

MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
BUENA PARK LIBRARY DISTRICT  
February 1, 2022

CALL TO ORDER: President Rams called the meeting to order at 5:32 p.m.

ROLL CALL

Board Members Present: Pat Ganer, Carole Jensen, Richard Rams.  
Trustee Castaneda and Trustee Salehi were absent.

Staff Present: Library Director Mary McCasland, Library Services Supervisor Helen Medina, Technology and Support Services Supervisor Ann Duarte, Business Officer Marina Tutty, Facilities Maintenance Supervisor Ray Garcia, and Library Clerk Mario Delgado.

I. ACTION ON MINUTES

a) Regular Meeting of January 4, 2022

MOTION by Trustee Jensen to approve the minutes of January 4, 2022, as presented.  
SECOND by Trustee Ganer.

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

MOTION approved.

b) Special Meeting of January 4, 2022

MOTION by Trustee Ganer to approve the minutes of the Special Meeting on January 4, 2022, as Presented.

SECOND by Trustee Jensen.

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

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No comments.

### III. CORRESPONDENCE

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

Trustee Ganer was curious about the increase in Korean requests. Public Services Supervisor Helen Medina mentioned that this order contained two months' worth of requests.

- b) BPLD Staff Milestone

President Rams congratulated Library Clerk Mario Delgado on his 5 years of service with the Buena Park Library District and presented him with a pin and certificate. Library Director Mary McCasland stated Mario started in 2017 as a Library Page and was promoted to Library Clerk and Passport Agent.

- c) Director's Report

Library Director McCasland stated Administration had received an email from the Orange County Registrar of Voters stating that there was a slight discrepancy on the Districting map. There was a small portion that hadn't been included on the north end of the Library's boundaries. When the Director pointed this out to National Demographics Corporation they stated by adding this small portion in it would balance out each District more uniformly. NDC will be updating the map and percentage information.

The Director also added that the Library is making plans for the upcoming closure for the HVAC replacement. The Director had notified the Library's Volunteer Guild that they would need to clean up their sorting area as this is where a lot of construction will take place. The Volunteer Guild notified the Library that they will be receiving assistance from a local Eagle Scout.

Trustee Ganer commended Ray Garcia on solving a few problems throughout the Library over the past month. She also stated she appreciates the partnerships the Library is building with local schools.

President Rams concurred.

Trustee Ganer asked if the Library agreed to allow the OC Health Agency to place a COVID Test drop off box. The Director responded that the agency would be dropping it off soon.

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

- a) Balance Sheet as of January 31, 2022

No comments.

- b) Revenue – \$2,776,579 and Expenditures - \$1,608,142 Budget vs. Actual Report  
July 1, 2021 through January 31, 2022

**APPROVED MARCH 1, 2022**

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No comments.

c) Quarterly CERBT Statement

No comments.

d) Check Register as of January 31, 2022

Trustee Jensen asked what the 3 year deep freeze was, Library Services Supervisor Helen Medina, responded that this is a software used to secure the computers in the Computer Center.

e) Monthly Statistical Reports for January 2022

No comments.

V. NEW BUSINESS

a) Annual Review of Fee Schedule

The Director stated the items in red were recent changes that other local libraries had implemented in their fee schedules.

MOTION by Trustee Ganer to approve the recommended changes to the Fee Schedule.  
SECOND by Trustee Jensen.

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

MOTION approved.

b) Review and approval of Changes to the Face Mask Policy

The Board recommended a few changes to the Face Mask Policy provided.

MOTION by Trustee Ganer to approve the Face Mask Policy with the amendments recommended.  
SECOND by Trustee Jensen.

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

MOTION approved.

c) Review and approval of revisions to the Library Director Classification description

After a discussion, the following motion was made.

MOTION by Trustee Jensen to approve the revisions to the Library Director Classification description as presented.  
SECOND by Trustee Ganer.

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AYES: Trustee Ganer, Trustee Jensen, Trustee Rams.

ABSENT: Trustee Castaneda, Trustee Salehi.

MOTION approved.

- d) Review and approval of proposal from Gordian Group and Vincor Construction for Waste line Replacement in the amount of \$28,005.48

Facilities Maintenance Supervisor Ray Garcia explained the scope of work to the Board of Trustees.

MOTION by Trustee Ganer to approve the proposal from Gordian Group and Vincor Construction in the amount of \$28,005.48.

SECOND by Trustee Jensen.

AYES: Trustee Ganer, Trustee Jensen, Trustee Rams.

ABSENT: Trustee Castaneda, Trustee Salehi.

MOTION approved.

- e) Establish an Ad Hoc Committee to develop selection criteria for Library Director position

President Rams stated he would like to establish an Ad Hoc committee consisting of himself and another officer to establish selection criteria for hiring a new library director.

MOTION by Trustee Jensen to approve the creation of an ad hoc committee consisting of President Rams and President Pro Tem Ganer.

SECOND by Trustee Ganer.

AYES: Trustee Ganer, Trustee Jensen, Trustee Rams.

ABSENT: Trustee Castaneda, Trustee Salehi.

MOTION approved.

- f) Discussion regarding AB 361

MOTION by Trustee Jensen to table this item.

SECOND by Trustee Ganer.

AYES: Trustee Ganer, Trustee Jensen, Trustee Rams.

ABSENT: Trustee Castaneda, Trustee Salehi.

MOTION approved.

VI. FUTURE AGENDA ITEMS

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- a) National Library Week Proclamation in March
- b) Annual Review of the Record Retention Policy in March
- c) Annual Evaluation of Staffing Levels in April
- d) Review of Salary Comparisons in April
- e) Annual Review of BPLD Library Fund Balance and Reserve Policy in April
- f) Review of Capital Improvement Projects in April

VII. CONSENT CALENDAR

- a) Personnel Action
  - 1. New Hire, Jose Castellon, as PT Library Clerk at Step 1 on the Salary Scale effective January 4, 2022.
  - 2. New Hire, Javier Silva, as PT Library Clerk at Step 1 on the Salary Scale effective January 5, 2022.
  - 3. Merit increase for PT Library Page Cynthia Alvarez to Step 2 on the Salary Scale effective February 11, 2022.
  - 4. Merit increase for PT Library Page Monique Flores-Arvizu to Step 2 on the Salary Scale effective February 11, 2022.
  - 5. Merit increase for Facilities Maintenance Supervisor, Ray Garcia, to Step 3 on the Salary Scale effective February 25, 2022.

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

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

Motion approved.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:29 p.m.

Submitted by,

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Irene Castaneda  
Secretary