AGENDA

REGULAR MEETING OF THE BOARD OF TRUSTEES
Wednesday, July 12, 2017
Banning Library Conference Room
21 W. Nicolet
Banning, CA 92220

“I guess there are never enough books.” – John Steinbeck

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

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

3. Pledge of Allegiance

4. Roll Call and Establishment of Quorum

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.)

5. Minutes of the Board

Meetings of the Board on Wednesday, May 3, 2017 and May 24, 2017 to be approved on August 2, 2017
Adopt Minutes – Minutes for June 14 and June 28, 2017

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

6.1 Distribution of Accountant’s Report on Applying Agreed Upon Procedures Pertaining to Evaluating and Calculating Specific Compensation for District Employees

6.2 Presentation and Proposal to Enter into a Contractual Arrangement with the California Indian Manpower Consortium, Inc.

6.3 Presentation by Mr. Bill Bell, Library Archivist

   July 2017 Local History Report

6.4 Presentation and Discussion Regarding District Needs for Compliance to Human Resources, Filling the Position of a Children’s Librarian Including the Development of a Safety Manual for the Library District

6.5 Public Hearing and Presentation of Draft of the 2017-18 Budget for the Banning Library District. To be presented by Gwen Rose, Bookkeeper and Dan Rodriguez, Interim Library Director

6.6 Public Employee Evaluation and Appointment—Pursuant to Gov. Code sec. 54957(b) Award of Contract to Dan Rodriguez dba D & B Consulting for Library Management Services (To Be Distributed at/or Prior to Meeting)

7. **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)*

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)*

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10. **Pending Items for Next Meeting**

- Proposal to Amend Board of Directors Policy Number 3030 – Fixed Asset Accounting Section 3030.3
- Proposal to Adopt a Policy for Reserve Account, Review Policies for Petty Cash Fund and other Internal Funds
- Proposal for Library Maintenance Custodian Position
- Proposal for Salary and Range Scale for the District

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

- Wednesday, August 2, 2017
- Wednesday, September 6, 2017
- Wednesday, October 4, 2017

12. **Adjournment**