1. **Closed Session – 3:30 – 4:57 P.M.**

   1.1 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
   (Pursuant to Government Code Section 54956.9(d)(1))

   1.2 **CONFERENCE WITH LEGAL COUNSEL – EXPOSURE**
   (Pursuant to Govt. Code Section 54956.9(d)(2))

   1.3 **CONFERENCE WITH LEGAL COUNSEL – EXPOSURE**
   (Pursuant to Govt. Code Section 54956.9(d)(2), Three (3) Matters)

2. **Open Session – Call to Order**

3. **Pledge of Allegiance**

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

5. **Report from Closed Session**
   Direction given for each item. No action taken.

6. **Community Comment**
   No community comments.

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

   7.1 **Adopt Minutes – Wednesday, September 5, 2018 (WITH BOARD REVISIONS), Bylaws Corrections and Additions of September 5, 2018, and Minutes of Wednesday, October 3, 2018**
   The Bylaws need to be discussed with Legal Counsel, Andrew Jared, to see how best to move forward with these. Little suggested they be put into a Blue lined / Red lined document showing what was and underneath the proposed change, correction or addition. Motion to table Bylaws until December 5, 2018 Board meeting. M/S by Harrington/Rose.
Motion passed unanimously. Motion to accept Minutes of October 3, 2018. M/S by Little/Rose. Motion passed unanimously.

7.2 First Reading of Job Description for Librarian Position
Hatch had concerns about the salary range. Duque answered that he used salary ranges consistent with those from our area and several larger cities. He wanted the salary to be competitive and attractive for the expertise the Board was expecting. He felt that the District needed a Librarian that could manage all sections of the library at this point in time, therefore he wrote the job description in broad terms. The hope is that it will attract a go-getter who wants an opportunity for greater responsibility. It will be a supervisory position, overseeing the front of the library, capable and willing to be involved with the public. Motion to accept the first reading of the job description for Librarian position. M/S by Little/Rose. Motion passed unanimously.

7.3 First Reading of Job Description for Library Operations Manager Position
The salary for this job description was based on what two employees are currently earning for the same tasks involved. It was also written in broad terms, the position in collaboration with the Librarian mentioned above. Their role would be involved in library financing and budgeting making them accountable for library spending, and aggressively managing and targeting available grants. There was some confusion as to if they were equal to the Librarian position and who they would be reporting to. Duque saw them as equals but having different powers, related to their education and experience. Everyone agreed that one person could not possible do both jobs adequately. The position is for someone with management skills and budgeting experience. Motion to accept first reading of the Library Operations Manager position. M/S by Harrington/Little.

6. Administration Comments
The new Interim Library Director, Eddie Duque, thanked the Board for the welcome and the wonderful enthusiasm he has received. He has been getting to know people and processes, learning the technology and encouraging staff to be more patron focused. He has been arranging meet-ups and has instituted management meetings every Tuesday morning. A program development committee is in place and meets every two weeks. The office area has been cleaned up, with some things being donated (nothing pricey). His first day consisted of an organized graffiti cover up party on the outside of the library building. The State Library of California Annual Report was finished and sent off. The transition to the Bank of Hemet continues. The Librarian position mentioned above was offered to a candidate and the position will be filled contingent on reference and background checks. He is in the process of coordinating a health benefits open enrollment package for the Library employees. He has been catching up on Accounts Receivable and Payables. Duque wants to upgrade the current security system for outside the Library, installing a light by the children’s wing. Internally he wants to secure the doors and system access. He reported that some of the lighting in the children’s area had been flooded with water. Noticing how much time it takes for staff to count money, he would like to purchase a coin/bill counting machine. He has been reviewing all the vendor agreements, seeing how long they have been in place and if the service they offer has been covered. That said, he thought it was time to go out to bid with some of the vendors. Along with Jared, he is arranging a workshop for the new Board Members, helping them with forms that need to be signed, etc. Duque expressed he would like to create a new baseline of expectations for the staff. And lastly, he’s been fully reviewing the policy manuals with Jared, health care benefits and financial records.
7. **Board Member Comments**  
Mike Rose, showed the Board an Art and Literature magazine Catamaran that a past student of his, Richard Rutherford thought would be an asset to the Library periodicals collection.

8. **Last Minute Action Items**  
No last minute actions.

9. **Future Board Item**

10. **Pending Items**

11. **Adjournment**