AGENDA

MEETING OF THE BOARD OF TRUSTEES
Wednesday, March 7, 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)

3. Pledge of Allegiance

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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 January 10, 2018

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

8.1 Continue Tour of the Library by the Board of Trustees with Staff  
(Tour to include but not limited to the POD System Checkout, Security of the Collection and E-Books)

8.2 Review of Financial Reports by Gwen Rose, Bookkeeper and Introduction to a Draft of the 2018-2019 Fy Budget and the Preparation Process by Dan Rodriguez (Financial Reports to be Distributed at Time of Meeting)  
Verbal

8.3 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)

8.4 Discussion and Possible Action Regarding adopting a Memorandum of Understanding with the Science Experience Organization  
Attached

8.5 Discussion and Possible Action to Amend Board of Trustees Policy Number 3085 – DISPOSAL OF SURPLUS PROPERTY by the Addition of Section Number 3085.4 DISPOSAL OF HISTORICAL ITEMS AND WORKS OF ART  
Attached

8.6 Continued Discussion Regarding Joint Planning for the Upcoming National Library Week Program with the Friends of the Banning Library and Adoption of Proclamation in Support of National Library Week  
Attached

8.7 Review with Staff the 2017 Annual Library Report to the State of California  
Attached

8.8 Discussion and Possible Action to Accept and Receive Funds for the Sale of Two Paintings on Consignment from the Banning Library District to Vander Molen Fine Art  
Attached

8.9 Proposal for Board Policy for the Maintenance of E-mails and Other Data of Previous Employees  
Attached

8.10 Election of Officers for the Position of President and Position of Clerk of the Board  
Attached

8.11 Discussion and Possible Action to Change the Date of the next Meeting of the Board of Directors from April 4 to April 11, 2018  
Attached

9. **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)*
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)*

- 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
- Proposal to Fill Position of Librarian II and Review of Organizational Chart
- 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

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

- Wednesday, April 4, 2018 or Wednesday, April 11, 2018
- Wednesday, May 2, 2018
- Wednesday, June 6, 2018

14. **Adjournment**