



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

AGENDA

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 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**

No Closed Session.

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. **Board Meeting Minutes for Approval**

7.1 November 7, 2018 Attached

8. **Consent Calendar**

8.1 First Reading of Job Description for *Librarian* Position Attached

8.2 First Reading of Job Description for *Library Operations Manager* Position Attached

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

- 9.1 **Authorize Execution of Agreement with Management Partners, Inc. for Financial and Human Resources Management Consulting**
- 9.2 **Authorize Execution of Agreement with Sage Intacct, Inc. for Core Financial System**
- 9.3 **Authorize Execution of Agreement James Marta & Company LLP for Audit of Financial Statements for Fiscal Year Ending June 30, 2018**
- 9.4 **Urgency: District Policy Modification: Budget Preparation, No. 3020**
- 9.5 **Urgency: District Policy Modification: Employee Status, No. 5010**
- 9.6 **Urgency: District Policy Modification: Holiday, No. 5110**

10. **Interim Director’s Report & 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*)

11. **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*)

12. **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*)

13. **Next Three-Month Regular Board Meeting Dates Scheduled**

- 1) January 2, 2018
- 2) February 6, 2019
- 3) March 6, 2019

14. **Adjournment**