



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

## AGENDA

### SPECIAL MEETING OF THE BOARD OF TRUSTEES

Tuesday, March 27, 2018

4:30 P.M.

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. **Call to Order** Victoria Hatch
2. **Pledge of Allegiance**
3. **Roll Call and Establishment of Quorum**
4. **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.)

5. **Board Items – Discussion/Action**
  - 5.1 **Introduction and Possible Action to Appointment of Applicant to Fill Vacated Seat Left by Sandra Russel with Short Term Expiring in December of 2018.** Attached
6. **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*)

**7. 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)*

**8. 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)*

**9. 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  
Redistricting Plan  
YA Plan for Capital Improvements, Program and Activities  
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  
Development of Evacuation Program with Appropriate Signage  
Public Hearing and Adoption of the 2018-2019 Fy Budget  
Proposal for Library Maintenance Custodian Position

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

Wednesday, April 12, 2018  
Wednesday, May 3, 2018  
Wednesday, June 7, 2018

**11. Adjournment**