



MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
Wednesday, May 3, 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** - 3:32 P.M. – 3:52 P.M.
 - 1.1 **Public Employee Dismissal, or Release–Pursuant to Gov. Code sec. 54957(b)**
Library Director
 - 1.2 **Public Employee Appointment–Pursuant to Gov. Code sec. 54957(b)**
Interim Library Director
 - 1.3 **Potential Litigation Against the District –Pursuant to Gov. Code sec. 54956.9(b)(2) Two Matters**
2. **Open Session – Call to Order** - 4:05 P.M. V. Hatch
3. **Roll Call and Establishment of Quorum**
Present - V. Hatch, S. Russell, K. Little, D. Harrington
Absent – L. Dickinson
4. **Report from Closed Session**
Issues reviewed. No action taken.
5. **Community Comments**
Jessica Santa Cruz – Alonzo shared that the new Children’s Librarian was “great.”
6. **Board Items – Discussion/Action**
 - 6.1 **Adopt Minutes – Special Meeting of the Board on Wednesday, April 19, 2017**
Motion made/seconded by Little/Russell to accept the minutes with two corrections.
Motion passed.

6.2 Financial Reports and Presentation by Staff and the Firm of Smith–Marion & Co. Regarding the Budgetary Planning Process and Personnel Situations Handouts
Budgets were presented and reviewed by Board. Final budget to be sent to Riverside County in June 2017.

6.3 Presentation and Discussion Regarding District Needs for Compliance to Human Resources Including the Possibility Payroll Services Handouts
To be presented by Staff the firm of PAYCHEX, Inc.
Staff of PAYCHEX presented information on the Human Resources section and support of their company. PAYCHEX to work with Interim director to update Library staff handbook, pay ranges, etc.

6.4 Staff Presentation Regarding Children’s Programs and Activities Including the Possibilities to Joint Venture with other Organizations Verbal
Melissa gave a verbal report on her recent activities. She reported reaching out to community/educational groups to provide literacy experiences as well as working on some science projects for future scheduling.

6.5 Instructional Program Regarding the Brown Act and Ethics Training (To be presented by: Andrew Jared, Esq.)
Board received Brown Act training.

6.6 Report from the Ad Hoc Committee Including Discussion and Possible Action Regarding the Hiring Processes for a Library Director Doc 5.7
This item was tabled until June 2017.

6.7 Discussion and Possible Action Regarding Establishing a Board Study Session and/or Workshop on Selected Topics of Interest Including Long Term Plans, Capital Improvements, Strategic Planning and Budgeting & Financial Planning – Dates and Times Verbal
Board discussed setting May 24, 2017 to begin planning and review previous plans.

6.8 Discussion and Possible Action to Accept Proposal for Insurance Services From Gary B. Stanfield Insurance Covering Dates of 05/15/2017 to 05/15/2018 Doc.5.9
M/S by Harrington/Russell to accept insurance proposal. Motion unanimously approved.

7. Interim Director’s Report Verbal
Rodriquez presented Board with L. Dickinson’s resignation letter. M/S by Harrington/Russell to accept resignation. Motion passed unanimously.

Rodriquez shared statistics from the most current California Library Association (CLA) report regarding patron access. Our library is maintaining a mid-level patron use when compared with similar libraries.

New book orders have been processed through Baker and Taylor.

8. Administration Comments
See #6.

9. Board Member Comments

Harrington asked about the Rancho San Gorgonio project. There was a basic discussion on the process.

10. Last Minute Action Items

No items.

11. Pending Items/Projects List – *These discussions were put off until June 2017 meeting*

Bids for Security Doors to Children's Wing

Bids for Security (Guard) Services

Human Resources and/or Payroll Services Needs

12. Next Three Month Scheduled Regular Board Meeting Calendar

Wednesday, June 7, 2017

Wednesday, July 5, 2017

Wednesday, August 2, 2017

13. Adjournment 5:32P.M.

Minutes prepared by Kathy Little, Board clerk