reports for November 2017

Trustee Salehi commented on the report that the number of followers of the Library's Facebook page has tripled since last year. He asked if the Library has started reporting Instagram statistics yet. The Director explained that Instagram does not report their statistics like Facebook does so it is difficult to total them. Librarian Ann Duarte added that she is working on a business profile for the Library. She is also looking to Google analytics which will provide some statistics and data.

Trustee Salehi asked if the Library should advertise the eBook collection more. The Director agreed that getting the word out is important.

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Librarian Marcia Miyoshi responded that for the past several months, new eBooks have been added to the regular catalog. In December and January, the backlist will also be added.

V. NEW BUSINESS

a) Election of Board Officers

On nominations duly made, the following officers were elected:

Pat Ganer, President
Irene Castaneda, President Pro Tem
Dennis Salts, Secretary

b) Approval of 2018 Holidays

MOTION by Trustee Salts to approve the 2018 Holidays.
SECOND by Trustee Salehi.

The Director pointed out that the holidays listed reflect the usual holidays the Library has observed in past years. Staff has also requested the Library close for a Staff Development day scheduled for October 2018.

Motion approved.

The Director interjected that the Board Packet for the January Board meeting, scheduled for Tuesday, January 2, will be mailed to trustees earlier to allow for holiday mail schedules. Trustee Salehi said he had planned to request that the meeting be pushed back one week until Tuesday, January 9.

MOTION by Trustee Salehi to move the January meeting from Tuesday, January 2 to Tuesday, January 9.
SECOND by Trustee Castaneda

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts, Trustee Salehi
ABSENT: Rajen Vurdien

Motion approved.

c) Consideration and Approval of the Revised Salary Scale for the Page position

MOTION by Trustee Salts
SECOND by Trustee Salehi

The Director informed the Board that this adjustment in the Salary Scale to keep up with the minimum wage requirements will not have an impact on the budget. Staff does an annual review of salary comparisons and will be looking at the whole pay scale in the future.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts, Trustee Salehi
ABSENT: Rajen Vurdien

Motion approved.

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d) Consideration and Approval of the Purchase of a Scanner

MOTION by Trustee Castaneda
SECOND by Trustee Salts

Librarian Marcia Miyoshi explained that this is a larger format scanner, at 12" X 17", than the desktop scanners currently used in the Library and in homes. It would accommodate patron requests for scans of newspapers, as well as photos and scrapbooks that no one currently has access to but would be of interest to the Buena Park community. She also suggested that other groups or organizations in Buena Park might be interested in using this scanner also.

Trustee Salts asked why the cost was so much higher than his scanner at home. Librarian Ann Duarte explained that this scanner has twice the resolution of standard scanners, it is a book-edge scanner which allows books to be scanned without hurting spines or deteriorating the material, it is faster and the software would enable images to be placed on our website without distortion. The idea is to preserve images so they can be shared.

Trustee Salehi agreed that this particular scanner has a lot of options that make it an important purchase.

Trustee Salts said that if this scanner will serve the purpose the Library plans for it, he suggests staff move forward with their plans.

The Director added that the software is a significant part of the cost. Librarian Marcia Miyoshi interjected that the software allows data to be entered for the images that are scanned and the format can be uploaded to the Omeka website which saves a significant amount of keying information.

The Director stated that this scanner will not be for public use or in the public area, but will be manned by trained staff only and housed in the conference room. She has spoken with other organizations like the Historical Society to see if they have photos they would like to be scanned and shared. Also, the scanner will be very useful for the Library's centennial celebration in 2019.

Trustee Salehi asked if staff had looked for other competitive pricing. The Director explained that staff did compare pricing and selected this particular vendor because of the training provided and the software package that they offered.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salts, Trustee Salehi
ABSENT: Rajen Vurdien

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Mid-year Detailed Budget Review in January
- b) Mid-Year Plan of Service Review in January
- c) Review of Fees and Fines in February

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VII. CONSENT CALENDAR

a) Personnel Action

1. Rehire of Kathleen Bermosk as an Interim Employee/Retired Annuitant to Step 9 on the Administrative Assistant Salary Scale, effective December 4, 2017.
2. Reclassification of Tomas Moran to P/T Library Clerk 1 at Step 1 on the Salary Scale, effective December 8, 2017.
3. Merit Increase for Business Officer Marina Tutty to Step 5 on the Salary Scale, effective December 22, 2017.
4. Merit Increase for P/T Page, Pamela Pedro, to Step 2 on the Salary Scale, effective December 22, 2017.
5. Merit Increase for P/T Page, Sarahana Poudel, to Step 2 on the Salary Scale effective December 22, 2017.
6. Merit Increase for P/T Page, Bethany Marier, to Step 2 on the Salary Scale effective December 22, 2017.

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

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi, Trustee Salts
ABSENT: Trustee Vurdien

Motion approved.

ADJOURNMENT

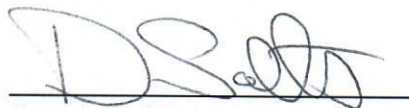
MOTION by Trustee Salehi to adjourn the meeting.
SECOND by Trustee Castaneda

AYES: Trustee Castaneda, Trustee Ganer, Trustee Salehi, Trustee Salts
ABSENT: Trustee Vurdien

Motion approved.

The meeting stood adjourned at 6:20 p.m.

Submitted by,



Dennis Salts
Board Secretary