AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 11, 2019 | 5:00 p.m. | Conference Room

Americans with Disabilities Act Compliance: If you need special assistance to participate in this meeting, please contact the administration office at (951) 849-3192 at least 72 hours prior to the meeting.

Public Requests for Documents: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to the Administration who will arrange for the documents to be copied at a charge of 10¢ per page. Request forms are available at the District Administration offices.

1. Call to Order, Pledge of Allegiance, Roll Call

2. Adoption of Agenda

3. Public Comment
Individuals may address the Board regarding any item of Library District business on or not on the agenda. Comments are limited to 5 minutes per person. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. Please complete the "Request to Address the Board" card by filling out your name and the specific item you wish to address.

4. Consent Calendar
The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent Calendar agenda under "Items Removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by a roll call under one motion.

   Recommended Board Action: The Board of Trustees hereby approves the items below:
   4.1 Minutes of the Regular Board meeting—November 13, 2019

5. Consideration of Items Removed from the Consent Calendar
   Items removed from the Consent Calendar will be discussed individually at this time.

6. Friends of Banning Library Report

7. Finance Report

8. District Director's Report
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)

9. **Board Reports and 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)
   9.1 President's Report
   9.2 Trustees' Reports

10. **Unfinished Business**
    10.1 Facility Improvement and Renovation Discussion  Exhibit 10.1

11. **New Business**
    11.1 Adopting Rosenberg’s Rules of Order for Meetings  Exhibit 11.1
    11.2 Retention Schedule and Policy Discussion  Exhibit 11.2

12. **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 no present, by a unanimous vote of those remaining. (Reference: The Ralph M. Brown Act)

13. **Agenda Items for Future Agendas**
    This is an opportunity for Board members to request that items be placed on future agendas.

14. **Next Regular Board Meeting**
    January 8, 2020

15. **Adjournment**
MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 13, 2019  5:00 p.m.  Conference Room

1. Call to Order, Pledge of Allegiance, Roll Call  5:03p.m. by Kathy Little, Board President
   Board Present: K. Little, A. Geronimo, M. Lara, W. Ajigbotafe, L. Cousar
   Staff Present: Kevin Lee - District Director, Fernando Morales – Circulation Manager

2. Adoption of Agenda
   Kevin Lee, District Director, mentioned he had added two pages to the Agenda packet - an attachment to the Director’s Report and a Contract for Item 9.2. After the Board read through them, a motion was made to adopt the Agenda. M/S Cousar/Ajigbotafe. Motion passed unanimously.

3. Public Comment
   No public comments.

4. Consent Calendar
   4.1 Minutes of the Regular Board Meeting – October 9, 2019
   Motion: to accept Minutes of October 9, 2019. M/S Geronimo/Cousar. Motion passed unanimously. A roll call vote followed with all Board Members approving the Consent Calendar.

5. Consideration of Items Removed from the Consent Calendar
   No Items were removed from the Consent Calendar.

6. Friends of the Library Report
   Linda Page, FOL secretary, gave an update on the Friend’s activities and future plans. Per their invitation they received three requests for monetary donations and all three were granted. Lee received money for the Gingerbread House program and staff achievement program. Computer and blackout curtains for the History room will be funded. The $1,000 Sandy Hope scholarship was awarded to Leslie Meza, a local veterinarian student attending Cal Poly. The new logo is done and ready to take to the press. The popular Essay Contest will come back in April 2020 during National Library Week. There will also be an Antiquarian Sale offering first edition books. The Christmas Trees Decoration Day is to be on December 12th with music and snacks provided. The next day is the Gingerbread House program. The Friends have come up with a gift idea for new
members to their group, a lanier with a pocket for a cell phone, etc. stamped with the new logo. FOL President, Gae Rusk, is spearheading an ambitious project with the Historical Society and Francisco, library historian. They plan to document with audio and video people of interest living in the Pass area. Linda said that Sun Lakes, a local retirement community, has presented the Friends with a gift of $2500.

7. **Finance Report**
Kevin Lee, District Director, answered any questions about September’s Finance Report. Notable line items showed an increase in service sales (copier), fines and the interest from the money market account. Expenses that were over budget were interlibrary loans, programs, books for the youth, and utilities. The annual ALA and CALIFA membership fees have been paid. Geronimo asked about line item 30, Program Expense. Lee answered that next year there will have to be some Budget adjustments. Lara noted that a lot more children’s programs have been added, but that was a “good” expense.

