AGENDA

MEETING OF THE BOARD OF TRUSTEES
August 1, 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 4:00 P.M.

3. Pledge of Allegiance Victoria Hatch

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 the Board of Trustees for the Meeting of July 11, 2018

Attached
8. Board Items – Discussion/Action

8.1 Historian Report - Presented by Bill Bell, Historian

8.2 Presentation from the Friends of the Banning Library

8.3 Study Session and Discussion with Possible Action to Conduct a Nexus Study Discussion and Possible Action to Conduct a Redistricting Study (Presentation and Discussion)

8.4 Discussion and Possible Action to Adopt a Policy Regarding “Lost Collection Materials”

8.5 First Reading of Job Description for the Position of a Library Custodian

8.6 Discussion and Possible Action to Adopt First Reading of By-Laws For the Library District

8.7 Discussion and Possible Action to Begin the Process to of Utilizing the Services of the Bank of Hemet for Banking Needs and Investments for the Library District

. 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. **Items for Next Agenda**

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

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

   Security System for Library Materials  
   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  
   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 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  
   Proposal for a Reverse Gift Catalog

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

   Wednesday, September 5, 2018  
   Wednesday, October 3, 2018  
   Wednesday, November 7, 2018

15. **Adjournment**