AGENDA

MEETING OF THE BOARD OF TRUSTEES
October 3, 2018
Banning Library Conference Room
21 W. Nicolet
Banning, CA 92220

“To live a creative life, we must lose our fear of being wrong.”
- Joseph Chilton Pearce

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) Butler vs. Banning Library District

   1.2 PUBLIC EMPLOYEE APPOINTMENT (Pursuant to Gov. Code Section 4957(b)(1) Library Director

2. **Regular Meeting 4:00 P.M.**

3. **Pledge of Allegiance** Victoria Hatch

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 of Trustees for the Meeting of September 5, 2018

8. **Consent Calendar**

   To provide an efficient process for approval of regular or routine issues that come before the board, or matters where no debate is anticipated, the Board may act on all items simultaneously or have items removed to another section of the Agenda for discussion and a possible action.

   **8.1 None.**

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

   **9.1 Historian Report - Presented by Bill Bell, Historian**

   **9.2 Report by the Friends of the Banning Library**

   **9.3 Financials Report – Gwen Rose**
   To be Distributed at Time of Meeting

   **9.4 Discussion Regarding Proposal to Conduct a Veterans Day Program**

   **9.5 Discussion and Possible Action of the Draft Annual Public Library Survey for Fy 2017-2018**

   **9.6 Proposal to Adopt Policy Under California Government Code 53245**
   Salary, Warrants and Checks

   **9.7 First Reading - Proposal to Amend Policy Title: Nepotism, Policy Number 5030 of the Banning Library Board of Trustees**

10. **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. **Items for Next Agenda**

Proposal to Conduct a Nexus Study  
Design and Development of Planning Process Procedures  
Proposed Policy of Assignment of Passwords to Access Computer Data  
Hiring of Library Director and Children’s Librarian  
Adoption of Salary Schedule and Proposed Job Description  
Proposal to Adopt First Reading of District Bylaws  
Proposal to Adopt Second Reading of Policy 3095 – Lost collection Materials

13. **Listing of Pending and/or Work In Progress Items** – *(Some Items may be included in the Interim Library Directors Report)*

Redistricting Study  
Design and Development of Planning Process Procedures  
Engineering Services for Parking Lot Improvements and Lighted Flag Pole  
Design of a 2019 Capital Improvement Plan  
Design of Salary Wage Scale and Salary Survey  
Proposal for a Policy for the Permanent Maintenance of Emails and Other Data of Previous Employees  
Design and Development Cell Phone Policy for the Employees of the District  
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  
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  
CIPA Compliant  
Summer 2019 Reading Program  
Proposal for a Reverse Gift Catalog  
Mineral Deposit Removal and Sealing of Exterior Brick Wall

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

Wednesday, November 7, 2018  
Wednesday, December 5, 2018  
Wednesday, January 2, 2019

15. **Adjournment**