

BANNING LIBRARY DISTRICT  
Regular Meeting of the Library of Trustees  
Banning, California  
October 8, 2015  
**Minutes**

**1. Open Session—Call to Order/Flag Salute**

The regular meeting of Trustees for the Banning Library District was called to order at 4:00 p.m. by President Gail Paparian.

**2. Roll Call:**

Present: Gail Paparian  
Tracy Wells  
Brenda Freeman  
Donna Harrington  
Victoria Hatch

**Quorum established.**

Staff Present: Delene Gonzales, Yesenia Ayala  
Andrew Jared, Alvarez-Glasman & Colvin

**3. Communication/Community Comment:**

None

**4. Closed Session:**

No items

**5. Open Session Reconvene:**

No items

**6. Board Items—Discussion/Action**

**6.1 Ad Hoc Committee Reports**

**6.1. a. Library Director Hiring Committee:**

Trustee Hatch received an email from AIM regarding the six candidates that have shown interest in the position of Library Director. The board has agreed to schedule interviews (Special Meeting-Closed Session) for the six candidates on Friday the 16<sup>th</sup> of October and Friday the 30<sup>th</sup> of October beginning at 9:15 a.m. and following again in intervals of one hour; interview questions should be sent to Delene by the 12<sup>th</sup> of October.

Trustee Freeman would like to email AIM to request further advertising for the open position of Library Director, and also requested the resumes of all eleven candidates who applied for the position.

**6.1. b. Developer Committee:**

**1. Rancho San Gorgonio Development**

Nothing to report

**6.1. c. Friends of the Library:**

Flyers have been made to advertise the annual Friends meeting on the 17<sup>th</sup> of October, which includes a presentation by the Rancho San Gorgonio Development.

The Friends of the Library is also working with Bill Bell on a grant for Sun Lakes Charity—looking to add glass shelving cases in the non-fiction section of the library for the Locked Case books.

**6.2 Adopt Minutes**

**6.2. a. Regular Meeting September 10, 2015**

**HATCH/HARRINGTON**

A motion was made to accept the minutes of the regular meeting on  
Thursday, September 10, 2015

**MOTION CARRIED**

**6.3 Current Financial Report**

**6.3. a. Amending Salaries Schedule**

The Board has discussed amending the salary range; the Board has agreed that the range of salary for the Library Director will remain at five steps, and will range at \$82,000--\$92,000 with \$2,500 intervals between steps (at a \$1.20 increase per work hour). Item will be moved forward for the following meeting.

**6.3. b. Amending hourly rate with unrepresented hourly employee (Acting Library Director)**

Direction had been provided by Attorney Jared for an adjustment to the hourly rate for the Acting Library Director, Delene Gonzales; the direction was to offer this adjustment as retroactive to May 5<sup>th</sup>, when she assumed the duties of Acting Director.

**HATCH/FREEMAN**

A motion was made to approve the adjustment of hourly rate for the Acting Library Director to \$31.02 per hour.

**MOTION CARRIED**

**6.3. c. Review of Alvarez-Glasman & Colvin's invoices:**

Attorney Jared reported to the Board the invoices for May, June, July, and August.

**6.3. d. Approve current financial report, September**

The Board has discussed the financial report for September.

**HATCH/FREEMAN**

A motion was made to accept the financial report for September.

**MOTION CARRIED**

**6.4 Clarification on Code Sections**

**6.4. a. Update Regarding Attorney General Opinion**

Attorney Jared has received the proposed letter from the Riverside County Counsel's office (RCC) to the Attorney General's Office; the letter concerns the statute in which the Board of Trustees abides by, in reference to filling a vacancy on the Board (Ed. Code 19426, Gov. Code 1780). Attorney Jared will email Mr. Patel (RCC) to identify the vacancies and policy numbers that are mentioned in the letter, and when they occurred.

**6.5 Future Library Site(s)**

**6.5. a. Discussion of new library site and building**

Nothing to report—discussion was made to find out the square footage required for the development of a new library.

**HATCH/HARRINGTON**

A motion was made for Attorney Jared to create a letter requesting a building/library site, to be sent to the Rancho San Gorgonio Development.

**MOTION CARRIED**

**6.6 Resolution**

**6.6. a. Consideration of draft resolution affirming the District's desire to remain a free and independent library.**

The Board has decided to remove this item off from future agendas.

**7. Information/Discussion**

**7.1 Circulation for September**

The Board of Trustees reviewed the September circulation report.

**7.2 Local History Report**

The Board of Trustees reviewed the local history report by Bill Bell.

**7.3 Employee of the Month**

Yesenia Ayala is the employee of the month for the Month of October.

**8. Administration Comments**

Delene has received a survey from the California Library Association due November 1<sup>st</sup>.

**9. Board Member Comments**

Trustee Hatch would like add a discussion of a 2% increase for the Banning Library staff, to be added to the following meeting.

Trustee Freeman invited the Board for an October 14<sup>th</sup> presentation entitled, "Why Being Poor Never Adds Up" from 1-2 p.m. at Community Action, Riverside.

Trustee Papanian and the Board discussed the time limit of public comments.

**10. Last Minute Action Items**

None

**11. Future Board Items**

**Discussion of 2% Increase for Staff (November, December)**

**Audit Fiscal Year 2014-2015 (November)**

**Policy Series 1000, General (November)**

**Goal Session**

Item will remain on the agenda until the position of Director has been filled.

**Exploring Expansion**

This item has been dropped from the agenda.

**12. Regular Board Meetings**

Scheduled for the second Thursday of the month at 4:00 p.m.

Thursday, November 12, 2015

Thursday, December 10, 2015

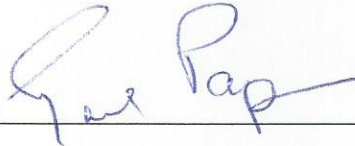
**13. Pending Items**

None

**14. Adjournment**

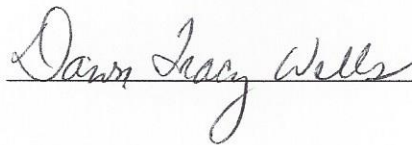
President Papanian adjourned the meeting at 5:59 p.m.

Attest



President

Submitted By: Yesenia Ayala



Clerk