MINUTES

MEETING OF THE BOARD OF TRUSTEES
Wednesday, July 11, 2018
Banning Library Conference Room
21 W. Nicolet
Banning, CA 92220

1. **Regular Meeting**  4:07 P.M.

2. **Pledge of Allegiance**  Victoria Hatch

3. **Roll Call and Establishment of Quorum**
   Board Present - V. Hatch, D. Harrington, Kathy Little, M. Rose,
   J. Santa Cruz-Alonso
   Staff Present – Dan Rodriguez

4. **Closed Session**  4:09 P.M. - 4:44 P.M.

5. **Report from Closed Session**
   Issues reviewed. No action taken.

6. **Community Comment**
   No community comments.

7. **Minutes of the Board**
   Minutes of the Board of Trustees for the Meeting of June 6, 2018
   Motion to accept. M/S by Little/Harrington. Motion passed unanimously.

   Minutes of Special Meeting of the Board of Trustees on June 27, 2018
   Motion to accept. M/S by Little/Rose. Motion passed unanimously.
8. **Board Items – Discussion/Action**

8.1 **Discussion Regarding the Assignment of Passwords to Access Computer Data, It’s Ramifications and the Need to Develop Policy to Govern Such Rules and Regulations**

Dan Rodriguez, Interim Library Director, voiced his concern about confidential information being accessed in-house amongst the employees and has observed items being deleted from computers. He proposed that he be nominated temporarily to be the **only one** to assign and have access to all passwords, keeping this information safe at all times. Staff would have their own password. Dan stressed that a policy needs to be developed immediately and added to the “Permanent Maintenance of E-Mails and other Data” policy accepted at the last Board meeting on June 6, 2018. Motion to appoint Dan Rodriguez, Interim Library Director, the directive immediately to reset all passwords, and finish a formal policy. M/S Harrington/Rose. Motion passed unanimously.

8.2 **Historian Report**

Bill Bell, staff, supplied the Board with a written report on the June 2018 activities. He is still waiting for the MOU from Riverside City Parks for the use of the McCullough photographs. He is considering a program called BiblioBoard to host the photographs from the Online Archive of California and will demonstrate this resource at the next Board meeting. He is in the process of gathering historical images from the Pass Area to create a children’s coloring book. Also, in the works is applying for Nicolet Middle school (once Banning High School) to be a Riverside County Landmark. A State Grant is available to digitalize historic documents and the Beaumont library has asked for Bill’s corroboration and participation. The Sadakichi Hartmann lecture took place on June 21st and there were three long articles published in the Record Gazette. These articles can be found on the library website now. Little commented on how amazing lecture was and how interesting Sadakichi and the time period he lived here. Bill plans on adding a lot more articles and photographs to the library website the month of July.

8.3 **Presentation and Proposal to Develop a Reverse Gift Catalog as a Joint Venture with the Friends of the Banning Library**

Dan Rodriguez, Interim Library Director, discussed putting together a catalog/booklet listing the needs of the library and then distributing them to the public. Harrington inquired about the cost of printing them, and mailing if that be the method decided upon. Rodriguez will work with the FOL more on the estimated costs. Little mentioned that giving a presentation at various clubs, then handing out the booklets would be beneficial. Harrington expressed her approval of the booklet idea.
8.4 Discussing and Possible Action to Adopt the Second Reading of the 2018-2019 Fy Budget of the Banning Library District
There had been no changes made to the 2018-2019 Fy Budget presented by Gwen Rose, staff, at the last Board Meeting. Motion to accept. M/S Rose/Cruz. Motion passed unanimously.

8.5 Discussion and Possible Action to Adopt a Policy Regarding “Lost Collection Materials”
Dan Rodriguez introduced a draft policy to the Board for review. Cruz asked how the report in 3094.4 would be handled. Dan answered that he would run the report monthly on a specific date. Cruz inquired about 3095.7 regarding Staff calling overdue items. Dan said calling was done to a certain extent but the KOHA email reminder is in affect and effective. Little commented on article about the Palm Springs Library wondering how their percentages of overdue fines compared to the Banning Library. Cruz asked the Board’s opinion as to using a Collection Agency and received a negative response. Little felt item 3095.7.5 should be struck pertaining to Collection Agencies. Cruz suggested the idea of volunteering, reading on the premises, or to attend an activity to work off fines accrued.

