

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
January 6, 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: Mary Fuhrman, Patricia Ganer, Donna Miller, Al Salehi, Dennis Salts

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Librarian Phyllis Nisle, Circulation Department Supervisor Caroline Wilkins and Administrative Assistant Kathy Bermosk

PRESENTATION OF ROBERT PEARSON'S EAGLE SCOUT PROJECT TO THE LIBRARY

The Director explained that she and Facilities Maintenance Supervisor Ray Garcia were looking for outdoor benches when Robert Pearson came to her and presented his idea to make six benches for the Library as his Eagle Scout project. Robert raised \$2,000 for the materials, organized the project and supervised the construction of the beautiful, high quality benches. The Director told the Board that the Pearson family has been coming to the Library for 16 years. Staff has watched Robert and his sister grow up.

Robert thanked the Library staff for the opportunity to do this project. He said he was honored to do the work for the Library where he spent so many enjoyable hours during his childhood.

The Director said that she has already received a comment form thanking the Library for the much appreciated outdoor seating that the benches provide.

President Miller presented Robert with a certificate of appreciation and thanked him for the time and effort he and his volunteers put into completing this project for the Library.

I. ACTION ON MINUTES

a) Regular Meeting of December 2, 2014

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of December 2, 2014.

SECOND by Trustee Salehi.

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

Minutes approved as presented.

II. ORAL COMMUNICATION

a) From the Public Concerning Non-agenda Items

None.

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

Trustee Fuhrman said she had a good time attending the Library employees' Christmas party. President Miller thanked staff for a well organized and fun party.

Trustee Salts said he and three new school board members attended the annual conference in San Francisco.

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c) Volunteer Guild Report

The Bookstore Manager, Marilyn Lowery, was unable to attend this meeting so the Director reported that combined revenue of \$1,667 was received by the Bookstore and the Book Nook in December. The Bookstore sale for January is hardback fiction for 75 cents per book.

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 added that Children's Librarian Mary Ivelia has scheduled second grade tours with the schools in the Buena Park and Centralia School Districts. She is also doing an A to Z reading program for ages 0-6, encouraging parents to read a picture book from each letter of the alphabet to their child so they can earn a prize.

Librarian Phyllis Nisle presented this year's selection for the annual Buena Park Reads Together program in April. The book for this year is an historical fiction, *The Invention of Wings*, written by Sue Monk Kidd. The book is based on the Grimké sisters, Sarah and Angelina, who were at the forefront of the abolitionist and women's rights movements, and a young slave girl, Handful, who was given to Sarah for her 11th birthday.

In the book, Sarah's mother, Charlotte, made a story quilt to tell the history of her life. One of the projects for this year will be to make a community story quilt that will be displayed in the Library. Participants will have five Thursday afternoons to make a quilt block. There will be two book discussion groups. The afternoon group will have an extended discussion and a tea with a typical Charleston-style dessert.

This book was also one of Oprah's Book Club selections and she interviewed Sue Monk Kidd. That 30-minute interview will be shown at the afternoon discussion, but not during the evening discussion because of time constraints.

Extra copies of the book have been leased and placed on the shelves for patrons to read.

The Board said it was a very good book selection and thanked Phyllis for her hard work.

Trustee Fuhrman commended Business Officer Marina Tutty for taking care of the recent payroll issues. The Director stated that the complications were drawn out over three pay periods, but staff always got paid on payday.

Trustee Ganer commended Systems Services Supervisor Doug Mason and Facilities Maintenance Supervisor Ray Garcia for coming in and handling problems on a Sunday after a power outage caused an alarm event, and Ray for a rebate he received from SoCal Water Smart.

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

a) Balance Sheet as of December 31, 2014

No comments or questions.

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- b) Revenue – \$1,056,762 and Expenditures - \$1,000,157 Budget vs. Actual Report July 1, 2014 through December 31, 2014

The Director stated that more pass-through revenue came in than expected. Three \$100 patron donations were received, as well as a \$1,000 donation. These patrons donate every year.

- c) Check Register as of December 31, 2014

No comments or questions.

- d) Monthly Statistical Reports for December 2014

The Director said that checkouts have typically been going down about two percent, but in December checkouts increased eight percent. More DVDs, children's books and magazines were checked out, as well as eBooks.

V. NEW BUSINESS

- a) Mid-year Detailed Budget Review

The Director stated that revenue is as expected and at about 50% with the receipt of pass-through monies.

Trustee Fuhrman stated that her son-in-law came to the Library for his passport and reported that the customer service was tremendous. The Director said that the day he came in was the first Saturday which begins a very busy passport season. The Bookstore will be used as the passport services waiting area. Staff is hoping this will not only increase sales in the Bookstore, but help to contain the noise level.

- b) Mid-year Plan of Service Review

Trustee Ganer stated that the list was very impressive. Trustee Miller said she liked that the goals were specific and not general ones.

The Director pointed out that with the help of Librarian Mayra Ochoa the Spanish collection has increased 33% which has helped with our community outreach. More Korean books for the Children's Room have been purchased.

She continued that staff has not given up on CENIC (Corporation for Education Network Initiatives in California). Their time lines made staff a little nervous. Doug Mason stated that the final decision to move forward will have to be made in February. There will be one more consultation with them after they have done their bids. The concern with eRate is that typically everything would have to be in place to turn on the network with the new setup by July 1st. Everything would have to be bid on and figured out as well as the completion of the trenching to bring the fiber into the building. To get this all completed before July 1st was highly questionable. After further consultation, they said we could make the commitment and turn it on anytime after July 1st, giving us time to get things in order. They clarified that this will be a yearly process so if we decide we cannot get everything completed this year, we can work towards next year.

President Miller stated she was pleased to see the items listed under the staff focus for the remainder of the fiscal year.

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VI. FUTURE AGENDA ITEMS

- a) Annual Review of Fines and Fees in February
- b) Review of the Record Retention Policy in March
- c) National Library Week Proclamation in March

President Miller asked if there were any items to be added to the Future Agenda Items. There were no suggestions.

VII. CONSENT CALENDAR

- a) Personnel Matters
 - 1. Resignation of P/T Library Assistant, Daniel Macri, effective December 16, 2014.
 - 2. Merit Increase for Children's Librarian, Mary Ivelia, to Step 4 on the Salary Scale, effective January 9, 2015.
 - 3. Merit Increase for P/T Library Clerk II-Acquisitions Assistant, Ashley Parker, to Step 3 on the Salary Scale, effective January 23, 2015.
- b) Unpaid Bills Detail January 2015

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

AYES: Trustee Fuhrman, Trustee Ganer, Trustee Miller, Trustee Salehi, Trustee Salts
Motion approved.

VIII. CLOSED SESSION

- 1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Gov. Code Section 54956.9(a)
Name of case: Jennifer Shayne et al. v. California Department of Finance

President Miller stated that the Closed Session would be for sharing information only and there would be no need to report out upon reconvening into Open Session.

The Board recessed into Closed Session at 6:01 p.m.

The Board reconvened into Open Session at 6:15 p.m.

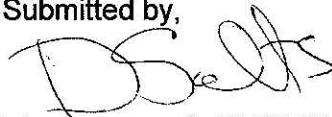
ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:16 p.m.

Submitted by,



Dennis Salts
Board Secretary