

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
June 7, 2016

CALL TO ORDER: President Fuhrman called the meeting to order at 5:31 p.m.

PLEDGE OF ALLEGIANCE: President Fuhrman led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Mary Fuhrman, Patricia Ganer, Dennis Salts, Al Salehi

Staff Present: Library Director Mary McCasland, System Services Supervisor Doug Mason, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, Library Assistant Lynn Pence, Library Clerk Josepha Barendrecht, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

- a) Regular Meeting of May 3, 2016

MOTION by Trustee Ganer to approve the Minutes of the Regular Meeting of May 3, 2016 as presented.

SECOND by Trustee Salts.

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salts

ABSTAIN: Trustee Salehi

Minutes approved.

II. ORAL COMMUNICATION

- a) From the Public Concerning Non-agenda Items

No public members in attendance.

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

Trustee Salts stated he attended the Summer Reading Program Kickoff event. He commended all the hard work staff put in to make it a successful event.

- c) Volunteer Guild Report

The Bookstore Manager, Marilyn Lowery, could not attend tonight's meeting. The Director reported that the revenue taken in by the Bookstore and the Book Nook totaled \$2,087, including \$75 from Amazon sales.

III. CORRESPONDENCE

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

No comments.

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b) Recognition of BPLD Employee Service Milestones

Marina Tutty was recognized for 5 years of service to the Library. The Director stated she is the Business Officer and an accounting expert. The Board thanked Marina for her hard work and dedication to the Library.

Lynn Pence was recognized for 10 years of service to the Library. The Director said Lynn Pence is extremely organized and is one of the main reasons the Summer Reading Program is so successful.

Doug Mason was recognized for successfully completing the CENIC program for the Library. It took 15 months from beginning to end and now Library Staff and Patrons both enjoy the high-speed internet.

Josepha Barendrecht was recognized by the Board for 29 years of service to Library. The Director said we are honoring her because she will be retiring on June 30. The Director commended Josepha's customer service skills and applauded her ability to build relationships with the patrons. She is responsible for organizing and displaying books in the book nook. She has made a significant impact on the staff and the library. Board members thanked her and said she would be deeply missed.

c) Director's Report

The Director stated she had no additional comments and asked if there were any comments or questions regarding her report.

Trustee Salts stated he thought the idea of adding an extra passenger seat to the outreach van is an excellent idea. The Director said she is working with Centralia School District to coordinate parking the vehicle on their campus. Trustee Salehi asked if the price was negotiated. The Director said we received government pricing and were able to negotiate a price within our budget.

President Fuhrman asked which high school is running the Coding Cadet program. The Director stated students from Oxford Academy are running the program.

Trustee Ganer said it is very impressive to read about all the programs staff is able to accomplish.

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

a) Balance Sheet as of May 31, 2016

No comments.

b) Revenue – \$2,895,365 and Expenditures – \$2,324,561 Budget vs. Actual Report July 1, 2015 through May 31, 2016

No comments.

c) Check Register – April 29 through May 31, 2016

No comments.

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d) Monthly Statistical Reports for May 2016

The Director stated circulation numbers continue to increase. The Board also reviewed a chart displaying how passport revenue has increased over the past three years.

V. NEW BUSINESS

a) Approval of the final purchase price of the outreach van

MOTION by Trustee Ganer to approve the final purchase price of the van.
SECOND by Trustee Salts.

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

Motion approved.

b) Review and Discuss Salary Comparison

This item was for review only. President Fuhrman asked if any Board members had any questions or concerns. The Director mentioned that there are two employees classified as Library Clerk II. She is currently looking into reclassifying one as a Library Assistant. There were no further comments or questions.

c) Approval of the Gann Appropriations Limit Resolution in the amount of \$8,797,485

MOTION by Trustee Salts to approve the Gann Appropriations Limit Resolution.
SECOND by Trustee Castaneda.

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

Motion approved.

d) Annual Review of the Investment Policy

MOTION by Trustee Ganer to approve the recommended changes to the Investment Policy
SECOND by Trustee Castaneda.

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

Motion approved.

e) Biennial Review of the Conflict of Interest Code

MOTION by Trustee Salts to approve the Conflict of Interest Code as is.
SECOND by Trustee Castaneda.

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

Motion approved.

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f) Consideration of the Transmittal of Election Information for the District

MOTION by Trustee Salehi to approve the Transmittal of Election Information for the District.
SECOND by Trustee Salts.

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

Motion approved.

g) Consideration of the Candidate Statement for the November Election Ballot

MOTION by Trustee Ganer to allow a statement of 200 words and to be paid by the candidate in the November Election Ballot.
SECOND by Trustee Salts.

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

Motion approved.

At this time in the meeting, Trustee Ganer requested if the Board would consider rescheduling the November Board meeting so it would not conflict with the November election date. The Board agreed to put this item on the agenda in July.

h) Consideration of the proposed updates to CSDA Bylaws

MOTION by Trustee Ganer to approve updates to CSDA Bylaws
SECOND by Trustee Castaneda

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

Motion approved.

VI. FUTURE AGENDA ITEMS

- a) Adoption of Final Budget in July
- b) Review of Past Year's Service Accomplishments in July
- c) Service Objectives for new fiscal year in July
- d) Consideration of rescheduling the November 2016 Board meeting to November 2 (Wednesday)

VII. CONSENT CALENDAR

a) Personnel Action

- 1. Merit Increase for Public Services Supervisor, Kathy Billings, to Step 9 on the Salary Scale, effective June 24, 2016.
- 2. Merit Increase for P/T Clerk I, Trevor Lepich, to Step 2 on the Salary Scale, effective June 24, 2016.

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

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

Motion approved.

At this point in the meeting, Trustee Salehi asked if it would be possible to add other items to the agenda. He asked if a review of the hiring policy could be added to next month's agenda.

VIII. CLOSED SESSION

a) Public Employee Performance Evaluation
(Pursuant to Gov. Code Section 54957)

1. Library Director

The Board recessed into Closed Session at 6:25 p.m.

The Board reconvened into Open Session at 7:00 p.m.

President Fuhrman said the Board discussed the performance of the Library Director as well as instituting a salary scale for the Director position. President Fuhrman then announced the Board would be taking a vote on items discussed in the closed session.

MOTION by Trustee Ganer to approve a nine-step salary scale for the Library Director to go into effect immediately.

SECOND by Trustee Salts.

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

Motion approved.

MOTION by Trustee Ganer to place the Library Director on Step 1 of the Salary scale, effective June 10, 2016.

SECOND by Trustee Salts.

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

Motion approved.

MOTION by Trustee Ganer to place the Library Director on Step 2 of the Salary scale, effective July 8, 2016.

SECOND by Trustee Salehi.

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

Motion approved.

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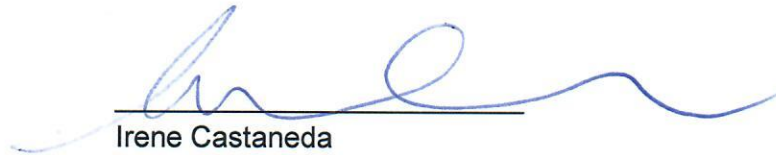
ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 7:05 p.m.

Submitted by,



Irene Castaneda
Board Secretary