8.6 Discussion and Possible Action to Accept a Bid for the Installation of Security System for the Library
There were two bids prepared and presented to the Board of Directors. One was Bibliotheca which was quoted at $11,099.00. The other company was Sentry Security which offered a refurbished unit which is two years old and has been installed as a demo at several locations and has less warranty time for $8,500.00. A new security system would cost $10,700.00. Both bids included delivery and installation. The Board expressed concern about purchasing a refurbished product. Cruz asked about the length of the warranty for the new unit which Rodriguez thought was 5-7 years. The cost of the tags needed in all library materials could be purchased from Demco for half the price. Motion to purchase the Sentry System for $10,700.00. M/S Harrington/Rose. Motion passed unanimously.

8.7 Discussion and Possible Action to Adopt a Revised Set of By-Laws for the Library District
The Board of Trustees agreed that Library District Bylaws were outdated since they had last been revised in 1999. They had been created when the library was still working under the Banning School District. Dan offered to work on revising them with the Board or their legal counsel, Andrew Jared. Dan put together a skeleton draft and will add content later. Motion to work on By-Laws for the Library District per Dan Rodriguez and Andrew Jared. M/S Cruz/Rose. Motion passed unanimously.
9. **Interim Director’s Report and Administration Comments**

Dan Rodriguez reported that 300 books had been ordered to fulfill a $5,000.00 bilingual grant offered from the State of California. All the books on order are bi-lingual including Spanish, Vietnamese, Arabic and Chinese. There are people in the community who speak Hmong. The State Library was asked if Hmong language books could be included as acceptable for purchase. In future grants, Hmong will be included.

Resolution 2018-01 was not approved at the local Wells Fargo bank, so it is up for consideration at the corporate level. Little expressed interest in shifting their accounts to another bank. Harrington agreed and suggested that Dan obtain the paperwork and start the application to open an account at the Bank of Hemet.

Election booklets have been handed out along with a district map.

Science Experience Day will feature the library’s 3D printer with classes on how to operate it.

Dan announced that he signed a contract that will keep Gwen Rose, bookkeeper on for one more year.

10. **Board Member Comments**

Cruz would like to see new books displayed better especially in the Children’s area. She is eager for the new bilingual books shelved in a prime spot. That topic lead into the teen area where shelving and computers have been ordered but painting and lighting are first priority. Painting bids are being accepted now. Project will be complete in 3-6 months. Rodriguez will be attending a Grant workshop in the near future to possibly be awarded a $35,000-40,000 Grant to go towards library furnishings.

11. **Last Minute Action Items**

No last minute actions.

12. **Items for Next Agenda**

Salary Survey, Salary Schedule and Job descriptions
First Reading of Job Description for the Position of Custodian
Earned Sick Leave and Vacation
Financial Reports
Discussion and Possible Action to Adopt a Program for Volunteer Service at the library
Little wanted to include a Hiring Process for the Library Director.

13. **Listing of Pending and/or Work In Progress Items** – (Some items may be included in the Interim Library Director’s Report)

Security System for Library Materials
Parking Lot Maintenance and Improvements
Hiring of a Library Director and Children’s Librarian
Design of Salary Wage Scale and Salary Survey
Proposal for Policy for the Permanent Maintenance of Emails and Other Data of Previous Employees
Development of a Fee for Rental of Library Space(s) by For Profit Organizations
District Long Range Financial Plan, Nexus Study and Impact Fees
Proposal to Provide for Notary Public Services at the Library
Volunteer Services Program of the Library Policy
Friends of the Library Process for Acceptance of Book Donations
Earthquake Preparedness Plan
Development of Emergency or Awareness Plan for Acts of Violence
CIPA Compliant Summer 2018 Program
Development Evacuation Program with Appropriate Signage
Proposal for a Reverse Gift Catalog

14. **Next Three Month Scheduled Regular Board Meeting Calendar**

   Wednesday, August 1, 2018
   Wednesday, September 5, 2018
   Wednesday, October 3, 2018

15. **Adjournment**  5:42 P.M.