

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
September 1, 2020

****Due to the Governor of California's Executive Order N-33-20 (Stay at Home order) this meeting was held online via zoom.****

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

PLEDGE OF ALLEGIANCE: President Ganer led the flag salute.

ROLL CALL

Board Members Present: Irene Castaneda, Pat Ganer, Rick Rams.
Al Salehi, Dennis Salts were absent.

Staff Present: Library Director Mary McCasland, Business Officer Marina Tutty, Public Services Supervisor Helen Medina, Technology & Support Services Supervisor Ann Duarte, Circulation Services Supervisor Caroline Wilkins, Librarians Nicole Hight, Helen Koo, and Gloria Nguyen, IT Systems Specialist Martin Lebria and Administrative Assistant Patty Salas.

I. ACTION ON MINUTES

a) Regular Meeting of August 4, 2020

MOTION by Trustee Castaneda to approve the minutes of August 4, 2020, as presented.
SECOND by Trustee Rams.

AYES: Trustee Ganer, Trustee Rams, Trustee Castaneda.
ABSENT: Trustee Salehi and Trustee Salts.

MOTION approved.

II. ORAL COMMUNICATIONS

a) From Public Concerning Non-agenda Items

None.

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

Trustee Ganer said she attended a CSDA webinar about redistricting.

III. CORRESPONDENCE

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

None.

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b) Director's Report

The Director stated she attended the webinar on voting redistricting and stated:

“In response to demand letters received, the District would like to begin public discussion of potentially voting by districts, but we understand that under Governor Newsom’s Executive Order N-48-20, the timelines to address the concerns raised in the letters have been paused during the COVID-19 emergency. We will address the concerns once this stay has been lifted by the Governor and it is safe to meaningfully engage the public in this process.”

The Director also mentioned that the President had signed an Executive Order that would allow deferral of the social security payroll tax but the District has decided to not do so because employees would be required to repay the deferred taxes in the following year. She also stated if an employee left prior to repaying the deferred taxes the District would then be responsible for repaying their share.

The Director stated that Public Services Supervisor Helen Medina and our librarians have begun reaching out to local school districts to provide an informational flyer providing details about the online resources the Library has to offer teachers and students.

The Director reported that the Library had received a \$3,000 donation from a patron who would like to remain anonymous. This donor has donated over \$15,000 to the Library over the past 5 years.

The Director stated the state and county guidelines regarding business closures were revised last week. She said we are getting closer to reopening the Library but have not set a firm date yet. Staff continues to prepare the building and workstations for reopening to the public.

Trustee Ganer said she agrees with the approach the Library is taking in regards to the payroll tax deferral. She expressed her appreciation to Ray Garcia for securing the Plexiglas to the service desks.

Trustee Ganer also expressed thanks to Library Assistant Joe Famolaro for all his creative virtual programs he has been making.

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

a) Balance Sheet as of August 31, 2020

No comments.

b) Revenue – \$8,565 and Expenditures - \$331,428 Budget vs. Actual Report
July 1, 2020 through August 31, 2020

Trustee Ganer asked about the funds to pay for the election. The Director explained the funds are held in the Library’s reserves and is no longer included as a line item in the budget.

c) Quarterly CERBT Summary

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No comments.

- d) Check Register as of August 31, 2020

No comments.

- e) Monthly Statistical Reports for August 2020

The Director stated the statistics presented compared August's numbers to July's numbers instead of the usual annual comparisons. Curbside pickups increased 5% in August compared to July.

V. NEW BUSINESS

- a) Annual Report

The Director thanked Caroline Wilkins for pulling all the numbers together into the annual report.

MOTION by Trustee Rams to accept and file the Annual Report as presented.

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams.

ABSENT: Trustee Salehi, Trustee Salts.

MOTION approved.

- b) Consideration and approval to reschedule the November Regular Meeting of the Board of Trustees

The Director stated the reason for rescheduling was because the usual date fell on Election day.

MOTION by Trustee Rams to reschedule the November Regular Meeting to Wednesday, November 4, 2020 at 5:30 p.m.

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams.

ABSENT: Trustee Salehi, Trustee Salts.

MOTION approved.

- c) Review and approval of the AMS.net proposal for the upgrade of the Library's network switches and data cabling in the amount of \$83,772.90

The Director stated this project is listed in our Capital Improvement Plan. She introduced Technology & Support Services Supervisor Ann Duarte to the Board to explain the project. Ann said this project has been a long time coming. She said upgrading the Library's network switches and data cabling would help future proof the Library. Trustee Rams asked what process was used to select AMS.net.

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Ann stated AMS.net was used by the California State Library CENIC project coordinators and we currently use them for maintenance and updates to our network. She said they have great customer service and have been extremely helpful with planning this project.

MOTION by Trustee Rams to approve the contract with AMS.net in the amount of \$83,772.90 plus 10% for incidentals.

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams.

ABSENT: Trustee Salehi, Trustee Salts.

MOTION approved.

- d) Review and approval of the AMS.net proposal for the purchase of new telephone system in the amount of \$11,955.10

The Director stated the Library's phones are outdated. The new phone system will be VOIP and cloud hosted. Trustee Rams stated VOIP will increase staff productivity, and will be helpful to staff if they need to work remotely, he said he is excited for the Library to have this technology.

MOTION by Trustee Rams to approve the contract with AMS.net in the amount of \$11,955.10 for new phone system

SECOND by Trustee Castaneda.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams.

ABSENT: Trustee Salehi, Trustee Salts.

MOTION approved.

- e) Consideration and approval to use the Fast Open Contracts Utilization Service (FOCUS) program to procure the Library District's technology upgrades with AMS.net

MOTION by Trustee Castaneda to use the FOCUS program to procure the Library District's technology upgrades with AMS.net

SECOND by Trustee Rams.

AYES: Trustee Castaneda, Trustee Ganer, Trustee Rams.

ABSENT: Trustee Salehi, Trustee Salts.

MOTION approved.

- f) Review and approval of the temporary policy regarding face coverings

MOTION by Trustee Castaneda to approve the temporary policy regarding face coverings

SECOND by Trustee Rams.

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

MOTION approved.

VI. FUTURE AGENDA ITEMS

- a) Annual Review of the Trustee Handbook in October
- b) Audit Report presented by the Auditor in November
- c) Approval of 2021 Holidays in November

VII. CONSENT CALENDAR

- a) Personnel Action

No items.

ADJOURNMENT

MOTION by Trustee Rams to adjourn the meeting.
SECOND by Trustee Castaneda.

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

Motion approved. The meeting stood adjourned at 6:14 p.m.

Submitted by,

Richard Rams
Secretary