AGENDA
MEETING OF THE BOARD OF TRUSTEES
September 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 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 August 1, 2018

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8. **Consent Calendar**

To provide an efficient process for approval of regular or routine issues that come before the board, or matters where no debate is anticipated, the Board may act on all items simultaneously or have items removed to another section of the Agenda for discussion and a possible action.

8.1 **New Section – Staff Presentation**

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

9.1 Proposal, 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

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

9.3 Historian Report - Presented by Bill Bell, Historian

9.4 Presentation from the Friends of the Banning Library

9.5 Discussion and Possible Action Regarding Trustee Vacancies for the Upcoming Elections and Recommendations to Fill the Positions by Appointment

9.6 Discussion and Possible Action to Adopt a Board Policy Number 3095 Regarding “Lost Collection Materials”

9.7 Second Reading of Proposal to Establish Job Description for the Position Of a Custodian / Maintenance Worker

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

9.9 Discussion and Possible Action to File Application for CDBG Funding From Riverside County Economic Development Agency

9.10 Presentation and Discussion Regarding Employee Title and Salary Scale Chart (Material Distribution at Meeting of the Board)

10. **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**

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

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
- Engineering Services for Parking Lot Improvements and Lighted Flag Pole
- 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 2019 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, October 3, 2018
- Wednesday, November 7, 2018
- Wednesday, December 5, 2018

15. **Adjournment**