MINUTES
MEETING OF THE BOARD OF TRUSTEES

October 3, 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)

1.2 **PUBLIC EMPLOYEE APPOINTMENT** (Pursuant to Gov. Code Section 4957(b)(1)
Library Director

2. **Regular Meeting** 4:21 P.M.

3. **Pledge of Allegiance** Victoria Hatch

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

5. **Report from Closed Session**
1.1 Direction was provided, but no decisions were made.
1.2 Recruitment is continuing and the Board will be working with a new temporary Director.
6. **Community Comment**
   No community comments.

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 August 1, 2018**
   Motion to accept with a change from V. Hatch to J. Cruz on Board Item 9.6.
   M/S Rose/Cruz. Motion passed unanimously

8. **Consent Calendar**

   8.1 New Section – Staff Presentation
   None.

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

   9.1 **Historian Report – Presented by Bill Bell, Historian**
   Bill Bell, historian had a busy and interesting month. He was able to access and inventory the local history collection housed at the Beaumont Library. Of interest was hardbound newspapers from the Beaumont Leader and Beaumont Gateway. Bill recommended that they be photographed and put into a database. A couple of Civil War artifacts were also found, which may find a home at the Lincoln Shrine in Redlands. Bill met the new Media Specialist from the City of Banning, John Garside. He is from Whittier, California and has done ten documentaries on the history of the Whittier area. Bill and he share the same enthusiasm about local history and they plan to share the Bud Mathewson videos and broadcast them on local Channel 10. Research still continues on the Eastside School in Banning, with a new breakthrough of finding old student records at the School District office. He hopes to have an article ready for the Record Gazette by the end of September.
   Bill expressed his interest in promoting all the new Veteran materials and books that have been recently acquired by grant funds from the State of California Library. This lead to a discussion about the Veteran’s Day event which the Library is hosting. A Saturday morning planning committee has been scheduled with Bill, Darnise, Little, Hatch and the Friends of the Library.

   9.2 **Reports by the Friends of the Banning Library**
   Linda Page, reported that she delivered another 23 sets of bilingual baby books to the San Gorgonio Memorial Hospital. She once again reminded everyone of the “Shopping Extravaganza” at the Cabazon outlets on October 20, 2018. The Friends will be hosting a local author event on October 17, 2018 from 5-7 p.m.
showcasing David Nuckles and his book “The Driver”. This event will give the Friends an opportunity to introduce themselves, help with their membership drive, and speak on their yearly high school scholarship “Sandy Hope”. Historian Bill Bell can discuss his future lecture ideas as well.

9.3 Financial Report – Gwen Rose
To be distributed at Time of Meeting
Gwen presented the August Statement of Financial Position as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>679,455</td>
</tr>
<tr>
<td>Checking Friends</td>
<td>16,059</td>
</tr>
<tr>
<td>County General Fund</td>
<td>712,106</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>602</td>
</tr>
<tr>
<td>Total Cash &amp; Investments</td>
<td>1,657,981</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>27,804</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>8,772</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>1,694,627</td>
</tr>
<tr>
<td>Total Capital Assets</td>
<td>471,399</td>
</tr>
<tr>
<td>Total Assets</td>
<td>2,166,026</td>
</tr>
<tr>
<td>Total Account Payable</td>
<td>21,690</td>
</tr>
<tr>
<td>Accrued Payroll</td>
<td>10,024</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>31,714</td>
</tr>
<tr>
<td>Net Income</td>
<td>-122,358</td>
</tr>
<tr>
<td>Total Liabilities &amp; Equity</td>
<td>2,166,026</td>
</tr>
</tbody>
</table>

The negative figure under Net Income was explained as being temporary until their tax money from the County for the fiscal year is received.

