

BANNING LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Banning, CA
Wednesday, December 14, 2016 – 4:00PM
Minutes

1. Open Session – Call to Order/Flag Salute

The regular meeting of Trustees for the Banning Library District was called to order at 4:00 p.m. by President Victoria Hatch

2. Roll Call

Present: Luren Dickinson
 Sandra Russell
 Victoria Hatch
 Kathy Little
 Donna Harrington

Staff: Noelle Neff, Director
 Delene Gonzales

Legal Counsel: Andrew Jared

Newly elected trustees, Luren Dickinson and Sandra Russell, had already privately been administered their oaths of office and presented their notarized certificates to Noelle Neff

3. Annual Organizational Meeting per Policy 4200.5

3.1a Election of Officers

It was moved by Luren Dickinson and seconded by Sandra Russell that Victoria Hatch be elected President and that Kathy Little be elected Secretary. Motion passed.

3.1b. Date and time of regular meetings for the next calendar year

It was moved by Donna Harrington and seconded by Kathy Little that Regular meetings of the Board be moved to the first Wednesday of the month at 4 p.m. and that closed sessions begin at 3 p.m.

Motion passed.

4. Community Comments

Outgoing Board member Brenda Salas Freeman was present to greet the new Board and to wish everyone well

5. Donna Harrington moved and Kathy Little seconded to go into closed session at 4:15 p.m. Motion passed.

6. **Closed Session**

Pursuant to Gov.Code sec. 54957.9 (b)1: Discussion/Action

6.1a. Conference with Legal Counsel - Pursuant to Gov Code sec 54956.9 (d)(2) – Potential exposure to litigation

6.1b. Conference with Legal Counsel - Pursuant to Gov. Code sec. 54956.9(d)(4) District initiating litigation

6.1c. Employee performance evaluation – Pursuant to Gov. Code sec. 54957(b)(1) Library Director

7. **Open Session Reconvene**

The Board of Trustees reconvened into open session at 5:30 p.m.

7.1 **Report of Closed Session Action December 14, 2016**

Attorney Andrew Jared reported out the items discussed and that no action was taken

8. **Board Items – Discussion/Action**

8.1 **Revise Policy 4100 Board President, 4110 Board Clerk to include Vice Chair**

A motion made by Luren Dickinson and seconded by Sandra Russell to table this item. Motion passed.

8.2. **Adopt minutes of the regular meeting Wednesday November 9, 2016 and the Special meetings on Wednesday, November 16, 2016, Friday December 2, 2016. (Doc 8.2)**

It was moved by Donna Harrington and seconded by Kathy Little to approve the minutes of the November 9, 2016 regular meeting. Motion passed.

It was moved by Donna Harrington and seconded by Kathy Little to approve the minutes of the December 2, 2016 regular meeting. Motion passed.

8.3 Current Financial Report

Doc 8.3 Approve financial report for November.

It was moved by Donna Harrington and seconded by Kathy Little to approve the November 2016 financial report

8.4 Children's Librarian Position (Verbal Review and Discussion)

Noelle noted that she has approximately 30 qualified candidates and expects to begin interviews next week

8.5 RFID Security Gates Review (Verbal)

RFID security gates procurement

Noelle distributed bids for RFID and self-checkout systems. The Board requested that she seek quotes for a standard (integrated library system) to replace the current open source Koha software along with the necessary RFID tags, security gates and other equipment to implement a self-check and automated sorting system

8.6 Ad Hoc Committee Reports

8.6.a. Developer Committee: Verbal

1. Rancho San Gorgonio Development
2. Approval of site use agreement with the city of Banning regarding future Rancho San Gorgonio Specific Plan Community Center – Are considering settling for 2000 sq. feet. Discussed using common restrooms or library having their own

8.6.b. Friends of the Library: Verbal

Discussed the Thrift Books organization that sells books for libraries. Replaces books sales. Box the books, the organization picks them up and pays for shipping. When they sell the books, the library gets a percentage of the sale

9. Information

9.1 Circulation for November (Doc 9.1)

Stats are not accurate, will only submit database and ILL stats until situation is resolved (a new ILS with better reporting system)

10. Administration Comments

Met with vendors to discuss collection development, contacted RFID vendors for quotes, hired new staff member, sent staff to train for STEM and math for children

11. Board Member Comments

Mr. Dickinson asked if the library had a Plan of Service. The answer no, he suggested that strategic planning was a priority for the organization

12. Last Minute Action Items

None

13. Future Board Items Goal Session

None

14. Regular Board Meetings Discussion/Action

Discussed in 3.1b

15. Adjournment

Adjourned at 6:00 p.m.

Attest  President

Clerk 