AGENDA
MEETING OF THE BOARD OF TRUSTEES
Wednesday, December 6, 2017
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 Potential Litigation (District Initiating) – Pursuant to Gov. Code sec.
      54956.9(b)(4): One Matter

2. Open Session – Call to Order ≈ 4:00 P.M. Victoria Hatch

3. Pledge of Allegiance

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 March 8, 2017, April 5, 2017, September 6, October 4, 2017 and November 1, 2017 are being reviewed and prepared for the meeting of December 6, 2017.
8. Board Items – Discussion/Action

8.1 Local History Report and Report on the “Annual Meeting of the Friends Of the Library” by Local Historian, Bill Bell

8.2 Review of Financial Reports as Presented by Gwen Rose, Bookkeeper and Dan Rodriguez, Interim Library Director

8.3 Work Shop and Presentation Regarding Salary Survey by Mr. John Ruiz, H.R. Consultant, with Discussion and Possible Action by the Board of Trustees

8.4 Staff and Consultant Presentation Regarding Long Range Planning, Financial Planning, Five-Year Capital Improvement Plan (Distribution of Materials will be available at meeting.)

8.5 Proposal to Amend Policies of the Board of Trustees Policy No. 5120: Vacation Leave; Policy No. 5125: Sick Leave and Policy No. 5130: Bereavement Leave

8.6 Review, Discussion and Possible Action Regarding the Position of the Library Director

8.7 General Discussion Regarding the 2017 California Library Association Annual Conference and of New and Innovative Technology, Programs and Activities

8.8 Continue Tour of the Library by the Board of Trustees with Open Discussion Regarding Operations, Maintenance, Improvements and Long Range Plans (If Time Permits)

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. **Listing of Pending and/or Work In Progress Items** – (Some Items may be included in the Interim Library Directors Report)

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  
District Long Range Financial Plan, Nexus Study and Impact Fees  
Proposal to Fill Position of Librarian II and Review of Organizational Chart  
Volunteer Services Program of the Library Policy  
Friends of the Library Process for Acceptance of Book Donations  
Earthquake Preparedness Plan  
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

13. **Next Three Month Scheduled Regular Board Meeting Calendar**

   Wednesday, January 3, 2018  
   Wednesday, February 7, 2018  
   Wednesday, March 7, 2018

14. **Adjournment**