



21 West Nicolet Street • Banning, CA 92220 | 951.849.3192 | 951.849.6355 fax | www.BanningLibraryDistrict.org

MINUTES

SPECIAL MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 26, 2017

Banning Library Conference Room

21 W. Nicolet

Banning, CA 92220

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the administration office at (951) 849-3192. Notification 72 hours prior to the meeting will enable the library to make reasonable arrangements to ensure accessibility to this meeting.

1. **Closed Session** - 3:30-4:10P.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** 4:14 P.M.

K. Little

3. **Pledge of Allegiance**

4. **Roll Call and Establishment of Quorum**

Present - S. Russell, K. Little, D. Harrington J. Santa Cruz-Alonso,
Absent – V. Hatch

5. **Report from Closed Session**

Issues reviewed. No action taken.

6. **Community Comment**

No community comments.

7. **Minutes of the Board**

Meetings of the Board on Wednesday, May 3, 2017, May 24, 2017, June 14, 2017 and June 28 to be read and approved on August 2, 2017

Action postponed until August 2, 2017 meeting.

8. Board Items – Discussion/Action

8.1 Proposal to Amend Board of Directors Policy Number 3030 – Fixed Asset Accounting Section 3030.3

Policy reviewed. Motion was M/S by Russell/Harrington. Motion unanimously approved.

8.2 Proposal to Adopt a Policy for a Reserve Account, Review Policies for Petty Cash Fund and Other Internal Fund Processes

Dan Rodriguez, Interim Director, presented Board with policy proposal. After review, motion presented. M/S by Harrington/Russell. Motion unanimously approved.

9. Interim Director’s Report and Administration Comments

Rodriguez shared information with the Board regarding Banning Library District’s (BLD) Safety Manual update recommendations by PAYCHEX, Inc., recent children’s programs, calendared events, Friends of the Library’s newsletter, the status of the Immigrant Alliance State Grant and discussion regarding a template for Board minutes. He also informed the Board of a \$5000 grant for the purchase of new books that he had been working on.

10. Board Member Comments

Little stated that she liked the recommended template for recording Board minutes.

11. Last Minute Action Items

None

12. Pending Items for Next Meeting

Review of Financial Reports including End of Year Fiscal Report
Proposal for Library Maintenance Custodian Position
Proposal for Salary and Range Scale for the District
Discussion Regarding the TLC Automation System for Libraries
Discussion Regarding Establishing of a “Weeding Policy”

13. Next Three Month Scheduled Regular Board Meeting Calendar

Wednesday, August 2, 2017

Wednesday, September 6, 2017

Wednesday, October 4, 2017

14. Adjourned – 4:45P.M.

Revised minutes provided by Kathy Little, Board Clerk