

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
September 1, 2015

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

PLEDGE OF ALLEGIANCE: President Fuhrman led the flag salute.

ROLL CALL

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

Staff Present: Library Director Mary McCasland, Systems Services Supervisor Doug Mason, Circulation Department Supervisor Caroline Wilkins, Business Officer Marina Tutty, Librarian Marcia Miyoshi, Children's Librarian Mary Ivelia, Library Assistant Lynn Pence, Outreach Coordinator Stella Galvan and Administrative Assistant Kathy Bermosk

SWEARING IN OF APPOINTED TRUSTEE, IRENE CASTENADA

At this point of the meeting, Irene Castaneda was sworn in as a Buena Park Library District Trustee by President Fuhrman. Ms. Castaneda was appointed by the Board of Supervisors on August 25, 2015.

I. ACTION ON MINUTES

a) Regular Meeting of August 4, 2015

MOTION by Trustee Salts to approve the Minutes of the Regular Meeting of August 4, 2015.
SECOND by Trustee Salehi.

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

Minutes approved as presented.

II. ORAL COMMUNICATION

a) From the Public Concerning Non-agenda Items

None.

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

Trustee Salehi told the Board that he attended a meeting with the Anaheim Unified School District's Superintendent, Michael Matsuda, to find ways of narrowing achievement gaps by working on early orientation for high school seniors and making the transition to college easier thereby increasing student success. Trustee Salts invited Trustee Salehi to *Buena Park Goes to College* at the Community Center. He explained that the event is free to local students even if they do not live in Buena Park. This program addresses the issues discussed at the Anaheim meeting. The event is co-sponsored by the Rotary Club and the City of Buena Park, with lots of help from Buena Park High School and numerous volunteers. Representatives from several colleges attend and many students come back as volunteers to speak with college-bound high school seniors.

President Fuhrman stated that she and Mary McCasland attended the ISDOC Elected Officials Emergency Response Training on August 11. She found Orange County Emergency Operations Center fascinating. She was told, and the Director confirmed, that all library employees, including Board members, are considered disaster workers in the event of an emergency. The Director

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continued, saying that Librarian Marcia Miyoshi is currently working on revising our disaster policy. She is developing a plan to communicate with staff and Board members during a disaster. Trustee Salts suggested a phone tree be used to communicate at times of emergency. President Fuhrman said it was nice to know in advance what Board members' obligations would be.

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 \$2,693 in August, and \$600 of the revenue was from Amazon sales. During September, all hardbacks will be \$1.00 and all non-fiction is 50% off.

III. CORRESPONDENCE

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

No comments or questions.

b) Recognition of BPLD Employee Service Milestone

President Fuhrman and the Board congratulated Doug Mason for his 25 years of service. Doug was presented with a certificate of appreciation and a 25-year pin.

c) Director's Report

The Director asked Mary Ivelia and Lynn Pence to report on the success of the Summer Reading Program. Mary reported that 1,493 children signed up for SRP. Between Mary, Lynn, Ruth Cho and Stella Galvan, they did 63 story times with 5,128 children attending. There were 49 additional children's programs with 4,051 children and parents attending.

Lynn told the Board there were eight origami sessions where 292 children and parents attended. She showed examples of the projects they made. Also, she supervised 74 teen volunteers who worked a total of 2,071 hours, providing help that the Library would never be able to afford. Along with the thanks of staff, volunteers received a certificate of appreciation and a bag of goodies. Lynn recognized three exceptional volunteers, Jahnavi Panchal who volunteered 61-1/4 hours, Jonathan L. Kim who volunteered 92-3/4 hours, and Sidney Lau who volunteered 133-1/4 hours.

Mary thanked the Volunteer Guild for providing the funds that made the Summer Reading Program possible, the pirates from the Pirates Dinner Adventure who came twice, and the princesses from Olivia's Dollhouse who read stories and sang with the children.

Mary also reported that Outreach Coordinator Stella Galvan had 177 children participate in SRP while the Pop-Up Library was at Bellis Park and Whittaker School. Trustee Castaneda said she attended every time. Mary pointed out that these children would not have been able to participate in SRP if the Library did not go out to them with the Pop-Up Library. The Director noted that even the school superintendent came and read to the children. Trustee Ganer said that the children's programs and the Pop-Up Library are terrific community outreach efforts that are being made by the Library and they serve an important need. Trustee Salts said that most of the books checked out by the children were returned. Books were given to the children at the end of summer.

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Trustee Salehi said we all strive to make the Library a better place and acknowledged Christine Salts for her own efforts to help the children of our community.

The Director asked Doug Mason to give an update on the CENIC project. Doug explained that this project will bring very fast fiber optic into the building. Today one of the subcontractors came in to survey the property before they begin trenching for the fiber lay. The trench will start just past the stop light on La Palma, come up the street, then cross under the street to our building and into the server room.

For the last eight months, there has been a lot happening behind the scenes, like purchasing and receiving equipment, but the trenching will show that progress is being made. The cutting will occur within the next 3 weeks. In the next few months, Doug said he will configure the equipment and coordinate with AT&T. Hopefully, by December everything should be working. President Fuhrman thanked Doug for all his hard work on this project.

The Director said we received a thank you card from the League of Women Voters, along with a generous donation. They used our Board Room for a recent meeting.

We received a complaint from the condominium manager next door about the noise from our HVAC system which turns on at 6:00 in the morning and runs until about 8:00 each evening that we are open. We explained that the HVAC system is on because there are people working in the building at six each morning even though we do not open until 10 a.m.

