

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

CALL TO ORDER: President Rams called the meeting to order at 5:30 p.m.

ROLL CALL

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

Staff Present: Library Director Mary McCasland, Library Services Supervisor Helen Medina, Technology and Support Services Supervisor Ann Duarte, Circulation Services Supervisor Caroline Wilkins, Business Officer Marina Tutty, Library Technician Ashley Parker, and Administrative Assistant Patty Salas.

Others Present: Doug Davert, of Orange, CA  
Jim Fisler, of Costa Mesa, CA

I. ACTION ON MINUTES

a) Regular Meeting of February 1, 2022

MOTION by Trustee Ganer to approve the minutes of February 1, 2022, as presented.  
SECOND by Trustee Jensen.

AYES: Trustee Ganer, Trustee Jensen, Trustee Rams.

ABSENT: Trustee Salehi.

ABSTAIN: Trustee Castaneda.

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

Mr. Doug Davert, chair of LAFCO, addressed the Board of Trustees to provide a brief update on behalf of OC LAFCO.

Mr. Jim Fisler, Special District member of OC LAFCO, addressed the Board of Trustees. He stated OC LAFCO is hoping to become a resource for Special Districts and is now working on providing better communication to Special Districts. He advised LAFCO has a new website.

The Board of Trustees thanked them for visiting.

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

President Rams stated he would be attending the 15<sup>th</sup> Annual African American Male Summit.

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III. CORRESPONDENCE

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

No comments.

- b) BPLD Staff Milestone

President Rams presented Library Technician, Ashley Parker, a certificate and pin for 15-years of Service to the Library. Library Director Mary McCasland stated Ashley was hired as a Library Page and was promoted to Library Technician. She is responsible for ordering and processing books and other library materials. The Board thanked Ashley for her dedication and service to the Library.

- c) Director's Report

The Director stated in-person programming will be resuming in the month of March.

It was announced that Librarian Nicole Hight has accepted a position at a Library in Northern California and would be leaving within the coming week, she will be missed at the Library.

It was also noted that Reference staff had begun planning special events for National Library Week in April.

President Rams had a few questions regarding the postponement of the HVAC replacement. He asked if patrons would be notified in advance that the Library will be closed. The Director stated patrons would be notified well in advance of the closing.

President Rams asked for a contingency plan to be created in the event the HVAC system fails prior to the start of the replacement.

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

- a) Balance Sheet as of February 28, 2022

No comments.

- b) Revenue – \$2,824,763 and Expenditures - \$1,978,722 Budget vs. Actual Report  
July 1, 2021, through February 28, 2022

Most of this month's revenue came from passport services.

- c) Cash Flow Trend Analysis

No comments.

- d) Check Register as of February 28, 2022

No comments.

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- e) Monthly Statistical Reports for February 2022

No comments.

V. NEW BUSINESS

- a) Annual Review of Record Retention Policy

No changes were recommended.

- b) National Library Week Proclamation Request

MOTION by Trustee Jensen to approved the National Library Week Proclamation request.  
SECOND by Trustee Castaneda.

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

MOTION approved.

- c) Receive and file OPEB GASB 75 Actuarial Report

Trustee Jensen stated she was impressed that the Library District has a fully funded OPEB. The Director stated she had asked about increasing some of the employee benefits but it was determined that even a slight increase would cause a significant increase in OPEB liability. President Rams stated this is something that will need to be reviewed in the near future so that the Library can remain competitive with other employers.

- d) Proposal from AWE Learning for new AWE Learning Stations in the amount of \$13,115.05

The Director stated these learning stations are very popular and well-used by children in the Library.

MOTION by Trustee Ganer to approve the proposal from AWE Learning in the amount of \$13,115.05.  
SECOND by Trustee Castaneda.

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

MOTION approved.

- e) Discussion re: AB 361

This was added at the request of Trustee Salehi who was not in attendance. No discussion was had.

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VI. FUTURE AGENDA ITEMS

- a) Annual Evaluation of Staffing Levels in April
- b) Review of Salary Comparisons in April
- c) Annual Review of BPLD Library Fund Balance and Reserve Policy in April
- d) Review of Capital Improvement Projects in April
- e) Analysis of draft Budget and project income in May

President Rams noted that there would also be an agenda item in April recommending approval of the next Library Director.

VII. CONSENT CALENDAR

- a) Personnel Action
  - 1. Resignation of PT Library Clerk Javier Silva effective February 12, 2022.
  - 2. Merit increase for PT Clerk Audra Anderson to Step 4 on the Salary Scale effective March 25, 2022.
  - 3. Merit increase for Librarian Pamela Pedro to Step 2 on the Salary Scale effective March 25, 2022.

MOTION by Trustee Ganer to approve the consent calendar.

SECOND by Trustee Jensen.

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

ABSENT: Trustee Salehi.

Motion approved.

VIII. CLOSED SESSION

- a) Conference with Legal Counsel – Anticipated Litigation Significant exposure to litigation pursuant to Gov. Code, section 54956.9, subd. (d) (2): One Case
- b) Public Employment – title: Library Director, pursuant to Gov. Code, Section 54957

The Board entered closed session at 6:01 p.m.

Trustee Jensen left at 6:28 p.m.

The Board reconvened in open session at 6:48 p.m. It was stated that no reportable action had been taken during the closed session.

ADJOURNMENT

MOTION by Trustee Ganer to adjourn the meeting.

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams.

ABSENT: Trustee Jensen, Trustee Salehi.

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Motion approved. The meeting stood adjourned at 6:49 p.m.

Submitted by,



Irene Castaneda  
Secretary