

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
November 2, 2021

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

PLEDGE OF ALLEGIANCE: President Rams led the flag salute.

ROLL CALL

Board Members Present: Pat Ganer, Carole Jensen, Richard Rams, Al Salehi.
Trustee Castaneda 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, Librarian Nicole Hight, and Administrative Assistant Patty Salas.

Others Present: Mr. Daniel Phillips, National Demographics Corporation (NDC)
Mr. William Tunick, Attorney Dannis Woliver Kelley (DWK)
Mr. Sanwar Harshwal, Harshwal & Company, LLP
Ms. Garima Jhan, Harshwal & Company, LLP

I. PUBLIC HEARING

Presentation of Draft Trustee Area Maps and Input on Draft Maps for a Trustee Area-Based Election System

Demographer, Mr. Daniel Phillips, was present and provided a brief history of the previous Public Hearings. He also reminded attendees what the requirements were for maps for trustee area-based elections.

Mr. Phillips stated all three maps provide numbers that are acceptable to Voting Rights Activists. He noted that the Purple and Orange Maps would require election sequencing changes.

At 5:43 p.m. the Board asked if there was anyone present who would like to provide input on the maps presented. There were no comments made. The Public Hearing was closed.

President Rams thanked Mr. Phillips and Ms. Tilton for explaining this process in easy to understand terms.

There was a MOTION by Trustee Salehi and a SECOND by Trustee Ganer to re-arrange item 6. E. of the agenda to this point in the meeting.

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

MOTION approved.

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VI. NEW BUSINESS

- e.) Adoption of Resolution 2021-5, Resolution Adopting Trustee Area Boundary Map and Election Sequence for Election of Members of the Board of Trustees and Establishing By-Trustee Area Elections Pursuant Thereto

MOTION by Trustee Ganer to adopt the “Green Map” and the proposed Election sequencing of Divisions 2 and 3 in 2022, and Divisions 1, 4, 5 in 2024.

SECOND by Trustee Salehi.

Trustee Jensen stated she would not have selected the Green Map and explained her reasons to the Board.

Trustee Ganer explained her reasoning for selecting the Green Map over the other two options.

There was a lengthy discussion between the Board, the Demographer and the Attorney.

After a thorough discussion, there was a call for a vote on the MOTION.

Trustee Castaneda: ABSENT

Trustee Ganer: AYE

Trustee Jensen: NO

Trustee Salehi: AYE

Trustee Rams: AYE

The Resolution was approved 3-1-1.

President Rams thanked Mr. Phillips, the Demographer, and Mr. Tunick, the Library District’s Attorney for their expertise and assisting the Library Board get through this process.

There was a MOTION by Trustee Ganer to hear New Business Item 6A out of order to accommodate the Auditor’s time.

SECOND by Trustee Salehi.

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

ABSENT: Trustee Castaneda.

MOTION Approved.

- a.) 2020-21 Audit Report Presented by the Auditor

Mr. Sanwar Harshwal and Ms. Garima Jhan from Harshwal & Company, LLP were in attendance to present the Board with the Buena Park Library District’s Annual Financial Audit Report for the Fiscal Year ended June 30, 2021.

Mr. Harshwal thanked Library Staff, especially Business Officer Marina Tutty, for her cooperation and assistance with providing all the required documentation in a timely manner.

He stated that in their opinion, the financial statements presented fairly.

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- The District's Net Position increased 7%.
- The District's total revenues decreased by 6%.
- The District's total expenses increased by 0.11%
- There were no deficiencies found in the internal controls of the Library District

The Board thanked the Auditor and staff for helping to prepare the financial audit. Trustee Ganer confirmed there were no suggestions or recommendations to be made. Mr. Harshwal confirmed that was the case.

MOTION by Trustee Ganer to accept and file the audit report.
SECOND by Trustee Salehi.

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

MOTION approved.

II. ACTION ON MINUTES

a) Regular Meeting of October 7, 2021

MOTION by Trustee Ganer to approve the minutes of October 7, 2021, as presented.
SECOND by Trustee Salehi.

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

MOTION approved.

b) Public Hearing of October 20, 2021

MOTION by Trustee Jensen to approve the minutes of the Public Hearing of October 20, 2021, as presented.
SECOND by Trustee Ganer.

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

MOTION approved.

III. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

No comments.

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

No comments.

