

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
October 7, 2021

Pursuant to Resolution 2021-4 Authorizing Electronic Meetings of the Library Board of Trustees During a State Emergency, adopted on September 24, 2021, this meeting was held electronically.

CALL TO ORDER: President Rams called the meeting to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE: President Rams led the flag salute.

ROLL CALL

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

Staff Present: Library Director Mary McCasland, Library Services Supervisor Helen Medina, Technology and Support Services Supervisor Ann Duarte, Business Officer Marina Tutty, Librarians Gloria Nguyen, Nicole Hight, and Helen Koo, and Administrative Assistant Patty Salas.

Others Present: Ms. Shalice Tilton, National Demographics Corporation (NDC)

I. ACTION ON MINUTES

a) Regular Meeting of September 8, 2021

MOTION by Trustee Ganer to approve the minutes of September 8, 2021, as presented.
SECOND by Trustee Salehi.

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

MOTION approved.

b) Special Meeting of September 22, 2021

MOTION by Trustee Ganer to approve the minutes of the Special Meeting of September 22, 2021, as presented.
SECOND by Trustee Salehi.

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

MOTION approved.

c) Special Meeting of September 24, 2021

MOTION by Trustee Ganer to approve the minutes of the Special Meeting of September 24, 2021, as presented.
SECOND by Trustee Salehi.

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

MOTION approved.

II. ORAL COMMUNICATIONS

- a) From Public Concerning Non-agenda Items

No comments.

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

No comments.

III. 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

Trustee Ganer stated she was impressed by the things Library staff has been accomplishing and is encouraged by the number of programs staff has been able to offer. The Director stated patrons are excited to attend in-person outdoor events at the Library.

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

- a) Balance Sheet as of September 30, 2021

No comments.

- b) Revenue – \$125,753 and Expenditures - \$594,998 Budget vs. Actual Report July 1, 2021 through September 30, 2021

No comments.

- c) Check Register as of September 30, 2021

No comments.

- d) Monthly Statistical Reports for September 2021

The Director noted that outdoor programs are well-attended. She stated electronic resources continue to be popular and are consistently being used by patrons.

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V. NEW BUSINESS

a) Annual Review of the Trustee Handbook

President Rams thanked staff for preparing a comprehensive set of policies and procedures for the Board. He thought it was well organized and concise. The Director stated Trustee Ganer was involved in the process of editing the Policies and Procedures Manual.

President Rams pointed out a few minor edits on page 5.

MOTION by Trustee Ganer to approve the BPLD Trustee Policies and Procedures manual with the suggested revisions.

SECOND by Trustee Castaneda.

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

ABSENT: Trustee Jensen.

MOTION approved.

b) Approval of purchase of new PCs from Dell Technologies in the amount of \$22,910.82

MOTION by Trustee Ganer to approve the purchase of new PCs in the amount of \$22,910.82

SECOND by Trustee Castaneda.

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

ABSENT: Trustee Jensen.

MOTION approved.

VII. FUTURE AGENDA ITEMS

- a) Audit Report presented by auditor in November
- b) Approval of 2022 Holidays in November
- c) Election of Board officers in December

VIII. CONSENT CALENDAR

a) Personnel Action

1. New Hire, Cynthia Alvarez as PT Page at Step 1 on the Salary Scale effective August 2, 2021.
2. New Hire, Monique Flores-Arvizu, as PT Page at Step 1 on the Salary Scale effective August 2, 2021.
3. Reclassification of Pamela Pedro to FT Librarian I on the Salary Scale effective September 24, 2021.

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- 4. Merit increase for PT Page Tristen Miller to Step 2 on the Salary Scale effective October 8, 2021.

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

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

Motion approved.

MOTION by Trustee Ganer for a recess until 5:30 p.m. when the Public Hearing would begin.
SECOND by Trustee Salehi.

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

Motion approved.

VIII. PUBLIC HEARING – Began at 5:30 p.m.

- a) Presentation by Shalice Tilton (NDC) of Draft Trustee Area Maps and Input on Draft Maps for a Trustee Area-Based Election System

President Rams introduced Ms. Shalice Tilton from National Demographics Corporation who presented three draft maps for consideration and input from the Board and public. She explained this is the first hearing on the draft maps and there will be another on October 20.

Ms. Tilton explained the process of developing the draft maps and explained the data that was used to create them.

She stated that there was a Latino majority district included in each of the three draft maps presented at the meeting.

Ms. Tilton stated a link to the interactive draft maps would be sent to the Library Director and invited the public to visit the website.

The Board was asked to discuss the draft maps and decide if there was one in particular they wanted to focus on. One particular map was not selected, however, there were no changes requested for any of the draft maps presented.

There was no input received from the people in attendance at the Public Hearing.

The Public Hearing was closed at 6:20 p.m.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:21 p.m.

Submitted by,

Irene Castaneda
Secretary