

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
October 4, 2011

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

PLEDGE OF ALLEGIANCE:

At President Salts' request, Children's Librarian Mary Ivelia led the flag salute. A moment of silence was observed in honor of public servants and military serving for our support and security.

ROLL CALL

Board Members Present: Trustee Ganer, Trustee Miller, Trustee Salehi and Trustee Salts

Staff Present: Mary McCasland, Support Services Manager; Marcia Miyoshi, Librarian; Phyllis Nisle, Librarian; Mary Ivelia, Children's Librarian; Daniel Macri, Library Clerk; and Kathleen Bermosk, Administrative Assistant.

I. ACTION ON MINUTES

- a) Regular Meeting of September 6, 2011

MOTION by Trustee Salehi to approve the Minutes of the Regular Meeting of September 6, 2011. SECOND by Trustee Ganer.

AYES: Trustee Ganer, Trustee Miller, Trustee Salehi, Trustee Salts

Motion approved.

- b) Special Meeting of September 14, 2011

MOTION by Trustee Ganer to approve the Minutes of the Special Meeting of September 14, 2011. SECOND by Trustee Miller.

AYES: Trustee Ganer, Trustee Miller, Trustee Salehi, Trustee Salts

Motion approved.

II. ORAL COMMUNICATION

- a) From Public concerning non-agenda items

None.

- b) Board Members' Reports on conferences attended or meetings scheduled

None.

- c) Volunteer Guild Report

Marilyn Lowery reported that the combined revenue on September 17 from the Sidewalk Sale, the 99-cent sale in the Bookstore and the Book Nook receipts was \$2,008.31. The

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total revenue for the month of September was \$3,852.43. She extended her heartfelt gratitude to the Library staff, teenage volunteers and Bookstore volunteers who pitched in and worked so hard to make the Sidewalk Sale a success. Three new volunteers have been signed up and the Bookstore now has 12 volunteers.

In October, the Bookstore will have a buy-one-get-one-free cookbook sale, and small paperbacks will be sold for 50 cents. Each week there will be an in-store sale posted for those who come in to the Bookstore.

Trustee Miller said she was amazed how successful the sidewalk sale was when the books were priced at only 99 cents each, and she thanked the Guild for their continued financial support of the Library. Trustee Salehi said he felt it was due to Marilyn's enthusiasm and energy. Trustee Salts thanked the Guild for their support and asked that volunteers be told how much their help is appreciated by the Board. He also commented on the progress being made with the overstock in the back area. Marilyn agreed saying that some new subject categories have been developed from the books that were there and that it is now much easier to work in an organized area.

Judi Matsen invited the Board to the Volunteer Guild's annual meeting at 6:30 p.m. on Tuesday, October 18. A discussion of the Guild's By-Laws will be held as well as nominations for board officers. Refreshments will be served and a raffle will be held. Letters will go out to all members of the Volunteer Guild this week.

III. CORRESPONDENCE

- a) Patrons' Suggestions from individuals requesting purchase of materials or proposing changes to Library operations.

Trustee Miller asked if the DVD checkouts are continuing to go down. Mary McCasland stated that checkouts have been down 67% in July, 69% in August, and 73% in September from last year.

- b) Management Team Minutes, Director's Report and Youth Services Activities

In addition to the written Director's Report, Mary McCasland reported that the auditors arrived today. They had been scheduled to arrive on September 19 and are getting a late start so their report to the Board may not be ready for the November Board meeting as planned. Mary said she would speak with the auditors about the Board's concerns. The repairs on the roof will cost about \$5,000.

Librarian Phyllis Nisle and library clerk/library student Daniel Macri spoke to the Board about the Mentoring Program which began last fall with five library school students working here. Each student was matched with one librarian. The program was designed to give practical experience to the students, much like student teachers receive, and for the students to share new ideas with the librarians.

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President Salts thanked them for their presentation and said that the Board would appreciate hearing the individual experiences of each participant in the Mentoring Program at future meetings.

Librarian Marcia Miyoshi, head of the Library's Safety Committee, spoke to the Board about the committee's accomplishments. Staff participated in the Great California ShakeOut last October and will participate again this October 20 at 10:20 a.m. to practice the evacuation of the Library in the event of an earthquake. Staff had fire extinguisher training at Staff Development Day in February. SDRMA sends monthly safety updates which are discussed at Friday standup meetings. At the direction of the Director, a cost analysis was completed and it was determined that Cintas should be engaged to fill employees' first aid needs. The Safety Committee is almost finished with a major update of the Earthquake and Emergency Preparedness Manual and Evacuation Plan. Staff will be trained in the new procedures. The next project for the Safety Committee will be to update the Injury and Illness Prevention Plan.

