MINUTES

MEETING OF THE BOARD OF TRUSTEES

September 5, 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**  4:02 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 – Dan Rodriguez, Gwen Rose, Bill Bell

5. **Report from Closed Session**
   No report from Closed Session.

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. M/S Little/Harrington. Motion passed unanimously.

8. Consent Calendar

8.1 New Section – Staff Presentation
This new section may start being utilized at the next meeting.

9. Board Items – Discussion/Action

9.1 Proposal, 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
Linda Hanley, Vice President of the Financial Office at Bank of Hemet Banning, presented. She would be the Library’s account manager. A packet from the Bank of Hemet had already be studied by the Board, so she concentrated on BOH’s banking services. Bank of Hemet’s interest rates for money markets sparked the Board’s attention with .35% as compared to Wells Fargo’s .03%. Riverside County’s tax money interest would be .65% at Bank of Hemet whereas Wells Fargo’s is .45%. The Board would have the option to move the County money to a local agency fund account which could offer them an even higher interest rate. Rodriguez mentioned that currently the County holds their money and that the interest rate varies and is accrued, but that it may be wiser to hold it at BOH if the interest is higher. Hanley said they would offer them a scanner for their deposits and that their first order of checks would be free. Cruz asked how many checks were written a month and how many deposits were made so as to avoid extra fees. Hanley said they were well under the limit. Kevin Farrenkopt, President and CEO of BOH assured the Board that all their money would be 100% insured. Motion to transfer Banning District Library bank accounts from Wells Fargo to the Bank of Hemet. M/S Little/Rose. Motion passed unanimously.

Gwen Rose, bookkeeper presented the Statement of Financial Position as of June 30, 2018 and is as follows:
- Total Cash & Investments: 1,782,405
- County Interest Receivable: 3,092
- Property Tax: 27,804
- Prepaid Expenses: 16,821
- Total Current Assets: 1,830,222
- Total Fixed Assets: 471,399
- Total Assets: 2,301,621
- Accounts Payable: 27,514
- Total Current Liabilities: 10,024
- Vacation: 7,853
- Total Long Term Liabilities: 37,538
9.2 **Study Session and Discussion with Possible Action to Conduct a Nexus Study & Discussion and Possible Action to Conduct a Redistricting Study (Presentation and Discussion)**

Rodriguez explained that in order to have elections by divisions instead of district wide, there would have to be a study done to begin that process. Lyn Gruber from Koppel & Gruber Public Finance and Douglas Johnson from National Demographics Corporation presented their proposal to the Board. NDC is familiar with the area, have lots of experience with the Voting Right Act, and has worked with the City Of Banning. There are three levels of analysis. Level 1 would give the District a demographics spreadsheet and election database with a test district map. The total cost would be $3,750. Any in person meeting would be at a cost of $2,000 per day for all levels. The second level studies the racially voting patterns, which would cost $1,500 per election. Level three would occur once the client is ready to create a by-district-area election process. The project would be set up, there would be a plan development, presentation and implementation. The base price of Level three is $14,000 with options for NDC to maintain a project website for $4,000, create an online interactive system with the public for $11,500, and offered Spanish translation at $125 per page. Only fourteen libraries in California are undertaking a redistricting study. Little commented that the cost seemed high for such a small library. She voiced her preference to spend funds on electronics and computers. Gruber thought that Level One of the study would show if this study was important enough to undertake. Gruber talked about a facility needs analysis that would be conducted to find out what the users wanted from their library, interviews with staff, consideration of the Board’s goals, looking at the facilities, perhaps the cost of a new building and future growth. Gruber would determine the budget, set the timing based on the needs of the facility. Nexus studies work with development communities to provide funds to the library for expansion and improvement purposes. Through the Nexus study impact fees would be assessed. The library would have to have an ongoing relationship with the city to collect those fees and monitor that new development were contributing.

| Fund Balance | 2,228,354 |
| Net Income   | 113,292  |
| Total Equity | 2,264,082 |
| Total Liabilities & Equity | 2,301,621 |

