AGENDA
MEETING OF THE BOARD OF TRUSTEES
Wednesday, February 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))

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 March 7, 2018.)
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 may include but not limited to Structural Maintenance, Capital Improvements, POD System Checkout, Security of the Collection, E-Books and the various Divisions)

8.2 Review of Financial Reports by Gwen Rose, Bookkeeper and Mid-Year Budget Review as well as Introduction to the 2018-2019 Fy Budget Preparation Process by Dan Rodriguez

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

8.5 Discussion and Possible Action to Amend Board of Trustees Policy Number 1020 – Adoption/Amendment/Review of Policies; Policy Number 1050 - and Continued Discussion and Possible Action Regarding the Sale of two Paintings Through Consignment and Review of Processes of Authority

8.6 Discussion and Possible Action to the Development and Uses of Ordinances, Resolutions, Proclamations and Minute Actions by the Board of Directors

8.7 Discussion and Possible Action for the Development of a Rental Fee for Costs Reasonably Borne and Application Process for the use of the Board Meeting Room

8.8 Discussion and Possible Action Regarding the Joint Planning for the Upcoming National Library Week Program with the Friends of the Banning Library and Adoption of Resolution in Support of National Library Week

8.9 Progress Report and Continued Discussion and Processes for the Acceptance of Donated Books and other Materials by the Library and in Concurrency with the Friends of the Library

8.10 Discussion and Possible Action to Accept Proposal for Needed Repairs to the HVAC Duct System of the Library and that the Recommended Funding Source is that of the Project Account

8.11 Discussion, Review and Possible Action to a Proposal from the Firm of Koppel & Gruber for the Purposes of the Development of Current and Future Planning for the District
8.12 Discussion and Possible Action Regarding the Banning Library District Providing for Notary Public Services for Citizens of the Banning Community

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

9. **Interim Director’s Report and 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)**

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, March 7, 2018
   Wednesday, April 4, 2018
   Wednesday, May 2, 2018

14. **Adjournment**