AGENDA

MEETING OF THE BOARD OF TRUSTEES
Wednesday, July 11, 2018
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 3:45 P.M.**

   1.1 CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Pursuant to Government Code Section 54956.9 (d)(1) Butler vs. Banning Library District

2. **Regular Meeting 4:00 P.M.**

3. **Pledge of Allegiance** Victoria Hatch

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

5. **Report from Closed Session**

6. **Community Comment**

A five minute limitation shall apply to each member of the public who wishes to address the Library Trustees on any matter under the subject jurisdiction of the Trustees. A thirty-minute limit is placed on this section. No member of the public shall be permitted to “Share” his/her five minutes with any other member of the public. (Usually, any items received under this heading are referred to staff for future study, or research, completion and/or future action by the trustees.) (PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD.)

7. **Minutes of the Board**

   Minutes of the Board of Trustees for the Meeting of June 6, 2018  
   Minutes of Special Meeting of the Board of Trustees on June 27, 2018

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8. Board Items – Discussion/Action

8.1 Historian Report - Presented by Bill Bell, Historian  
Verbal

8.2 Presentation from the Friends of the Banning Library  
Verbal

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

8.4 Discussing and Possible Action to Adopt the Second Reading of the 2018-2019 Fy Budget of the Banning Library District  
Attached

8.5 Discussion and Possible Action to Adopt a Policy Regarding “Lost Collection Materials”  
Attached

8.6 Discussion and Possible Action to Accept a Bid from for the Installation of Security System for the Library  
Attached

8.7 Discussion and Possible Action to Adopt a Revised Set of By-Laws For the Library District  
Attached

8.8 Discussion Regarding the Assignment of Passwords to Access Computer Data, Its Ramifications and the Need to Develop Policy to Govern Such Rules and Regulations  
Discussion

9. Interim Director's Report and Administration Comments

The Library Administration is encouraged to report on items of information to the Board, as well as provide information about conferences or meetings they have attended. Other items, which may be added to the agenda of a future meeting, may be presented at this time but cannot be commented upon or discussed at this meeting. (Reference: The Ralph M. Brown Act)

10. Board Member Comments

Board members are encouraged to report on items of information not requiring comment or discussion to the entire body at this time. (Reference: The Ralph M. Brown Act)

11. Last Minute Action Items

The Board may discuss an item, which was not previously placed on the agenda when the Board determines that there is a need for immediate action which cannot reasonably wait for the next regularly scheduled meeting. The determination must be made by two-thirds of the total Board or, if two-thirds of the Board is not present, by a unanimous vote of those remaining. (Reference: the Ralph M. Brown Act)
12. Items for Next Agenda
   Salary Survey, Salary Schedule and Job Descriptions
   First Reading of Job Description for the Position of a Library Custodian
   Earned Sick Leave and Vacation
   Financial Reports
   Discussion and Possible Action to Adopt a Program for Volunteer Service
   at the Library

13. Listing of Pending and/or Work In Progress Items – (Some Items may be included in the
    Interim Library Directors 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
    Establishing of a “Weeding Policy” for the Library District
    Design of Salary Wage Scale and Salary Survey
    Proposal for a 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
    Proposal to Provide for Notary Public Services
    CIPA Compliant
    Summer 2018 Reading Program
    Memorandum of Understanding (MOU) by and Between the “SCIENCE EXPERIENCE, INC.” and
    the Library Board of Trustees
    Participation in SDI Program for the Employees of the District
    Installation of New Fire Alarm and Intrusion Alarm Control Box
    Development of Evacuation Program with Appropriate Signage
    Installation of New Metal Monument Sign
    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