

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
November 3, 2015

CALL TO ORDER: President Fuhrman called the meeting to order at 5:29 p.m.

PLEDGE OF ALLEGIANCE: Trustee Salts led the flag salute.

ROLL CALL

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

Staff Present: Library Director Mary McCasland, Systems Services Supervisor Doug Mason, Business Officer Marina Tutty, Facilities Maintenance Supervisor Ray Garcia, Administrative Assistant Kathy Bermosk and Administrative Assistant Patty Salas.

At this point in the meeting, President Fuhrman asked the Boards' approval to hear New Business Items A and B directly after approval of last month's Minutes. There were no objections to her request.

I. ACTION ON MINUTES

a) Regular Meeting of October 6, 2015

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of October 6, 2015.
SECOND by Trustee Salehi.

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

Minutes approved as presented.

NEW BUSINESS ITEMS

a) Audit Report presented by auditor

The Director introduced Christopher Brown, CPA, partner at Fedak & Brown, LLP, to present the audit.

Mr. Brown highlighted the following items in the audit report:

- It is the auditor's opinion that the financial statements presented fairly.
- The management report issued indicates there were no items that were considered deficient. There were no edits or corrections made. Mr. Brown stated the audit went very well and thanked the Staff of the District for all their help.
- The District's net position decreased 12% in 2015, due to the implementation of the Governmental Accounting Standards Board (GASB) statement 68, which required financial statements to include CalPERS pension liability, deferred inflows and deferred outflows.
- Total revenue from all sources increased by 15.6% from the prior year primarily due to an increase in property tax revenue.
- Total expenses increased 14.8% from the prior year primarily due to an increase in salaries and benefits, and an increase in materials and services.

Trustee Salts asked Mr. Brown if he saw any areas where the District should make adjustments. Mr. Brown replied he did not see any areas that needed change. Trustee Ganer asked Mr. Brown to confirm the difference in net worth was perfectly reasonable and was no cause for concern. Mr. Brown confirmed there was no cause for concern. Trustee Ganer also asked if there were any journal

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
November 3, 2015

a) Audit Report presented by Auditor (continued)

entries missing that the Board should be made aware of. Mr. Brown said there were no items of concern to note. President Fuhrman confirmed with Mr. Brown that all Government agencies will now have the GASB 68 line item on their financial statements going forward. Mr. Brown stated this was correct.

MOTION by Trustee Salehi to accept the audit report as presented.

SECOND by Trustee Salts.

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

Motion approved.

b) Discussion and Consideration to Approve Using a National Joint Powers Alliance (NJPA) Contractor to Remodel the Public Restrooms

The Director stated that Matt Schroeder, from The Gordian Group, was present to answer any questions they may have regarding the use of a NJPA contractor. Mr. Schroeder stated as a NJPA member, the District could use their procurement process to secure construction services to remodel the public restrooms under government code 6500, which meets all public contract codes. He said the contractor chosen for our services was a local contractor company named Angeles Contractor, Inc. All contracts were solicited, bid and awarded in Orange County and are indefinite quantity contracts, meaning the contractor has a fixed price for any construction items. The contractors bid an adjustment factor which is a profit and overhead multiplied by an adjusted cost.

Trustee Salts asked Mr. Schroeder if their services would include oversight of the selected contractor to ensure they complete the work as stated in the contract. Mr. Schroeder stated the services would include: oversight, assistance with the execution of the project, assistance with the procurement process (reviewing of the proposal, verifying proper line items and units of measures are properly used, ensuring the proposal is transparent and audit proof). He said the only negotiations are in regards to the actual proposal. The Gordian Group ensures proper line items and an appropriate quantity is used in the contract. Change orders are discouraged.

President Fuhrman asked if cities and school districts utilize NJPA services. Mr. Schroeder replied school districts do not, but cities and counties do.

President Fuhrman expressed satisfaction with finding a contractor from Buena Park.

