MINUTES

MEETING OF THE BOARD OF TRUSTEES
Wednesday August 1, 2018
Banning Library Conference Room
21 W. Nicolet
Banning, CA 92220

1. Regular Meeting  3:47 P.M.

2. Pledge of Allegiance  Victoria Hatch

3. Roll Call and Establishment of Quorum
   Board Present – V. Hatch, D. Harrington, K. Little, M. Rose, J. Santa Cruz-Alonso
   Staff Present – Dan Rodriguez, Gwen Rose, Bill Bell, Fernando

4. Community Comment
   No community comments.

5. Minutes of the Board

   Minutes of the Board of Trustees for the Meeting of July 11, 2018. Motion to accept.
   M/S by Little/Rose. Motion passed unanimously.

6. Board Items – Discussion/Action

   6.1 Historian Report
   A power point presentation by Fernando, staff, was shelved due to a power outage just as the Board Meeting was about to begin. Biblioboard, a possible venue for hosting the historical photographs, was discussed. Califa had recommended it; it is running in 3,000 statewide libraries already. The nearest library using it is in Beverly Hills. It offers a program for beginning authors in eBook format, reviewed by the Library Journal, and which once proven to have a lot of interest (hits), is published. The second part of this software is called “Creator” and would be the format for showing the 900 historic photos, plus it has a video interview option, and Art gallery broken down into themes. The Board decided to ruminate on the price of it, $4,900 a year. Meanwhile, Califa will still show their original historic photos.
Bill Bell, staff historian, provided the Board with his July 2018 report. The Sadakichi Hartmann articles have been requested to be published by the Riverside County Chronicles, and a California Desert Art website. Bill is still striving to get a historical landmark status for Nicolet Middle School which also houses a WPA mural. Little remarked that the school is also a bomb shelter. Bill thought the Gymnasium (not attached to the school) is also worthy of landmark status. He is still looking for a home for the Japanese-American internment camp scrapbook. The McCullough photos are on hold due to a delay in receiving the required MOU for the public to view them. The children’s coloring book with Pass historic images that are still in existence is in the works and to be finished sometime in September. The possible partnership with the Beaumont Library District library to digitize historical items grant was dropped. Currently, Bill is exploring the Banning Plunge and Beaumont drive-in theatre history. Good news is that the City of Banning requested to hang some of the library’s historic photos at City Hall.

6.2 Presentation from the Friends of the Banning Library
Linda Page, Treasurer of the Friends of the Banning library, wrapped up the second set of “Baby First Library Books” to go home with newborns at the San Gorgonio hospital. A grant from the Excalibur club donated $1500.00 toward the purchase of these books. The FOL will receive a grant August 15th from Sun Lakes Country Club. Saturday, October 20, 2018 is the Cabazon Outlet Shopping Extravaganza event. This is the second year the friends have participated and 75% of all tickets sold will go back into library projects. Last year this event raised $993.00. Hatch thanked her and said the FOL’s were greatly appreciated.

6.3 Study Session and Discussion with Possible Action to Conduct a Nexus Study Discussion and Possible Action to Conduct a Redistricting Study (Presentation and Discussion)
This redistricting discussion was shelved until next meeting as the Copland-Gruber representative was not present. The deadline for this project is a few months away.

6.4 Discussion and Possible Action to Adopt a Policy Regarding “Lost Collection Materials”
The first reading of what was discussed last meeting was handed out. The subject of volunteering to pay off fines was not included this round. Cruz asked that the Collection Agency option be removed from the policy. The Board concurred. Little expressed the importance of including the option of volunteering as a means of payment within a time constraint is on the policy. Next meeting the second reading is scheduled.

6.5 First Reading of Job Description for the Position of a Library Custodian
The fact that the current custodian was given fulltime hours and benefits without the Boards approval was discussed. The Board approved of the first reading. Next meeting the subject of salary schedules is to be reviewed.
6.6 Discussion and Possible Action to Adopt First Reading of By-Laws for the Library District
Dan Rodriguez, Interim Library Director prepared a rough draft of By-Laws for the Board to add to or reject. Hatch firmly stated that By-Laws are the superstructure that any organization needs. It was decided that article 1030.1 was to be the Mission Statement and should be moved to Article II, towards the beginning of the By-Laws. Cruz commented that one sentence was incomplete in article 1030.1, so it was decided that “the cultural needs of the broader community” should be added. The Board realized that the updated version of the By-Laws was greatly needed. Andrew Jared, Banning Library’s legal counsel, is reviewing the first reading.