8. **District Director’s Report**
Due to escalating incidents within the library the past few months, Lee has decided it’s time to hire a security guard. The Audit is finished, and a report will be available soon. The new library cards with shorter numbers have been ordered. Kathy Gonzalez, a new hire has been welcomed by the staff. Lee is still seeking one more library assistant.

9. **Board Reports and Comments**
9.1 President’s Report
President Little had no new news to report.
9.2 Trustee’s Report
Board member Loretta Cousar thanked the Board and Lee for allowing her to be a part of the Facilities Committee. She is excited about making some building improvements, providing tables and chairs for the Children’s room, and possible expansion of the library.

10. **Unfinished Business**
There was no unfinished business at this meeting to discuss.

11. **New Business**
11.1 Facility Assessment and Improvement Discussion.
Chris Tooker from Trendzitions, had met with the Facility Improvement committee, to assess possible repairs and renovations to the Library. The main concern are the cracks in the wall, bringing it up to code, and possibly expanding. Trendzitions has been in business for 33 years and has worked on 1500 projects from small to medium businesses. Tooker discussed his trademark Q & A list that attempts to make clear the priorities, taking into account the timing (how to avoid busy season), restrictions (enough property but not enough parking space), pricing, the concerns about running the Library during repairs, safety and security, and what are the absolutes. Once he gets the feedback from all the players to all the above, he will come up with an agenda to bring back to the Board. Phase I would show a rendition and schematic of what the changes would look like, and upon Board approval, go out to public bid for an architect. He provides a checklist of 250 items that need to be taken into consideration to accurately budget for the project. Phase 2 is helping with the design and development, going out to bid for construction, and then managing construction. Tooker would be the liaison between the contractors and the Library. Trustee Cousar asked about the permits required. Tooker said he would steward that process, knowing that it would take a couple weeks of back and forth. Lee asked how long the whole update process would take. Tooker guesstimated it would be probably nine months with construction taking 3-5 months. The building is not energy compliant per Title 24 the 2015 Green Bill, but Tooker said that the electric bill would drop a third to a half with led lighting.

11.2 Change Benefits Brokerage Discussion
Scott Piratt, an insurance benefits broker from WSP, established in 1979 and based in Carlsbad, CA spoke to the Board about employee benefits. December is the month to plan for the upcoming year, and he personally visits his clients quarterly, and available for questions any time. Piratt believes in being hands on, and is not one to delegate. His role is to be sure his clients are compliant. He has done an analysis working with Lee, has come up with some ideas. Piratt said he was compensated through the insurance companies. There is no cost to the District. While Piratt is setting the client up, usually the first six months, he will bill for his time. Little said that WSP would be good to have on hand for Kevin to ask questions about the benefit plans. Lee commented that Piratt has been available anytime he has any concerns, one of them being that renewal time is coming up, and he doesn’t “speak the language” of benefit plans. Piratt recommends that the District have long term disability, which is not that expensive but important. A motion was made to remove the recommendation that the Board would not vote on the contract with WSP. M/S Cousar/Ajigbotse.
Motion passed unanimously. Motion to approve contract with WSP. M/S Abijbore/Lara. Motion passed unanimously.

11.3 Review and Authorize Investment of Monies in the Local Agency Investment Fund (LAIF)
This Item asks the Board to approve investing the Library’s net operating surplus in a LAIF account which offers a higher return than the Bank of Hemet. Lee also requested that three of the Board members be listed on the LAIF account as well. A roll call vote was required. All five trustees voted “yes” to investing in a LAIF account.