IV. CORRESPONDENCE

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

The Board noted there was a large number of requests this month.

b) Director's Report

President Rams said it was an impressive Director's Report and there were a lot of great events held. The Director stated the HVAC system failed this past month and the HVAC Technician was able to come out and fix the issue, staff is looking forward to the HVAC upgrades.

The Director also mentioned that the upcoming month is Dino-ember and staff has lots of exciting events planned.

President Rams stated he was excited to see the great turnout for the Library's Halloween event. Library Services Supervisor Helen Medina stated it was the highest attendance since the Library had reopened.

Trustee Ganer asked for information regarding the shared Overdrive. Helen Medina explained it is similar to digital interlibrary loan. Trustee Jensen asked if partner libraries are listed on our website. Helen stated they're listed on Overdrive. Helen also noted that Patron information is not shared with the other library.

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

a) Balance Sheet as of October 31, 2021

No comments.

b) Revenue – \$151,520 and Expenditures - \$890,526 Budget vs. Actual Report
July 1, 2021 through October 31, 2021

No comments.

c) CERBT Summary

No comments.

d) Quarterly Cash Flow Trend

No comments.

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- e) Check Register as of October 31, 2021

No comments.

- f) Monthly Statistical Reports for October 2021

The Director pointed out that 60% of what gets checked out are children's books.

VI. NEW BUSINESS

- a) Audit Report Presented by Auditor

Discussed above.

MOTION by Trustee Ganer to accept and file the audit report.
SECOND by Trustee Salehi.

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

MOTION approved.

- b) Approval of 2022 Holidays

MOTION by Trustee Ganer to approve the 2022 Holidays.
SECOND by Trustee Salehi.

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

MOTION approved.

- c) CSDA 2021 Bylaw Vote

MOTION by Trustee Ganer to approve the CSDA 2021 Bylaw revisions as presented.
SECOND by Trustee Jensen.

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

MOTION approved.

- d) Approval of Temporary COVID Sick Leave Policy

MOTION by Trustee Ganer to approve the Temporary COVID Sick Leave Policy.
SECOND by Trustee Salehi.

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Staff recommended extending this sick leave throughout winter to encourage staff to stay home if they present symptoms or to be able to receive a booster of the COVID-19 vaccine. Trustee Jensen asked if staff have utilized this sick leave. The Director replied there have been a few staff who have needed to use it for either quarantine purposes or due to side effect of the vaccine. President Rams stated this is an invaluable resource to staff who either have children or family members who get ill or if they need to care for themselves.

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

ABSENT: Trustee Castaneda.

MOTION approved.

- e) Adoption of Resolution 2021-5, Resolution Adopting Trustee Area Boundary Map and Election Sequence for Election of Members of the Board of Trustees and Establishing By-Trustee Area Elections Pursuant Thereto

Discussed above.

MOTION by Trustee Ganer to adopt the "Green Map" and the proposed Election sequencing of Divisions 2 and 3 in 2022, and Divisions 1, 4, 5 in 2024.

SECOND by Trustee Salehi.

AYES: Trustee Ganer, Trustee Rams, Trustee Salehi.

NOES: Trustee Jensen.

ABSENT: Trustee Castaneda.

MOTION approved.

VII. FUTURE AGENDA ITEMS

- a) Election of Board officers in December

VIII. CONSENT CALENDAR

- a) Personnel Action

1. Reclassification of Perla Salazar to PT Library Clerk at Step 1 on the Salary Scale effective October 8, 2021.
2. Reclassification of Mavelly Martin to PT Library Assistant at Step 2 on the Salary Scale effective October 22, 2021.
3. New Hire, Joshua Min, as PT Library Clerk at Step 1 on the Salary Scale effective November 3, 2021.
4. New Hire, Bailey Porras, as PT Library Assistant at Step 2 on the Salary Scale effective November 8, 2021.

MOTION by Trustee Ganer to approve the consent calendar.

SECOND by Trustee Salehi.

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

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ABSENT: Trustee Castaneda.

Motion approved.

Prior to adjourning the meeting, Trustee Salehi requested if the Board could reconsider returning to virtual meetings due to a possibility of increased COVID cases during the winter months. The Board agreed it would be added to the Agenda for discussion at the December meeting.

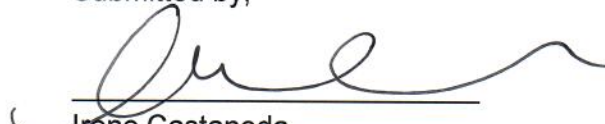
ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 7:13 p.m.

Submitted by,



Irene Castaneda
Secretary