

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
May 3, 2022

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

PLEDGE ALLEGIANCE

ROLL CALL

Board Members Present: Pat Ganer, Carole Jensen, Richard Rams.
Trustee Salehi arrived at 5:45 p.m.

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

I. ACTION ON MINUTES

a) Regular Meeting of April 6, 2022

MOTION by Trustee Ganer to approve the minutes of April 6, 2022, as presented.
SECOND by Trustee Jensen.

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

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

No comments.

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

None.

III. CORRESPONDENCE

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

No comments.

b) Recognition of BPLD Staff Milestone

The Library Board recognized Circulation Services Supervisor Caroline Wilkins for her 25 Years of Service to the Buena Park Library District. Library Director Helen Medina stated Caroline began her

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career at Buena Park Library in 1997 as a part-time page. She worked her way up to a clerk and supervisor. She has been our Circulation Supervisor for over 10 years. Caroline has played an essential role in library services. She is seen as a leader and advisor by her peers at other libraries. Her support of our Fine Free policy in 2020 was critical and the policy change has provided a meaningful impact on the lives of our patrons. Caroline has also developed a wonderful team of employees who all mirror the exceptional customer service skills and empathy that Caroline shows, resulting in the success of our Passport Services, Outreach Team, and Circulation Department.

The Board joined Library Director Helen Medina in thanking Caroline for 25 years of exceptional service.

c) Director's Report

Library Director Helen Medina provided the following updates to the Board:

- The Library celebrated the retirement of Library Director Mary McCasland on Friday, April 29. Many members of the community attended to show their appreciation for all that Mary has done for the community over the past 35 years. Several members of the City Council and representatives from Supervisor Chaffee's office and Sharon Quirk-Silva's office presented Mary with certificates of appreciation. Trustee Salehi also presented Mary with a plaque and Library Staff presented her with a gift.
- Library Administration received one application of interest for the vacancy on the Board of Trustees.
- The Transmittal of Election Information form was received from the Registrar of Voters that requires a response from the Board, it will be on the May 10 agenda.
- Library staff suspended a patron for 30 days.
- Last month, it had been mentioned there was an increase in activity from people experiencing homelessness. BP Police department has been very responsive and there are significant improvements over the last couple of weeks. The Homeless Liaison Officers and the Homeless outreach Team/Social Workers have been here frequently and appear to be making a difference.

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

a) Balance Sheet as of April 30, 2022

The Director stated the Library received a \$10,000 donation from the Volunteer Guild. The donation will be used to fund Children's Summer Reading Program.

b) Revenue – \$3,747,949 and Expenditures - \$2,723,369 Budget vs. Actual Report
July 1, 2021, through April 30, 2022

The Director added that we anticipate we will exceed our budgeted amount for utilities this year. We will be able to fund the difference from other budget categories and will not exceed our overall budget.

c) Quarterly Cash Flow Trend Analysis

No comments.

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d) CERBT Quarterly Statement

No comments.

e) Check Register as of April 30, 2022

No comments.

f) Monthly Statistical Reports for April 2022

No comments.

V. NEW BUSINESS

a) Analysis of draft budget and projected income

It was noted that this was just a review and there would be no required action. Library Director Helen Medina worked with former Library Director Mary McCasland and Business Officer Marina Tutty to develop this budget.

She noted the Library anticipates receiving RDA Dissolution funds but it was not included in the budget, as they are limited funds. She also noted that the budget incorporates a 3% COLA, which will be proposed in July. Staff looked at the CPI-W which increased 7.8% over the past three months. Several organizations have indicated that they will catch up over several years.

VI. FUTURE AGENDA ITEMS

- a) Special Meeting on May 10, 2022 – Interview Potential Trustees
- b) Gann Limit Resolution in June
- c) Annual Investment Policy review in June
- d) Adoption of Final Budget in July
- e) Review of past year's Service Accomplishments in July
- f) Service Objectives for new fiscal year in July

Trustee Salehi asked if the Board could discuss additional ways to honor former Library Director Mary McCasland at the June Meeting.

VII. CONSENT CALENDAR

a) Personnel Action

- 1. New hire, Scarlett Perez, as PT Library Page at Step 1 on the Salary Scale effective April 28, 2022.
- 2. New hire, Joshua Cantu, as PT Library Page at Step 1 on the Salary Scale effective April 28, 2022.
- 3. Merit increase for PT Library Clerk Mario Delgado to Step 3 on the Salary Scale effective May 20, 2022.
- 4. Merit increase for PT Library Clerk Joshua Min to Step 2 on the Salary Scale effective May 6, 2022.

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5. Merit increase for Librarian II Gloria Nguyen to Step 2 on the Salary Scale effective May 6, 2022.
6. Merit increase for PT Library Assistant Bailey Porras to Step 3 on the Salary Scale effective May 20, 2022.
7. Merit increase for PT Library Clerk Yocelin Ruiz to Step 2 on the Salary Scale effective June 3, 2022.
8. Merit increase for PT Library Clerk Kaylee Trapasso to Step 2 on the Salary Scale effective May 20, 2022.

MOTION by Trustee Ganer to approve the consent calendar.
SECOND by Trustee Salehi.

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

Motion approved.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 5:51 p.m.

Submitted by,



L. Carole Jensen
Secretary