12. Last Minute Action Items
No last minute action items.

13. Agenda Items for Future Agendas
No Future Agenda Items.

14. Next Regular Board Meeting
December 11, 2019  5:00 p.m.

15. Adjournment       6:04 p.m.
# Banning Library District
## Profit & Loss Budget vs. Actual
### October 2019

<table>
<thead>
<tr>
<th>Income</th>
<th>Jul - Oct 19</th>
<th>Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUNTY REVENUES</td>
<td>84,998</td>
<td>965,322</td>
<td>9%</td>
</tr>
<tr>
<td>LOCAL REVENUES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Fees</td>
<td>6</td>
<td>1,000</td>
<td>1%</td>
</tr>
<tr>
<td>Product Sales</td>
<td>-</td>
<td>500</td>
<td>0%</td>
</tr>
<tr>
<td>Service Sales</td>
<td>885</td>
<td>500</td>
<td>177%</td>
</tr>
<tr>
<td>Fines</td>
<td>1,045</td>
<td>1,000</td>
<td>105%</td>
</tr>
<tr>
<td>Grant Income</td>
<td>7,055</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>1,049</td>
<td>100</td>
<td>1,049%</td>
</tr>
<tr>
<td>Late Fees and Misc. Revenue</td>
<td>3,148</td>
<td>8,000</td>
<td>39%</td>
</tr>
<tr>
<td><strong>Total LOCAL REVENUES</strong></td>
<td>13,187</td>
<td>11,100</td>
<td>119%</td>
</tr>
<tr>
<td><strong>Total REVENUES</strong></td>
<td>98,185</td>
<td>976,422</td>
<td>10%</td>
</tr>
</tbody>
</table>

| Expense | | | |
| SALARIES & BENEFITS | | | |
| Retiremen: | 4,183 | 19,987 | 21% |
| Overtime | 67 | 2,000 | 3% |
| Health Insurance | 6,732 | 60,990 | 11% |
| Medicare | 2,133 | 7,397 | 29% |
| Unemployment Insurance | 1,247 | 4,000 | 31% |
| Social Security | 9,142 | 31,434 | 29% |
| Regular Salaries | 154,389 | 493,159 | 31% |
| **Total SALARIES & BENEFITS** | 177,894 | 618,967 | 28% |

| OPERATIONAL | | | |
| Equipment & Furniture | 1,428 | 10,000 | 14% |
| Website Maintenance | 228 | 2,000 | 11% |
| Electronic & Cataloging Expense | - | 250 | 0% |
| Youth books (YA) | 337 | 1,000 | 34% |
| Data Base | 3,247 | 3,200 | 101% |
| Program Expense | 3,562 | 2,900 | 123% |
| Audio | 20 | 5,000 | 0% |
| DVD/Videos | 906 | 3,600 | 25% |
| Periodical | 366 | 4,000 | 9% |
| Juvenile Books (Childrens) | 1,779 | 5,000 | 36% |
| Adult Books | 1,997 | 16,000 | 12% |
| Processing Books & ILL | 725 | 500 | 145% |
| Automation | 9,035 | 17,600 | 51% |
| Security | 760 | 2,400 | 32% |
| Maintenance | 4,105 | 16,000 | 48% |
| Janitorial | 913 | 2,600 | 35% |
| **Total OPERATIONAL** | 29,409 | 92,050 | 36% |

| ADMINISTRATIVE | | | |
| Professional Development | - | 8,600 | 0% |
Banning Library District
Profit & Loss Budget vs. Actual
October 2019

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Actual</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition Events</td>
<td>-</td>
<td>2,000</td>
<td>0%</td>
</tr>
<tr>
<td>Recruitment</td>
<td>-</td>
<td>1,000</td>
<td>0%</td>
</tr>
<tr>
<td>Advertising/Marketing</td>
<td>-</td>
<td>3,500</td>
<td>0%</td>
</tr>
<tr>
<td>Cty. Auditing and Accounting</td>
<td>-</td>
<td>500</td>
<td>0%</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>50</td>
<td>150</td>
<td>34%</td>
</tr>
<tr>
<td>Membership</td>
<td>2,565</td>
<td>3,500</td>
<td>73%</td>
</tr>
<tr>
<td>Travel/Training</td>
<td>1,885</td>
<td>2,000</td>
<td>94%</td>
</tr>
<tr>
<td>Professional</td>
<td>24,970</td>
<td>140,760</td>
<td>18%</td>
</tr>
<tr>
<td>Office</td>
<td>8,386</td>
<td>15,000</td>
<td>56%</td>
</tr>
<tr>
<td>Insurance</td>
<td>7,424</td>
<td>12,894</td>
<td>58%</td>
</tr>
<tr>
<td><strong>Total ADMINISTRATIVE</strong></td>
<td>45,280</td>
<td>189,904</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td>4,206</td>
<td>12,000</td>
<td>35%</td>
</tr>
<tr>
<td>Utilities</td>
<td>11,305</td>
<td>28,000</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Total UTILITIES</strong></td>
<td>15,512</td>
<td>40,000</td>
<td>39%</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>268,094</td>
<td>940,921</td>
<td>29%</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>(169,910)</td>
<td>35,501</td>
<td></td>
</tr>
</tbody>
</table>