Trustee Ganer said this is a great program for smaller entities and would like District staff to also stay apprised of the construction process and procedures.

MOTION by Trustee Ganer to approve the use of a NJPA Contractor to remodel the public restrooms.

SECOND by Trustee Salts.

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

Motion approved.

At this point in the meeting, the Board decided to hear the last item of New Business.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
November 3, 2015

c) Approval of Quote to Repair Parking Lot

Facilities Maintenance Supervisor Ray Garcia explained to the Board that there is an issue with the parking lot at the end of the handicap ramp. He said after it rains there will usually be 50-60 gallons of water pooled in this portion of the parking lot. Ray explained that Golden State Paving Co. would remove and replace approximately 6 feet by 9 feet of concrete, and create a gutter to prevent this pooling of water. The Director mentioned this repair was needed prior to the anticipated heavy rain season. President Fuhrman asked how long the project would take. Ray said the project would take three days to complete.

The Director and Ray also pointed out this project would not be disturbed by any other parking lot improvements done in the future.

MOTION by Trustee Ganer to approve the Quote to Repair the Parking Lot.
SECOND by Trustee Salehi.

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

Motion approved.

II. ORAL COMMUNICATION

a) From the Public Concerning Non-agenda Items

None.

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

Trustee Ganer asked Trustee Salehi if he would like to be called Alan rather than Al. Trustee Salehi said she could call him either one.

Trustee Ganer said she and three other Trustees were able to attend the Footsteps 2 Brilliance program event. She was impressed at the turn out. Trustee Ganer asked the Director if there are any studies that demonstrate the effectiveness of the app in teaching children to read. The Director said the original presentation demonstrated the studies that had been done. The Director said she would find specific reports and provide them to Trustee Ganer. Trustee Castaneda expressed her satisfaction with the app's accessibility to the general public. She said she also enjoyed seeing the children at the event use the app. President Fuhrman complimented Library staff on the production of the flyers promoting the Footsteps 2 Brilliance program. Trustee Salts said he would like his school district to support the Footsteps 2 Brilliance program.

Trustee Castaneda said she attended a Buena Park School District Wellness Committee meeting, which she is a member of. She said one of their goals this year is to find a healthier alternative to cupcakes when celebrating students' birthdays.

Trustee Salehi said he attended a Harvard ACSC Educational Leadership Conference that focused on academic resources and how to better allocate these resources. While at the conference, he spoke with the Harvard Diversity Association regarding a performance gap in Latino and Black males between the ages of 18-24. Trustee Salehi also spoke with Joseph Zolner, the Senior Director of

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
November 3, 2015

b) Board Members' Reports (continued)

Higher Education Programs at Harvard Graduate School of Education, regarding the future of Libraries.

Trustee Salehi said he spoke with the Superintendent of Anaheim Union High School District (AUHSD), Michael Matsuda, regarding the decline in student enrollment. Trustee Salehi said Iranian students want to come to the U.S. and there may be a possibility to get Iranians under the age of 18 into the priority status category if a need is declared. He said he would be working with the Superintendent to see if this would be a good fit for the school district. Trustee Salehi said this would create a solution for the Iranian students and the AUHSD. Trustee Salts pointed out that although high school populations have declined, third grade populations are on the rise so there is not necessarily a need for immigrants to populate high schools.

President Fuhrman, as a member of the School Oversight Committee, went on a tour of schools recently remodeled with bond funds. During the tour, President Fuhrman received two compliments about the Library.

President Fuhrman told the Board the Buena Park City Council will be voting on district maps to be used for future City Council elections. She said the City Council had received 23 different map variations. After three meetings the City Council had selected six different maps to vote on. However, after receiving a last minute submittal, the City Council postponed the final vote to do further research.

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 \$2,286 in October, and \$185 of the revenue was from Amazon sales. The Director complimented Marilyn for decorating the bookstore for Halloween. President Fuhrman expressed her gratitude toward Marilyn Lowery for all her hard work in the bookstore.

