



MINUTES

MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 2, 2017

Banning Library Conference Room

21 W. Nicolet

Banning, CA 92220

1. **Closed Session:** 3:33 – 3:57P.M.
 - 1.1 **Potential Litigation (Exposure to District) – Pursuant to Gov. Code sec. 54956.9(d)(2): Claim of Butler**
 - 1.2 **Potential Litigation (District Initiating) – Pursuant to Gov. Code sec. 54956.9(d)4: One Matter**

2. **Open Session – Call to Order:** 4:04 P.M. V. Hatch

3. **Roll Call and Establishment of Quorum**
Present - V. Hatch, S. Russell, K. Little, D. Harrington
Absent – J. Santa Cruz-Alonso

4. **Pledge of Allegiance**

5. **Report from Closed Session**
Two items reviewed. Nothing to report.

6. **Community Comment**
No members of the community present.

7. **Minutes of the Board**
Meetings of the Board on Wednesday, May 3, 2017, May 24, 2017, June 14, 2017, June 28, July 5 and July 26 are being reviewed with one or more of those listed, may be read and approved on August 2, 2017.

These were not ready for review. Tabled until next Board meeting on September 6, 2017.

8. **Board Items – Discussion/Action**
 - 8.1 **Second Reading of Proposal to Adopt a Policy for the Establishment of a Reserve Account for the Banning Library Special District** Attached
Motion to adopt was M/S by Little/Harrington. Motion passed unanimously.

 - 8.2 **Proposal for Library Maintenance Custodian Position** Attached

This item was discussed. Tabled until September 6, 2017 meeting.

- 8.3 Presentation and Discussion Regarding the Development, Processes and Adoption of an Employee Salary Range and Scale for the District** Discussion
Interim Director Rodriguez presented samples of employee salary and pay scales. Board reviewed information. Next step is to revise the job descriptions. Rodriguez will work with Paychex to create these for Library employees.

- 8.4 Introduction and Discussion Regarding - TLC Automation System' for Libraries** Discussion
Board member Russell presented the Board with copies of system description. She recommended we consider this system for the library. No action taken.

- 7.5 Introduction and Discussion Regarding Establishing of a "Weeding Policy" for the Library District** Discussion
Rodriguez presented the Board with a "Weeding Policy" based on the "CREW" method. The recommendation was to adopt this process and add to our policy manual. Motion to adopt was M/S by Little/Russell. Motion passed unanimously.

- 8. Interim Director's Report and Administration Comments** Verbal
Rodriguez presented a report compiled by Bill Bell, local historian.

- 9. Board Member Comments**
Hatch shared information she read from another state where the library provide free meals for their community.
Russell strongly encouraged all Board members and library staff to attend all or a portion of the upcoming CLA conference, November 2-4, 2017, in Riverside.

- 10. Last Minute Action Items**
No items.

- 11. Pending Items for Next Meeting**

Review of Financial Reports including End of Year Fiscal Report
Begin the Development of a 2018 Calendar Capital Improvement Plan for the District
Update and Report on the Human Resources Processes
Progress Report on Development of a District Safety Manual

- 12. Next Three Month Scheduled Regular Board Meeting Calendar**
Wednesday, September 6, 2017
Wednesday, October 4, 2017
Wednesday, November 1, 2017

- 13. Adjourned – 5:08 P.M.**

Minutes prepared by Kathy Little, Board clerk