Next the Statement of Activity vs Actual July 2017 through June 2018

| Total County Revenues | 965,106 |
| Local Revenues       | 28,092  |
| Total Income         | 993,198 |
| Total Capital Outlay | 34,264  |
| Total Salaries & Benefits | 382,002 |
| Total Operational    | 142,247 |
| Total Expense        | 879,806 |
| Net Income           | 113,392 |

Motion was made to accept the Financial Statements as presented. M/S Rose/Little. Motion passed unanimously.
funds. Impact fees would go into a separate fund and reported on yearly. Jared commented that a report like this would go a long way towards insuring the District’s long term viability. He added that the District would have to monitor for compliance. He felt the city didn’t think that new development would impact the library, so he thought a study like this would be a tract map of how the District is growing and that the study could enhance the relationship with the city of Banning. Hatch thought the Nexus study was a higher priority than the redistricting issue and an impact fee needed to be determined. Harrington asked how long the Nexus study would take. The study would take two months, go out to the public for two weeks, then once approved, it would be two months to become effective. Another Nexus study would be due in two to five years. There has been no quotes on the cost of a Nexus study.

Little asked that the two motions, redistricting and the Nexus study, be separated. She made a motion to conduct the Nexus study and possibly establish development fees with the purpose of expansion and improving the Library. M/S Little/Harrington. Motion passed unanimously. Jared cautioned against tabling the redistricting decision indefinitely. Little asked that the item be placed on the pending and/or work in progress list. Harrington asked if the Board would be receiving update reports and Rodriguez answered that they would have an in-house booklet as a guide, listing dates, hearings and events to attend.

9.3 Historian Report – Presented by Bill Bell, Historian
Bill has been researching and interviewing past residents of Banning’s Eastside School for an article to be printed in the Record Gazette in the near future. Some of the original buildings are still in existence. He and employee Darnise are working on a Veteran’s Day exhibit. The AZ Japanese Internment Camp scrapbook has found a home at a museum in San Jose. Board member Donna Harrington will hand deliver it to the Museum around October 15 of this year. He and Allison Peyton, Beaumont librarian, and Rhea McLaughlin, former Beaumont Librarian have plans to open and index all items in the Local History closet at the Beaumont Library. He has been told that there are 80 reels in their possession. Bill also worked with Fleur Doshier, docent at the Highland Springs Resort, on her plan to create a local history interactive project for children. Along with library staff, he saw a demo of a new microfilm scanner by Image Data. The equipment is expensive and a possible partnership needs to be considered, and criteria set. Rose asked about any American Indians attending the Eastside School. Bill thought there were a couple of children that did, and then were transferred to Central School. That subject brought up St. Boniface, one of the three segregated schools in California (well past public schools) in which American Indian children were housed to be assimilated into the white culture. Cruz complimented Bill on his reports saying that she looks so forward to them at each of the Board meetings.

9.4 Presentation from the Friends of the Banning Library
Linda Page announced that a $2,000 donation came in from Sunlakes County Club. The Friends will donate that money to more “Books for Babies” to be given
out to newborns and their families at San Gorgonio Memorial hospital. She reminded the Board about the “Shopping Extravaganza” at the Cabazon outlets on October 20, 2018.

9.5 Discussion and Possible Action Regarding Trustee Vacancies for the Upcoming Elections and Recommendations to Fill the Positions by Appointment
Motion to move this item after item 9.10 to allow all the candidates to submit their letters of intent. M/S by . Motion passed unanimously.

9.6 Discussion and Possible Action to Adopt a Board Policy Number 3095 Regarding “Lost Collection Materials”
Cruz asked when item 3095.7.5 would be removed and replaced with the possibility of volunteering to work off fines within an eight week period. Motion to remove 3095.7.5 and replace it with very definitive language about volunteering. M/S Cruz/Harrington. Motion passed unanimously. Because this item has been amended, it will become a first reading at the next Board meeting.

9.7 Second Reading of Proposal to Establish Job Description for the Position of a Custodian / Maintenance Worker
A motion to accept the second reading. M/S Harrington/Rose. Motion passed unanimously.

