

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
July 6, 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 5:34 p.m.

PLEDGE OF ALLEGIANCE: President Rams led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Pat Ganer, Richard Rams, Al Salehi.
Carole Jensen arrived at 6:09 p.m.

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

I. ACTION ON MINUTES

a) Regular Meeting of June 1, 2021

MOTION by Trustee Ganer to approve the minutes of June 1, 2021, as presented.
SECOND by Trustee Salehi.

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

MOTION approved.

b) Special Meeting of June 1, 2021

MOTION by Trustee Ganer to approve the minutes of the Special Meeting on June 1, 2021, as presented.
SECOND by Trustee Salehi.

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

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

No comments.

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

Trustee Castaneda stated Mrs. Milch's *Read to Me* program and BPLD Pop-up Library at Bellis Park has been well attended. She said she and her children have been enjoying this weekly program.

c) Oral Presentation by Mike Harary from Koff & Associates

Mr. Mike Harary presented a brief presentation on the Classification Study Koff & Associates completed for the Buena Park Library District.

Trustee Ganer asked for feedback from Library staff present at the meeting. Caroline Wilkins provided feedback she received from her staff regarding the process and recommendations provided by Koff & Associates. Librarian Nicole Hight asked for clarification regarding one piece of information provided in the report.

Trustee Ganer asked for rationale and legal implications of having both education requirement and/or experience minimum qualification requirements for positions. Mr. Harary stated this is standard practice.

The Trustees congratulated Ruth Cho on her acceptance of the Children's Librarian role.

III. CORRESPONDENCE

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

None.

b) Director's Report

The Director stated Caroline Wilkins and her team had received flowers from a patron who was appreciative of the great customer service he received while applying for his passport.

A Cal State Fullerton professor emailed to express gratitude for the Hotspot Loan program. She needed an internet connection while caring for her father nearby.

President Rams and President Pro Tem Ganer thanked the staff for their hard work and great customer service.

President Pro Tem Ganer asked for further details regarding a patron incident.

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

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a) Balance Sheet as of June 30, 2021

No comments.

b) Revenue – \$3,599,099 and Expenditures - \$2,666,175 Budget vs. Actual Report
July 1, 2020 through June 30, 2021

No comments.

c) Check Register as of June 30, 2021

No comments.

d) Monthly Statistical Reports for June 2021

The Director mentioned that Library attendance increased by 2,000 compared to May and circulation has increased by over 3,000 checkouts.

V. NEW BUSINESS

a) Consideration and approval of the Final Budget for Fiscal Year 2021 – 2022 in the amount of \$3,295,000

The Director stated a preliminary budget had been presented in May. Trustee Jensen asked why there was a large jump in the consultant category compared to last year. The Director stated the District will be paying a demographer and legal fees as we move forward with the by-district voting process.

MOTION by Trustee Ganer to approve the Final Budget in the amount of \$3,295,000
SECOND by Trustee Salehi.

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

MOTION approved.

b) Consideration and approval to give a 2.0% Cost of Living Adjustment to Library Staff effective July 2, 2021.

Trustee Jensen asked for clarification as to why this item wasn't presented in June. The Director stated it typically follows the approval of the final budget.

MOTION by Trustee Salehi to approve the 2.0% COLA for Library Staff effective July 2, 2021.
SECOND by Trustee Castaneda.

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

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MOTION approved.

- c) Review and approval of revised Classification descriptions for all library positions

MOTION by Trustee Ganer to approve the adoption of the revised Classification descriptions for all library positions as presented in the Koff & Associates report.
SECOND by Trustee Salehi.

MOTION by Trustee Ganer to amend the motion to include the reclassification of (select) incumbents and classification title changes as recommended in the Koff & Associates Classification study.
SECOND by Trustee Castaneda.

Vote on the amendment:

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

Amendment APPROVED.

Vote on the revised motion:

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

Revised motion APPROVED.

- d) Review and file HVAC Upgrade Report

The Director stated this item was for informational purposes only. Staff wanted to present initial findings to the Board.

- e) Review and approved revised face mask policy

President Rams asked what staff input has been regarding the revised mask policy. Public Services Supervisor Helen Medina said staff has felt relief and less stressed about having to enforce mask wearing. Overall, many people are still wearing their masks, but staff is no longer required to enforce a mask policy.

President Pro Tem Ganer asked how the rules are being applied to children. Helen Medina stated most kids are wearing masks, however, if kids are not wearing them staff will not approach them.

MOTION by Trustee Salehi to approve the revised face mask policy.
SECOND by Trustee Ganer.

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

MOTION approved.

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f) Review of past year's service accomplishments

President Rams stated the Library continues to excel in providing great customer service and evolving with the requirements put upon it by the pandemic. He praised the Director's leadership of staff and reaching all the goals listed in this year's service accomplishments.

The Director thanked President Rams and stated the Library has a great staff that has been able to adapt and provide quality services to the public.

The Board of Trustees echoed President Rams' comments.

g) Service Objectives for next Fiscal Year

The Board stated they have confidence in the staff being able to complete all the objectives they have listed.

MOTION by Trustee Salehi to approve the Service Objectives for the next Fiscal Year
SECOND by Trustee Ganer.

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

MOTION approved.

h) CSDA Board of Directors Southern Network Election

MOTION by Trustee Ganer for the Library District to support Jo-Anne Martin.
SECOND by Trustee Castaneda.

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, Marjorie Portillo, to Step 3 on the Salary Scale effective July 30, 2021.

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2. Merit increase for P/T Library Page, Randy Richter, to Step 4 on the Salary Scale effective July 16, 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 Castaneda.

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

Motion approved. The meeting stood adjourned at 6:43 p.m.

Submitted by,

Irene Castaneda
Secretary