AGENDA

MEETING OF THE BOARD OF TRUSTEES
Wednesday, January 10, 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 Potential Litigation (Exposure to District) – Pursuant to Gov. Code sec. 54956.9(d)(2): Claim of Butler

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

3. Pledge of Allegiance

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 March 8, 2017, April 5, 2017, September 6, October 4, 2017 and November 1, 2017 are being reviewed and prepared for the meeting of February 7, 2018.)

   Minutes of the Board for the Meeting of December 6, 2017

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8. Board Items – Discussion/Action

8.1 Local History Report and Report on the “Annual Meeting of the Friends Of the Library” by Local Historian, Bill Bell  
Verbal

8.2 Discussion and Possible Action Regarding the Sale of two Paintings Through Consignment and Review of Processes of Authority  
Attached

8.3 Open Discussion Regarding the Joint Planning for the Upcoming National Library Week Program with the Friends of the Banning Library  
Attached

8.4 Open Discussion for Promoting Joint Efforts with the Friends of the Library and to a Joint Processes for the Acceptance of Donated Books and other Materials  
Attached

8.5 Discussion and Possible Action to Accept and Receive a Donation from the Friends of the Banning Library for the Purposes of offsetting the Costs Involved for the Installation of New Doors to the Children’s Area of the Library.  
Attached

8.6 Discussion and Possible Action to Enter into a Program Contract with E-RATE Technologies to Enhance Technology Services and Programs For the Library  
Attached

8.7 Review of Policy Number 1020 – Adoption/Amendment/Review of Policies; Proposal to Amend Policies of the Board of Trustees Policy No. 4100: Board President; Policy No. 4110: Board Clerk  
Attached

8.8 Election of Officers for the Position of President and Position of Clerk of the Board and Establishment of Policy to Conduct Elections  
Attached

8.9 Continue Tour of the Library by the Board of Trustees with Open Discussion Regarding Operations, Maintenance, Improvements and Long Range Plans (If Time Permits)

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
- District Long Range Financial Plan, Nexus Study and Impact Fees
- 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
- 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, February 7, 2018
- Wednesday, March 7, 2018
- Wednesday, April 4, 2018

14. **Adjournment**