



21 West Nicolet Street • Banning, CA 92220 | 951.849.3192 | 951.849.6355 fax | [www.BanningLibraryDistrict.org](http://www.BanningLibraryDistrict.org)

## AGENDA

### REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 5, 2017 – 3:30 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. **Open Session – Call to Order**

Victoria Hatch

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

3. **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.)

4. **Closed Session**

4.1 **Public Employee Dismissal, or Release–Pursuant to Gov. Code sec. 54957(b)  
Library Director**

4.2 **Public Employee Appointment–Pursuant to Gov. Code sec. 54957(b)  
Interim Library Director**

4.3 **Potential Litigation Against the District –Pursuant to Gov. Code sec.  
54956.9(b)(2) Two Matters**

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

5.1 **Adopt Minutes – Regular Meeting Wednesday, March 1, 2017**

5.2 **Introduction of New Staff Member  
Melisa Butler, Children and Youth Services Librarian**

- 5.3 **Financial Reports and Staff Presentation Regarding the Budgetary Planning Process** Doc 5.3
  - 5.4 **Library Activities and Adoption of Resolution of the Board of Trustees ‘NATIONAL LIBRARY WEEK’ (April 9 – April 15, 2017)** Doc.5.4
  - 5.5 **Discussion and Possible Action to Appoint a Board Member *Liaison* to the ‘Friends of the Library’** Verbal
  - 5.6 **Accept and Receive Gift of Two Books entitled PORT TOWN from Authors – George and Carmela Cunningham AND Gift of One Book entitled EXTRAVAGANT GRACES from Author – Jeanette Chaffee** Verbal
  - 5.6 **Discussion and Possible Action Regarding the Need for Skate Board Racks (Attachments)** Verbal
  - 5.7 **Report from the *Ad Hoc* Committee Including Discussion and Possible Action Regarding the Hiring Processes for a Library Director** Doc5.7
  - 5.8 **Discussion and Possible Action Regarding Establishing a Board Training Program to Include Brown Act and Ethics Training as well as Board and Staff Workshop on Selected Topics of Interest Including Long Term Plans, Capital Improvements, Strategic Planning and Budgeting & Finance Planning – Dates and Times** Verbal
  - 5.9 **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
6. **Interim Director’s Report**
- 6.1 **Circulation Statistics** **Wi-Fi and Router Improvements**  
**Maintenance Observations** **Friends of the Library Storage Area**  
**New Book Orders** **Human Resources Services Needs**

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*)

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*)

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*)

**10. Pending Items/Projects List**

**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**

Wednesday, May 3, 2017

Wednesday, June 7, 2017

Wednesday, July 5, 2017

**12. Adjournment**