AGENDA

MEETING OF THE BOARD OF TRUSTEES
Wednesday, June 6, 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 for the Meeting of May 2, 2018

   Minutes of Workshop for May 9, 2018

Attached
8. **Board Items – Discussion/Action**

8.1 Historian Report - Presented by Bill Bell, Historian

8.2 Discussion and Presentation Regarding Financial Reports of the District to be Made Available to the Board of Trustees - Presented by Gwen Rose, Bookkeeper and Dan Rodriguez, Interim Library Director

8.3 Discussing and Possible Action to Adopt the First Reading of the 2018-2019 Fy Budget of the Banning Library District

8.4 Policy Proposal to Adopt a Policy for the Permanent Maintenance of E-Mails and Other Data of Previous Employees Second Reading

8.5 Discussion and Possible Action to Adopt a Policy Regarding “Lost Collection Materials” and Discussion and Possible Action to Purchase and Install a Security System for the Collection

8.6 Discussion and Possible Action to Consider Approval of Contract with ‘D & B Consultants’ to Provide for Library Management and Consulting Services

8.7 Discussion and Possible Action to File with the Riverside County Registrar of Voters Office Regarding Upcoming Elections November 2018

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)
   - 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
   - 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 SDF 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, July 11, 2018 (Date to be Discussed)
   - Wednesday, August 1, 2018
   - Wednesday, September 6, 2018

14. **Adjournment**