Next to be reviewed was the Statement of Activity Budget vs. Actual showing:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total County Revenues</td>
<td>31,546</td>
</tr>
<tr>
<td>Total Local Revenues</td>
<td>13,263</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>44,809</td>
</tr>
<tr>
<td>Total Capital Outlay</td>
<td>0</td>
</tr>
<tr>
<td>Total Salaries &amp; Benefits</td>
<td>74,851</td>
</tr>
<tr>
<td>Total Operational</td>
<td>38,511</td>
</tr>
<tr>
<td>Total Professional Services</td>
<td>35,215</td>
</tr>
<tr>
<td>Office</td>
<td>2,524</td>
</tr>
<tr>
<td>Total Insurance</td>
<td>6,385</td>
</tr>
<tr>
<td>Total Administrative</td>
<td>45,569</td>
</tr>
<tr>
<td>Total Utilities</td>
<td>8,237</td>
</tr>
<tr>
<td>Total Expense</td>
<td>167,167</td>
</tr>
<tr>
<td>Net Income</td>
<td>-122,358*</td>
</tr>
</tbody>
</table>

*see above explanation

The transfer to the Bank of Hemet has been made. A total of $679,000 has been transferred from the Wells Fargo account and there is $100,000 available in the operating account at BOH. $80,000 still remains at Wells Fargo until that amount
is down to around $10,000 and all outstanding checks have cleared. Motion to accept Financial Statements presented. M/S Little/Harrington. Motion passed unanimously.

9.4 **Discussion Regarding Proposal to Conduct a Veterans Day Program**
Due to the time crunch, some of the proposed ideas will have to be modified. Board member Kathy Little expressed her wish to a part of this event as so much work has gone into developing the Veteran’s Collection. As mentioned above a planning committee has been scheduled.

9.5 **Discussion and Possible Action of the Draft Annual Public Library Survey for Fy 2017-2018**
Victoria Hatch volunteered to finish this report which is due November 2, 2018. She will talk to employees to get the information she needs, most of which is already in place with a few changes to be made.

9.6 **Proposal to Adopt Policy Under California Government Code 53245 Salary, Warrants and Checks**
This item regards a legal requirement that needed to be in place in which an employee dies and are still due a last payroll check. Several examples of forms were shown to the Board. Hatch liked the County of Riverside example. Legal counsel, Jared, suggested the Pomona example as that form includes an alternative designee. That said, most employees have direct deposit. Motion to accept the City of Pomona’s Designation Form. M/S Harrington/Little. Motion passed unanimously.

9.7 **First Reading – Proposal to Amend Policy Title: Nepotism, Policy Number 5030 of the Banning Library Board of Trustees**
Jared had concerns with the term “friend” and noted that there should be some policy regarding direct supervision of friends. He will rearrange the wording of this proposal. It has been tabled to the November meeting.

10. **Interim Director’s Report and Administration Comments**
The Board did not have said report.

11. **Board Member Comments**
No comments.

12. **Last Minute Action Items**
No last minute action items.

13. **Items for Next Agenda**
Proposal to Conduct a Nexus Study. (This item was separated from the redistricting study in item 9.2 from last Board Meeting. Action needs to be made to bring back the proposal in order to award the contract)
Design and Development of Planning Process Procedures
Proposed policy of Assignment of Passwords to Access Computer Data
Hiring of Library Director and Children’s Librarian
Adoption of Salary Schedule and Proposed Job Description (needs slight modifications and then brought back for a vote)
Proposal to Adopt First Reading of District By-Laws
Proposal to Adopt Second Reading of Policy 3095 – Lost Collection Materials

14. **Listing of Pending and/or Work in Progress Items** – *(Some Items may be included on the Interim Director’s Report)*
   Redistricting Study
   Design and Development of Planning Process Procedures
   Engineering Services for Parking Lot Improvements and Lighted Flag Pole
   Design of a 2019 Capital Improvement Plan
   Design of Salary Wage Scale and Salary Survey
   Proposal for a Policy for the Permanent Maintenance of Emails and Other Data of Previous Employees
   Design and Development Cell Phone Policy for Employees of the District
   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 2019 Reading Program
   Proposal for a Reverse Gift Catalog
   Mineral Deposit Removal and Sealing of Exterior Brick Wall

15. **Next Three Month Scheduled Regular Board Meeting Calendar**
   Wednesday, November 7, 2018
   Wednesday, December 5, 2018
   Wednesday, January 2, 2019

16. **Adjournment** 5:08 P.M.