No assurance is provided on these financial statements.
The financial statements do not include a statement of cash flows.
Substantially all disclosures required by accounting principles generally accepted in the United States are not included.
Banning Library District
Balance Sheet
As of October 31, 2019

<table>
<thead>
<tr>
<th>1 ASSETS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Current Assets</td>
<td></td>
</tr>
<tr>
<td>3 CASH &amp; INVESTMENTS</td>
<td></td>
</tr>
<tr>
<td>4 Bank of Hemet Money Market</td>
<td>682,395</td>
</tr>
<tr>
<td>5 Operating Account Bank of Hemet</td>
<td>930,830</td>
</tr>
<tr>
<td>6 County General Fund Cash</td>
<td>124,885</td>
</tr>
<tr>
<td>7 Petty Cash</td>
<td>999</td>
</tr>
<tr>
<td>8 Total CASH &amp; INVESTMENTS</td>
<td>1,739,108</td>
</tr>
<tr>
<td>9 Other Current Assets</td>
<td></td>
</tr>
<tr>
<td>10 Accounts Receivable Property Tax</td>
<td>50,100</td>
</tr>
<tr>
<td>11 Prepaid Expenses</td>
<td>9,293</td>
</tr>
<tr>
<td>12 Total Other Current Assets</td>
<td>59,393</td>
</tr>
<tr>
<td>13 Total Current Assets</td>
<td>1,798,501</td>
</tr>
<tr>
<td>14 Fixed Assets</td>
<td></td>
</tr>
<tr>
<td>15 CAPITAL ASSETS</td>
<td></td>
</tr>
<tr>
<td>16 County General Fund Assets</td>
<td>1,009,490</td>
</tr>
<tr>
<td>17 Accumulated Depreciation</td>
<td>(546,866)</td>
</tr>
<tr>
<td>18 Total CAPITAL ASSETS</td>
<td>462,624</td>
</tr>
<tr>
<td>19 TOTAL ASSETS</td>
<td>2,261,126</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>20 LIABILITIES &amp; EQUITY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Liabilities</td>
<td></td>
</tr>
<tr>
<td>22 Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>23 Accounts Payable</td>
<td>15,412</td>
</tr>
<tr>
<td>24 Credit Cards</td>
<td>437</td>
</tr>
<tr>
<td>25 Other Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>26 Year end Accrued Payroll</td>
<td>14,828</td>
</tr>
<tr>
<td>27 Accrued Vacation</td>
<td>16,472</td>
</tr>
<tr>
<td>28 Total Other Current Liabilities</td>
<td>31,300</td>
</tr>
<tr>
<td>29 Total Current Liabilities</td>
<td>47,150</td>
</tr>
<tr>
<td>30 Equity</td>
<td>2,213,976</td>
</tr>
<tr>
<td>31 TOTAL LIABILITIES &amp; EQUITY</td>
<td>2,261,126</td>
</tr>
</tbody>
</table>

No assurance is provided on these financial statements.
The financial statements do not include a statement of cash flows.
Substantially all disclosures required by accounting principles generally accepted in the United States are not included.
BOARD OF TRUSTEES
DIRECTOR’S REPORT

Meeting Date: December 11, 2019
By: Kevin Lee, District Director

Administration
- Reminder: Library is closed on the following days in December: 24th, 25th, 31st, and January 1st.
- David Becker, from James Martha and Company, will attend the next board meeting. He will present his audit findings.
- We ordered long sleeve t-shirts and tablecloth for staff. When we go do outreach we want to make sure the public knows where the Banning Library table is.
- New Library Aide candidate is going under reference check, background check, and lives-scan. We hope to have her in our team soon.
- Jana and I went to Annual Showcase Performers conference in Fontana. We will start selecting performers for the Summer Reading Program 2020.