Librarian Mary Ivelia spoke to the Board about the Buena Park Reads program that began with a kick-off on April 2. Activities included crafts, ethnic foods, a family tree and a world map with stickers indicating from which countries participants came. "Tell Your Immigrant Story" was led by the Toastmasters. Books were selected for adults, teens, tweens, and children to read and discuss during the month. Staff also went to the Senior Center for a discussion on the book, *The Namesake*. President Salts praised the program and the efforts of staff.

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

- a) Revenue - \$296,960 and Expenditure \$394,855 - Budget vs. Actual Report July 1, 2011 through September 30, 2011

No comments or questions.

- b) Balance Sheet as of September 30, 2011

No comments or questions.

- c) Check Register as of September 30, 2011

No comments or questions.

- d) Monthly Statistical Report for September 2011

President Salts questioned the 63% reduction in registration on the statistical summary. Mary McCasland said she rechecked the figures and assessed the difference may be due to higher registration in 2010 when the new Computer Center opened or the early start of the school year. Circulation is down as well.

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V. UNFINISHED BUSINESS

- a) Adoption of Resolution #2011-2 to Amend the CalPERS Contract to Provide 2% at 60.

President Salts read the resolution out loud as instructed by CalPERS.

MOTION by Trustee Ganer to approve the adoption of the resolution. SECOND by Trustee Salehi

AYES: Trustee Ganer, Trustee Miller, Trustee Salehi, Trustee Salts

Motion approved unanimously.

VI. NEW BUSINESS

- a) Approval of the Cash Handling Policy Revisions

MOTION by Trustee Miller to approve the Cash Handling Policy Revisions as presented. SECOND by Trustee Ganer

AYES: Trustee Ganer, Trustee Miller, Trustee Salehi, Trustee Salts

Motion approved unanimously.

- b) Approval of the Process to Fill Current Vacancy on the Library Board of Trustees.

Trustee Ganer stated that in the past the Board invited applications and then interviewed the interested individuals. A recommendation was then forwarded to the Board of Supervisors to make the appointment. President Salts said he has already alerted the office of our supervisor that there is a vacancy and that the Board will be sending over a recommendation as soon as it can be facilitated.

The Board directed staff to issue a press release by updating the text of the 2003 posting and to place a notice of the vacancy in the Library. Interviews will be held at the next regularly scheduled Board meeting. It was decided to postpone that meeting until November 15, 2011. A subcommittee comprised of Trustee Miller and President Salts was formed to prescreen candidates in the event of multiple applicants.

MOTION by Trustee Miller to approve the process to fill the current vacancy on the Library Board as discussed. SECOND by Trustee Salehi.

AYES: Trustee Ganer, Trustee Miller, Trustee Salehi, Trustee Salts

Motion approved unanimously.

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c) Discussion of Ways to Honor Bob Niccum, Former Board President

During the discussion, it was agreed to celebrate Bob Niccum's 26 years of service on the Library's Board of Trustees with a ceremony to be scheduled at a future date. The ceremony will include placing a star on the Library's Wall of Stars as a tribute to his long-time service to the Library and the Buena Park community.

VII. FUTURE AGENDA ITEMS

a) Request for Study Session – Schedule a Budget Orientation Meeting with the New Director.

This item will be deferred until a new director is hired.

Trustee Salehi reminded the Board that he had requested a discussion about using the Library's parking lot by local churches for food drives during Thanksgiving and Christmas. This item will be placed on the agenda for the regular November meeting.

VIII. CONSENT CALENDAR

a) Unpaid Bills Detail August 2011

MOTION to approve the Consent Calendar by Trustee Miller.

SECOND by Trustee Ganer.

AYES: Trustee Ganer, Trustee Miller, Trustee Salehi, Trustee Salts

Motion approved unanimously.

b) Personnel Action

1. Resignation of Patricia Rivera, Public Services Manager, effective September 24, 2011.

IX. CLOSED SESSION

Personnel Matters (Pursuant to Gov. Code Section 54957)

a) Public Employee Appointment
-Library Director

The Board recessed into Closed Session at 6:29 p.m.

The Board reconvened into Open Session at 6:55 p.m.

President Salts stated there was no reportable action taken during Closed Session.

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ADJOURNMENT

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

AYES: Trustee Ganer, Trustee Miller, Trustee Salehi, Trustee Salts

Motion approved. The meeting stood adjourned at 6:56 p.m.

Submitted by,



Patricia M. Ganer
Board Secretary