

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
June 11, 2019

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, Pat Ganer, Richard Rams, Dennis Salts.

Al Salehi was absent.

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Technology & Support Services Supervisor Ann Duarte, Public Services Supervisor Helen Medina, Children's Librarian Mary Ivelia, Outreach Coordinator Brenda Gomez, and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of May 7, 2019

MOTION by Trustee Salts to approve the minutes of May 7, 2019, as presented.
SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Rams, Trustee Salts.
ABSTAIN: Trustee Ganer.
ABSENT: Trustee Salehi.

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

Ms. Sandra Jacobs the President of Santa Margarita Water District Board was present to address the Board. She stated she is running for the LAFCO Special District Regular member seat. She provided background information about herself and asked for the Library District's support in this election.

Mr. Jim Fisler from the Mesa Water District was present to address the Board. He is also running for the LAFCO Special District Regular member seat. Mr. Fisler was the LAFCO Special District Alternate member for the past 8 years. He provided the Board with reasons they should support him in this election.

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

Trustee Rams stated he was present at the unveiling of the new murals in the Donna Bagley Community room. He was also present at the Summer Reading Program Kick-off event and stated there was a tremendous turnout. He commended Children's Librarian Mary Ivelia for all her efforts in putting together the great event.

Trustee Castaneda stated the Pop-up Library at Bellis Park continues to be a great success and she hopes the library continues collaborating with Mrs. Milch's story time.

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c) Volunteer Guild Report

The Director reported the Guild made \$1,984 in the month of May. The Director also stated the Library Guild donated \$18,500, to the Library to pay for the murals in the Community Room and for Summer Reading Program events.

III. CORRESPONDENCE

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

No comments.

b) Certificates of Appreciation

The Board of Trustees provided a Certificate of Appreciation to artist Heidi Bashoor to thank her for painting the beautiful murals in the Community Room.

Next, the Board of Trustees recognized Library Clerk Alberto Rios and thanked him for his 5 years of service to the Library. He was presented with a certificate and pin. The Director stated Alberto has excellent customer service skills and is a passport agent, and also assists with Outreach.

c) Director's Report

The Director stated the parking lot renovation has been completed. She stated the Library will be reinstating fines for overdue books on July 1.

The Director provided the Board with information about the Centennial celebration.

Children's Librarian Mary Ivelia gave a brief report on the Summer Reading Program Kickoff and described the events planned throughout the summer.

Trustee Castaneda commented on the new Library sign. She said it looks great when it is lit up at night.

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

a) Balance Sheet as of May 31, 2019

No comments.

b) Revenue – \$3,855,488 and Expenditures – \$2,910,784 Budget vs. Actual Report
July 1, 2018 through May 31, 2019

The Director stated the Library received pass through and RDA dissolution funds in the amount \$500,000.

c) Check Register as of May 31, 2019

No comments.

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d) Monthly Statistical Reports for May 2019

The Director stated eBook usage has continued to increase.

V. NEW BUSINESS

a) Approval of Resolution #2019-1 establishing the Upper Limit of Appropriations for 2019-20 at \$10,755,217

MOTION by Trustee Salts to approve Resolution #2019-1 establishing the Upper Limit of Appropriations for 2019-20 at \$10,755,217
SECOND by Trustee Rams.

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

Motion Approved.

b) Annual Review of the Investment Policy

Staff did not recommend any changes. The Board reviewed the policy. There was no action required.

c) Consideration and Approval of the proposed pension liability payment in the amount of \$500,000

The Director stated this continues to be a priority for the District.

MOTION by Trustee Rams to approve the \$500,000 payment to the pension liability
SECOND by Trustee Castaneda.

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

Motion Approved.

d) Consideration and Approval of the proposed contribution of \$500,000 to the District's CERBT Trust Fund

MOTION by Trustee Salts to approve the proposed contribution of \$500,000 to the District's CERBT Trust Fund.
SECOND by Trustee Castaneda.

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

Motion Approved.

e) Consideration and Approval of the 2019-2020 agreement for professional services with the law firm Dannis Woliver and Kelley

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MOTION by Trustee Castaneda to approve the 2019-2020 agreement with law firm Dannis Woliver and Kelley.
SECOND by Trustee Salts.

Trustee Rams asked if this is a renewal of a contract that is done each year. Trustee Ganer stated the Library has contracted with this firm for the past few years. The Director added there is no up-front cost associated with the agreement. The Library will only be charged if there is a need to consult with the attorneys.

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

Motion Approved.

- f) Consideration and Approval of the Engagement Letter for OPEB Actuarial Valuation Services from McLeod Watts

MOTION by Trustee Salts to approve the Engagement Letter for OPEB Actuarial Valuation Services from McLeod Watts.
SECOND by Trustee Castaneda.

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

Motion Approved.

VI. FUTURE AGENDA ITEMS

- a) Adoption of Final Budget in July
- b) Review of past year’s Service Accomplishments in August
- c) Service Objectives for new fiscal year in August

VII. CONSENT CALENDAR

- a) Personnel Action

1. Merit increase for Library Director, Mary McCasland, to Step 5 on the Salary Scale effective June 7, 2019.
2. Merit increase for P/T Library Clerk I, Tomas Moran, to Step 3 on the Salary Scale effective June 21, 2019.
3. Merit increase for P/T Library Clerk I, Trevor Lepich, to Step 5 on the Salary Scale effective June 21, 2019.

MOTION by Trustee Rams to approve the consent calendar.
SECOND by Trustee Salts.

YES: Trustee Castaneda, Trustee Ganer, Trustee Rams, Trustee Salts.
ABSENT: Trustee Salehi.

Motion Approved.

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ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:11 p.m.

Submitted by,



Richard Rams
Secretary