Board of Trustees Training/Conference/Meeting
- Webinar: We Should See you – Brown Act Compliance – on 1/15/2020 from 10-12 pm. $65 per person.
- Webinar: Understanding Board & District Liability Issues – on 1/16/2020 from 10-11:30 am. $65 per person.
- Webinar: Getting Oriented-Resources for New Board Members – 1/31/2020 from 10:00 to 10:30 am. Free.

Director Training/Conference/Meeting
- Webinar: We Should See you – Brown Act Compliance – on 1/15/2020 from 10-12 pm. $65 per person.

Incidents
- November 7 – Patrons were throwing rocks at the Children Room’s emergency exit doors.
- November 13 – Patrons were making loud noises. Circulation Manager went there to calm them down – he found one patron vandalizing the library wall. Upon review of the cameras, Circulation Manager found another patron with a weapon.
Police report was filed for both patrons. They are also suspended from entering the library premises.

- **November 9 and 12** – A pipe leak was discovered on the north side of the library. We called the plumber to fix the pipe.
- **November 18** – Patron was hurting his/her child. Police report was filed.
- **November 22** – A suspended patron returned to the library. He/she was belligerent - insulting library staff. He/she was asked to leave. He/she made inappropriate gestures as he/she left. Police report was filed.

**Building, Furniture, Equipment, Technology**

- Friends ordered the cabinet that will hold special items. It is coming soon. It will be located near the Cove.
- The plumber discovered a crack on a PVC pipe. Our pipe leak on the north side was repaired.
- We are looking into Sora. Sora offers the ability for students to explore age-appropriate digital books from our library. This would be a partnership between the Banning Library District and two schools in Banning, Hoffer Elementary School and Banning High School. There is no cost to the library.
- We tried to get the rocks off, but found that the ground was uneven, which could injure people if they walk in that area. We decided to leave the rocks alone for now, but will get back to this project once the rain is over.

**Grants, Donations, Gifts**

- We would like to thank the Friends for donating $130 for Achiever of the Month program and $500 for the Gingerbread event. A huge “thank you” to them!
- The Library applied for the Maximizing Learning Spaces grant. This grant would give us up to $10,000 in funding for furnishings that maximizes patrons' reading, literacy, and learning potential. We are working with Yamada Enterprise, a library furniture store.
- We also applied for XR: Virtual Reality Experience grant. This grant gives us Virtual Reality headsets. We would need to use our own computer to set up the software. Fernando and I will work on this once we hear back. We will update the Board.

**Other News**

- Food-for-fine program, which ran from November 12 to November 23, was a success. We had one full container and three boxes of donated cans and water bottles for Carol’s Kitchen. Many patrons participated and got some or all of their fines waived. For some patrons they gave them the opportunity to borrow materials again.
- Toys-for-fine program will start on December 9 and end on December 21. We would donate the toys to the Banning Police Department. The Library will waive $1 per each unopened donated toy.
- We have 96 (and growing) sign-ups for the Gingerbread Event that will take place on 12/13/19 at 4 pm.
- Oral History Project is in discussion. This is a joint effort among several entities. Each entity would interview influential residents on its own, but share the contents. We are at very initial stage. More updates will be provided later.
November was Native American History Month. Our displays put up by Darnise, were the talk of the library. Which many people asking question and bringing their children to show the displays.
### Circulation Statistics

<table>
<thead>
<tr>
<th>Material</th>
<th>Top Circulating Item</th>
<th>Monthly Circulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Books</td>
<td>Bel Canto</td>
<td>114</td>
</tr>
<tr>
<td>DVDs</td>
<td>Game of Thrones</td>
<td>506</td>
</tr>
<tr>
<td>Adult</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiction</td>
<td>The Cornwall’s are gone</td>
<td>350</td>
</tr>
<tr>
<td>Non-Fiction</td>
<td>Master Computer Typing</td>
<td>195</td>
</tr>
<tr>
<td>Young Adult</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiction</td>
<td>Naruto</td>
<td>84</td>
</tr>
<tr>
<td>Non-Fiction</td>
<td>33 Things every girl should know about women’s history</td>
<td>3</td>
</tr>
<tr>
<td>Juvenile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiction</td>
<td>Dog Man call of the wild</td>
<td>793</td>
</tr>
<tr>
<td>Non-Fiction</td>
<td>Thanksgiving is....</td>
<td>159</td>
</tr>
</tbody>
</table>
### Computer Usage