We had the sump pump inspected yesterday and it is in good working order. President Fuhrman asked about our roof. The Director stated that Ray Garcia had the roof inspected a few months ago and it was in good shape, as well.

Trustee Ganer asked for more information about our valuation Bickmore Actuaries is working on and their discovery that the Interest Actual Earnings had been incorrectly reported by our auditor. The Director explained that the CERBT earnings were recognized twice in the audit. Marina Tutty explained that the auditor started with the wrong number as the beginning balance. That number had everything in it, including the actual earnings, and then they added the earnings once again. So the earnings were reported twice. That will be corrected by the auditor. The actuary will use the correct figure for the valuation. The Director said that she and the Business Officer will meet with the actuary next week to go through the draft report. There definitely is an impact with some of the changes that have been made.

The Director showed the Board examples of the paper-folding class that will be presented by our volunteer, Sarah.

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

a) Balance Sheet as of August 31, 2015

The Director pointed out that the General Fund has \$500,000 less than last month because those funds were successfully transferred to the Orange County Investment Pool.

b) Revenue – \$41,690 and Expenditures – \$392,970 Budget vs. Actual Report July 1, 2015 through August 31, 2015

The Director explained that at this time of year, it is normal for expenditures to exceed revenue. President Fuhrman pointed out that the percentages are good.

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c) CERBT Quarterly Statement

The Director explained that this CERBT statement is usually submitted with our quarterly financial reports, but it had not been received before the August meeting. The negative \$6,600 in the *Fiscal Year-to-date Accrual* column is because the stock market has not been doing well lately. Even with that being said, we have still made significant interest on our account balance.

d) Check Register as of August 31, 2015

No comments or questions.

f) Monthly Statistical Reports for August 2015

The first line of the report shows our checkouts have increased over 12% and eBooks continue to increase as well.

V. NEW BUSINESS

a) Review and Approval of the Public Restroom Upgrades

President Fuhrman said that the architectural drawings in the Board packet were very small, so she came in and the Director showed her what was being planned.

The Director said that she is recommending Plan #2 because it will solve the issues of not having enough restroom stalls. The difference she has observed over the years is that in the past more people came to the Library for quick stops. Now fewer people are coming in, but they are staying longer and often using the restrooms. We must respond to this change of how the building is being used.

Staff will come back to the Board for approval after the bids are received,

MOTION by Trustee Ganer to adopt the Plan #2 recommendation for the Public Restroom Upgrades.
SECOND by Trustee Salts.

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

Motion approved.

b) Review and Approval of the Sick Leave Policy Revisions

The Director explained that this is a revision of the Sick Leave Policy that was approved by the Board earlier this year and became effective July 1, 2015. This revision is necessary since it was decided by state legislators that there was a need to clarify some vague areas of the Paid Sick Leave Law, expressly exclude CalPERS retired annuitants from the law, and provide some alternative accrual methods to comply with the law. We have one retired annuitant on staff.

At this time, we have decided that part-time employees should earn sick leave the same way that full-time employees earn it, by accruing it. Some agencies are front loading 24 hours of sick leave at the first of the year for part-time employees to use for that year. That is an alternative way of accruing. We will watch how things are going with our payroll company and if their program keeps track accurately. Part-time employees can use only 24 hours per year, but can accrue up to 48 hours.

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

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

Motion approved.

c) Consideration and Approval of the Annual Report for Fiscal Year 2014-2015

President Fuhrman said she read the Annual Report and was impressed with both the formatting and the facts presented. The Director said that the report will go out to several city-wide agencies and the school districts.

The Director further stated that the main increase is in the number of children's programs and children's programming attendance. There is an increase of 5,000 for visitors now that we are open on Mondays, but the figure may be down a little when comparing day to day. Reference questions, which includes computer assistance questions, have seen an increase.

Trustee Salts reminded the Board that last year's Annual Report was excellent and added that this year's Annual Report has really hit the mark.

Trustee Salehi complimented Caroline for the work she did on the report.

MOTION by Trustee Salts to approve the Annual Report for Fiscal Year 2014-2015.
SECOND by Trustee Salehi.

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

Motion approved.

VI. FUTURE AGENDA ITEMS

a) Annual Review of the Trustee Handbook in October.

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. New Hire, P/T Library Assistant, Megan Wagner, at Step 1 on the Salary Scale, effective July 22, 2015.
2. New Hire, P/T Library Page, Ingrid Adams, at Step 1 on the Salary Scale, effective July 31, 2015.
3. New Hire, P/T Library Page, Tomas Moran, at Step 1 on the Salary Scale, effective July 31, 2015.
4. New Hire, P/T Library Page, Carolina Villegas, at Step 1 on the Salary Scale, effective July 31, 2015.
5. Resignation of P/T Library Assistant, Megan Wagner, effective September 1, 2015.
6. Reclassification of Joseph Famolaro to P/T Library Assistant at Step 3 on the Salary Scale, effective September 4, 2015.

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b) Unpaid Bills Detail August 2015

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

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

The Director noted that the part-time library assistant was hired on July 22 and resigned on September 1. This was due to the fact that she had interviewed for a full-time position at Cal State Fullerton before interviewing here. They offered her the position after we hired her. Staff was sorry to see her go, but we understood the circumstances.

The Director said that over 100 applications have been received for the Administrative Assistant position. Interviews will take place later in the month.

Trustee Salts asked that we pause for a moment of silence as we contemplate the safety of our police officers throughout the nation who protect us and keep the peace.

ADJOURNMENT

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

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

Motion approved. The meeting stood adjourned at 6:24 p.m.

Submitted by,



Dennis Salts
Board Secretary