AGENDA

REGULAR MEETING OF THE BOARD OF TRUSTEES
Wednesday, May 3, 2017
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 Public Employee Dismissal, or Release—Pursuant to Gov. Code sec. 54957(b)
      Library Director

   1.2 Public Employee Appointment—Pursuant to Gov. Code sec. 54957(b)
      Award of Contract to Dan Rodriguez dba D & B Consulting for Library
      Management Services

   1.3 Potential Litigation Against the District—Pursuant to Gov. Code sec.
      54956.9(b)(2) Two Matters

2. **Open Session — Call to Order** ≈ 4:00 P.M. Victoria Hatch

3. **Roll Call and Establishment of Quorum**

4. **Pledge of Allegiance**

5. **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.)
6. **Board Items – Discussion/Action**

6.1 Adopt Minutes – Special Meeting of the Board on Wednesday, April 19, 2017

6.2 Financial Reports and Presentation by Staff Regarding the Budgetary Planning Process and Personnel Situations Handouts

6.3 Presentation and Discussion Regarding District Needs for Compliance to Human Resources Including the Possibility Payroll Services To be presented by Staff the firm of PAYCHEX, Inc. Handouts

6.2 Staff Presentation Regarding Children’s Programs and Activities Including the Possibilities to Joint Venture with other Organizations Verbal

6.4 Instructional Program Regarding the Brown Act and Ethics Training To be presented

6.5 Report from the Ad Hoc Committee Including Discussion and Possible Action Regarding the Hiring Processes for a Library Director Verbal

6.6 Discussion and Possible Action Regarding Establishing a Board Study Session and/or Workshop on Selected Topics of Interest Including Long Term Plans, Capital Improvements, Strategic Planning and Budgeting & Financial Planning – Dates and Times Verbal

6.7 Discussion and Possible Action to Accept Proposal for Insurance Services From Gary B. Stanfield Insurance Covering Dates of 05/15/2017 to 05/15/2018 Doc.5.9

7. **Interim Director’s Report** Verbal

8. **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)*

9. **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)*
10. **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)*

11. **Pending Items/Projects List**
- Bids for Security Doors to Children’s Wing
- Bids for Security (Guard) Services
- Human Resources and/or Payroll Services Needs

12. **Next Three Month Scheduled Regular Board Meeting Calendar**
- Wednesday, June 7, 2017
- Wednesday, July 5, 2017
- Wednesday, August 2, 2017

13. **Adjournment**
MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
Wednesday, April 19, 2017
Banning Library Conference Room
21 W. Nicolet
Banning, CA 92220

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1. **Closed Session** 3:30 P.M.
   1.1 Public Employee Dismissal, or Release – Pursuant to Gov. Code sec. 54957(b)
      Library Director
   1.2 Public Employee Appointment – Pursuant to Gov. Code sec. 54957(b)
      Interim Library Director
   1.3 Potential Litigation Against the District – Pursuant to Gov. Code sec.
      54956.9(b)(2) Two Matters

2. **Open Session – Call to Order** - 4:03 P.M.  
   Victoria Hatch

3. **Roll Call and Establishment of Quorum**
   Present: Victoria Hatch, Sandra Russell, Kathy Little, Andrew Jared, Dan Rodriguez
   Absent: Luren Dickinson, Donna Harrington

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.)

   No community comments
5. **Board Items – Discussion/Action**

5.1 **Adopt Minutes – Special Meeting of the Board on Wednesday, April 19, 2017** — Sandra Russell moved, Kathy Little seconded. Vote to approve minutes with change in Counsel name.

5.2 **Financial Reports and Presentation by Staff and the Firm of Smith–Marion & Co. Regarding the Budgetary Planning Process and Personnel Situations** Handouts Financial reports were reviewed by Board.

5.3 **Presentation and Discussion Regarding District Needs for Compliance to Human Resources Including the Possibility Payroll Services** Handouts To be presented by Staff the firm of PAYCHEX, Inc. Tabled until May 3, 2017 meeting.

5.4 **Staff Presentation Regarding Children’s Programs and Activities Including the Possibilities to Joint Venture with other Organizations** Verbal New children’s Librarian introduced. She shared upcoming activities for the Children’s section of the library. New books have been ordered and should arrive soon.

5.5 **Instructional Program Regarding the Brown Act and Ethics Training** (To be presented by: Andrew Jared, Esq.) Mr. Jared will be providing a brief twenty minute review of the Brown Act for the Board on May 3, 2017 Board meeting.

5.6 **Report from the Ad Hoc Committee Including Discussion and Possible Action Regarding the Hiring Processes for a Library Director** Doc 5.7 Tabled due to Luren Dickinson’s absence. Bring forward at May 3, 2017 Regular Board meeting.

5.7 **Discussion and Possible Action Regarding Establishing a Board Study Session and/or Workshop on Selected Topics of Interest Including Long Term Plans, Capital Improvements, Strategic Planning and Budgeting & Financial Planning – Dates and Times** Verbal Board discussed need for training in above areas. It was determined that the budget and finance training would occur at the May Board meeting. Board will work with Mr. Rodriguez to schedule a strategic planning meeting in June. Board will look at two meeting dates for this training.

5.8 **Discussion and Possible Action to Accept Proposal for Insurance Services From Gary B. Stanfield Insurance Covering Dates of 05/15/2017 to 05/15/2018** Doc 5.9 Concern raised as there may be a conflict of interest with Board Member Kathy Little. Tabled until May 3, 2017 meeting.

5.9 **Report of closed session** — Andrew Jared, legal counsel, reported out on Closed Session items.
6. Interim Director’s Report

See # 7

7. 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)

Mr. Rodriguez shared information regarding the State Library Board agenda. There is a wealth of information on the website including grants. He will bring information on grants and legislation to the Board. We can log on and be kept in the loop ourselves!

There is a State conference California Library Board on November 2-5, 2017 in Riverside. Mr. Rodriguez will include staff in training by offering opportunity to attend since it is so close to home.

Mr. Rodriguez is upgrading staff evaluation and salary format. There are no incident reports in library for use by staff so he will make sure they ae available. He is also working on emergency plan, revising the interview process and filing systems and updating job responsibilities.

8. 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)

Sandra Russell and Victoria Hatch noted that they have vacation plans in June and July. We will ask all Board members to bring calendars to next meeting so we can set training dates and review upcoming Board meeting dates.

9. 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)

None
10. **Pending Items/Projects List - Reviewed**
   Bids for Security Doors to Children's Wing
   Bids for Security (Guard) Services
   Human Resources and/or Payroll Services Needs

11. **Next Three Month Scheduled Regular Board Meeting Calendar - Reviewed**
    Wednesday, June 7, 2017
    Wednesday, July 5, 2017
    Wednesday, August 2, 2017

12. **Adjournment** - Adjourned at 4:35pm

Respectfully submitted by Kathy Little, Board Clerk