9.8 Discussion and Possible Action to Adopt First Reading of By-Laws for the Library District
See attachment provided with all the proposed changes that will be incorporated to the main body of the By-Laws.

9.9 Discussion and Possible Action to File Application for CDBG Funding from Riverside County Economic Development Agency
Motion to approve the proposal to apply for Block Grant Funds from the Riverside County Economic Development Agency for new shelving units, new computers and desks, display cases, new counters and tables and authorize the Interim Director to file an application. M/S Harrington/Little. Motion passed unanimously.

Motion to approve the proposal to apply for Block Grant Funds from the Riverside County Economic Development Agency to include the Summer of 2019 Reading Program, supplies, hired needed staff, and authorize the Interim Director to file an application. M/S Harrington/Rose. Motion passed unanimously.

9.10 Presentation and Discussion Regarding Employee Title and Salary Scale Chart (Material Distribution at Meeting of the Board)
Rodriguez handed out printouts showing Library staff salaries and included a chart with 2 ½ % increments to study and use as a guide for determining staff pay rates, and increases. The Board will study and vote on this item next meeting.
9.11 **Discussion and Possible Action Regarding Trustee Vacancies for the Upcoming Elections and Recommendations to Fill the Positions by Appointment**

The Board needed to make recommendations to the Riverside Registrar of Voters by Friday, September 7th, 2019. Only one Board member, Kathy Little, elected to continue and will become next term’s Board President. There were two two-year and two four-year appointments to be filled. All nine candidates’ applications were read by the Board of Trustees. A vote followed. These are the Board’s recommendations of candidates to serve on the Banning District Library’s Board of Trustees beginning December 7, 2018:

- Four year appointments - Loretta Cousar and Alejandro Geronimo
- Two year appointments - Wemida J. Ayo-Thompson and Melanie Lara
- Alternative appointments - Richard Rutherford and Frank Diaz

10. **Interim Director’s Report and Administration Comments**

Dan Rodriguez, Interim Director of the Banning Library, kept his report short due to the lateness of the meeting. He shared a map he received through Citibank that showed the Banning Library but neglected to include the parking lot as a public facility. He will follow up on that error and have those blocks incorporated into Library property to avoid problems in the future. He stated that two grants were approved from the California State Library – one for bilingual books, the other for Veterans materials. The Sentry security tags have arrived and staff are busy putting them on the entire collection. Rodriguez hopes to have a nice Veteran’s Day program on November 12, 2018. As part of the grant, new books and resources have been arriving and the library website will enhance this service. He has invited a guest speaker from the Veteran’s office and wants Bill Bell to participate with his historical insight, and maybe other contributors from the VFW, ROTC. It is his hope that the Library will strengthen their relationship with the vets and is considering a monthly event with a speaker and refreshments.

11. **Board Member Comments**

Cruz, who will not be renewing her Board position, wanted to express how hard it was to make this decision and is still struggling. She learned and grew a lot during her time on the Board. She is still interested in coming to future Board meetings. Little complimented her for “coming into her own” and reminded her that there were still years ahead to serve again. Rose said that after serving on the school board for fifteen years, this was the most fun he’s had! Hatch commented that it was time to let other people step into the forefront and that it was a “time for newness”. Harrington said between her responsibilities at Sunlakes and this Board she was tired and needed a break.

12. **Last Minute Action Items**

No last minute action items.

13. **Items for Next Agenda**

Proposed Policy of Assignment of Passwords to Access Computer Data
Earned Sick Leave and Vacation
Hiring of Library Director and Children’s Librarian
Adoption of Salary Schedule and Job Description

14. **Listing of Pending and/or Work in Progress Items** – (Some Items may be included in the Interim Director’s Report)
   - Engineering Services for Parking Lot Improvements and Lighted Flag Pole
   - 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 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 2019 Reading Program
   - Proposal for a Reverse Gift Catalog

15. **Next Three Month Scheduled Regular Board Meeting Calendar**
   - Wednesday, October 3, 2018
   - Wednesday, November 7, 2018
   - Wednesday, December 5, 2018

16. **Adjournment** 7:34 P.M.