6.7 Discussion and Possible Action to Begin the Process to Utilizing the Services of the Bank of Hemet for Banking Needs and Investments for the Library District
After being disappointed with Wells Fargo’s multiple answers to their questions and concerns, it was decided that Hatch and Rodriguez will compose a letter to the local bank Manager. Discussion then moved to the strategy, pros and cons of moving the Library’s accounts to the Bank of Hemet. A newly purchased terminal called the “square” for credit/debit transactions may not be compatible with BOH. Rodriguez expressed an interest in having a couple representatives from BOH to come talk to the Board about Investment accounts. A motion to continue the move to BOH. M/S Little/Harrington. Board approved unanimously.

Gwen Rose, Bookkeeper, presented the next to the last Financial Statements of the Fiscal year. The Statement of Financial Position (Balance Sheet) showed the following:

- Savings 668,210
- FOL checking 14,257
- County General Fund 1,121,633
- Petty Cash 602
- Checking Account 60,974
Total Cash & Investments 1,865,676
- Accounts Receivable 1,214
- AR Property Tax 43,290
- Prepaid Expenses 7,472
Total Current Assets 1,917,721
Total Capital Assets 452,498
Total Assets 2,370,219
- Accounts Payable 12,331
- Yearend Accrued Payroll 10,166
- Vacation Payable 5,188
- Retained Earnings 189,675
Total Liabilities & Equity 2,370,219

The Statement of Activity Budget vs Actual was reviewed next.
- Total County Revenues 976,041
- Total Local Revenues: 15,880
- Total Revenues: 991,921
- Capital Outlay: 53,765
- Total Salaries & Benefits: 347,145
- Total Operational: 121,226
- Total Management Services: 98,550
- Legal Services: 15,252
- Professional Services: 17,056
- Worker’s Compensation: 5,324
- Total Administrative: 245,698
- Utilities: 34,412

Total Expense: 802,246
Net Ordinary Income: 189,675

7.0 **Interim Director’s Report and Administration Comments**

Riverside County Office of Aging has a program which will give the library a “Senior” Employee for up to twelve hours a week. The employee will receive a salary from that agency. Another agency, First Five that offers ideas and new ways of doing things within the library has been non-communicative as of late. Dan and Hatch have met with them several times and signed a MOU with them. It is hoped that they will continue their work with them. Next Board meeting a decision is to made on replacing some inoperative blinds with shutters/blinds at a cost of around $4,000. Several windows have been replaced. Rodriguez will have a quote on a material to be adhered to the south window over the circulation desk at the next meeting. The opening for the Children’s Librarian position has been posted on the Library’s website, UCLA, ALA, California League of Cities, and Indeed. Requirements are cover letter, resume, an attached filled out questionnaire, references, and when narrowed down to a few candidates, a background check. The Director’s job opening will be advertised within the next week. The company Paychex will come out and give a pre-meeting before possible Director candidates are to be interviewed.

8.0 **Board Member Comments**

No comments.

9.0 **Last Minute Action Items**

No last minute actions.

10. **Items for Next Agenda**

Earned Sick Leave and Vacation
Policy: Assignment of Passwords to Access Computer Data
Hiring of Library Director and Children’s Librarian
Adoption of Salary Schedule
11. **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 a 2018 Capital Improvement Plan
- Design of Salary Wage Scale and Salary Survey
- Proposal for a Policy of 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 Reading Program
- Development of Evacuation Program with Appropriate Signage
- Proposal for a Reverse Gift Catalog

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

   - Wednesday, September 5, 2018
   - Wednesday, October 3, 2018
   - Wednesday, November 7, 2018

13. **Adjournment**  5:14 P.M.