



21 West Nicolet Street • Banning, CA 92220 | 951.849.3192 | 951.849.6355 fax | www.BanningLibraryDistrict.org

AGENDA

MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 11, 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 3:30 P.M.**

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

2. **Pledge of Allegiance Victoria Hatch**

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

4. **Report from Closed Session**

5. **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.)

6. **Minutes of the Board**

Minutes of the Board for the Meeting of March 7, 2018

Minutes of the Meeting of March 27, 2018

Attached

Attached

7. Board Items – Discussion/Action

- 8.1 **Historian Report and Proposal to Establish a Program to Manage Photographs owned by Riverside County (Gilman Ranch)** Attached
- 8.2 **Presentation, Acceptance and Receipt of Annual Audit Report by Powell & Spafford, Inc. – Mr. Patrick D. Spafford including MD&A Report (For Distribution at Time of Meeting)**
- 8.3 **Discussion and Possible Action to Accept Proposal from Mr. Gerald Stafford for Annual District Insurance Program (For Distribution at Time of Meeting)**
- 8.5 **Discussion and Possible Action to Adopt a Capital Improvement Project Within the Young Adult Section of the Library** Attached
- 8.6 **Discussion and Possible Action to Adopt a Weeding Policy Program For the Library** Attached
- 8.7 **National Library Week Program Announcements and Discussion** Verbal

8. Interim Director’s Report and Administration Comments Verbal

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*)

9. 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*)

10. 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*)

11. 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
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
Proposal to Provide for Notary Public Services
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~~

12. Next Three Month Scheduled Regular Board Meeting Calendar

Wednesday, May 2, 2018
Wednesday, June 6, 2018
Wednesday, July , 2018 TBD

13. Adjournment