III. CORRESPONDENCE

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

No comments or questions.

b) Director's Report

The Director mentioned the Library has made great connections with the Centralia School District. They've recently taken advantage of the Library tours.

System Services Supervisor Douglas Mason provided an update on CENIC. He said a contractor has installed grounding equipment in the server room. He explained the equipment is very fragile and must be protected from any type of power surges. Doug said due to the cost of the equipment AT&T requires a grounding system.

Doug said it was the Library's responsibility to pay for the internal connection portion of the CENIC project. He explained the equipment for a building the size of the Library was costly. The

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
November 3, 2015

b) Director's Report continued

original price quoted for the equipment needed was \$100,000. Doug explained to the Board that one of the equipment providers, CISCO, offered a 65% discount. Fortunately, we received a \$30,000 grant to be used for this equipment, lowering the total cost to \$5,000. President Fuhrman thanked Doug for all his hard work on the CENIC project.

Trustee Ganer asked the Director if there were any issues with the *California Great Shakeout* event. The Director stated there were no problems with the evacuation.

Trustee Ganer also asked if there has been any further property damage caused by skateboarders. The Director said Ray Garcia had installed skateboarding stops onto railing and benches. The Director said there was some scraping along the steps but no major damage.

At this point in the meeting, Trustee Ganer also stated, when it was time for adjournment, she would like to dedicate the adjournment to Kathy Bermosk for all her hard work and dedication to the Library District.

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

a) Balance Sheet as of October 31, 2015

No comments.

b) Revenue – \$152,397 and Expenditures – \$774,405 Budget vs. Actual Report July 1, 2015 through October 31, 2015

No comments.

c) Quarterly Cash Flow Trend Analysis

The Director explained the District has spent \$100,000 more in comparison to last year's expenses but this was primarily due to the \$53,000 that was paid toward the District's unfunded liability upon receiving the CalPERS Actuarial Valuation.

d) CERBT Quarterly Statement

No comments.

e) Check Register as of October 31, 2015

President Fuhrman asked for clarification on two entries to reupholster 4 chairs. The Director explained there was a price difference for the entries because they were two different sets of chairs.

f) Monthly Statistical Reports for October 2015

The Director explained Doug had included the circulation of Zinio magazines. President Fuhrman inquired about the notes at the bottom of the Statistical Summary. Doug said the note explains that Facebook has changed the way they calculate statistics.

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
November 3, 2015

V. NEW BUSINESS

These items were discussed earlier in the meeting.

- a) Audit Report presented by auditor
- b) Discussion and Consideration to Approve Using a National Joint Powers Alliance (NJPA) Contractor to Remodel the Public Restrooms
- c) Approval of Quote to Repair Parking Lot

VI. FUTURE AGENDA ITEMS

- a) Election of Board Officers in December
- b) Mid-Year Detail Budget Review in January
- c) Mid-Year Plan of Service Review in January

President Fuhrman asked if there were any items to be added to Future Agenda Items. No suggestions were made.

VII. CONSENT CALENDAR

- a) Personnel Matters
 - 1. Merit Increase for Librarian I, Mayra Ochoa, to Step 3 on the Salary Scale effective November 13, 2015.
 - 2. Merit Increase for Library Assistant, Lynn Pence, to Step 4 on the Salary Scale effective November 27, 2015.
 - 3. Merit Increase for P/T Library Clerk I, Lauren Beville, to Step 4 on the Salary Scale effective November 27, 2015.
- b) Unpaid Bills Detail October 2015

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

AYES: Trustee Castaneda, Trustee Fuhrman, Trustee Ganer, Trustee Salehi, Trustee Salts
Consent Calendar approved.

ADJOURNMENT

MOTION by Trustee Ganer to adjourn the meeting in honor and appreciation of Kathy Bermosk for all she has done for the District. SECOND by Trustee Salehi.

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

Motion approved. The meeting stood adjourned at 7:03 p.m.

Submitted by,



Dennis Salts
Board Secretary