<table>
<thead>
<tr>
<th></th>
<th>Total Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>492</td>
</tr>
<tr>
<td>Teen</td>
<td>273</td>
</tr>
<tr>
<td>Children</td>
<td>98</td>
</tr>
</tbody>
</table>

*Each session is one (1) hour long. Extensions are allowed. Staff does give extensions, but the system does not count that as additional sessions.*

### Database

<table>
<thead>
<tr>
<th>Database</th>
<th>Description</th>
<th>Total Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ancestry</td>
<td>Genealogy</td>
<td>136</td>
</tr>
<tr>
<td>Chilton</td>
<td>Automotive Repair</td>
<td>4</td>
</tr>
<tr>
<td>Enki</td>
<td>eBook*</td>
<td>23</td>
</tr>
<tr>
<td>Gale Legal Forms</td>
<td>Legal Forms &amp; Templates</td>
<td>3</td>
</tr>
<tr>
<td>Mango</td>
<td>Language</td>
<td>9</td>
</tr>
<tr>
<td>OverDrive</td>
<td>Audio Book and eBook</td>
<td>325</td>
</tr>
<tr>
<td>World Book</td>
<td>Online Encyclopedia</td>
<td>42</td>
</tr>
<tr>
<td>Zinio</td>
<td>Magazine</td>
<td>36</td>
</tr>
</tbody>
</table>

*Enki is a statewide eBook platform created by libraries for libraries.*
### STAFF REPORT

**Meeting Date:** December 11, 2019  
**Prepared by:** Jana Brassfield, Library Assistant

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Attendance</th>
<th>Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/1/19</td>
<td>Family literacy day</td>
<td>6</td>
<td>Hosted by the library, a day in which parents read to their children.</td>
</tr>
<tr>
<td>11/2/19</td>
<td>Dia de los muertos</td>
<td>61</td>
<td>Day of the dead celebration. A family event with crafting, entertainment and snacks.</td>
</tr>
<tr>
<td>11/4/19</td>
<td>Storytime</td>
<td>7</td>
<td>Preschool storytime accompanied by song and dance and a craft.</td>
</tr>
<tr>
<td>11/5/19</td>
<td>Decorate the library</td>
<td>7</td>
<td>Toddlers and preschoolers decorate a bulletin board to help bring in the holidays.</td>
</tr>
<tr>
<td>11/5/19</td>
<td>LEGO challenge</td>
<td>6</td>
<td>Children ages 5-13 make a Lego creation based on the theme of the month, e.g. 'back to school', 'harvest' etc.</td>
</tr>
<tr>
<td>11/7/19</td>
<td>Bilingual Storytime</td>
<td>10</td>
<td>Storytime in English and Spanish accompanied by music and crafts.</td>
</tr>
<tr>
<td>11/8/19</td>
<td>National S.T.E.M. day</td>
<td>10</td>
<td>A national holiday turned into a STEM event.</td>
</tr>
<tr>
<td>Date</td>
<td>Activity</td>
<td>Attendance</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------</td>
<td>------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>11/12/19</td>
<td>Preschool playtime</td>
<td>6</td>
<td>Preschool playtime with toys and coloring pages</td>
</tr>
<tr>
<td>11/12/19</td>
<td>Find the turkey</td>
<td>50</td>
<td>Hid 10 Turkey’s in the children’s room for patrons to find. When they find them, they bring them to the children’s room desk and pick a prize from the prize bowl.</td>
</tr>
<tr>
<td>11/12/19</td>
<td>Smash Bros tournament</td>
<td>36</td>
<td>A contest for 1st, 2nd, and 3rd place in the classic Super Smash Bros</td>
</tr>
<tr>
<td>11/13/19</td>
<td>Wii games</td>
<td>28</td>
<td>Wii and board games are set out for tweens to play with and use</td>
</tr>
<tr>
<td>11/14/19</td>
<td>Bilingual storytime</td>
<td>12</td>
<td>Storytime in English and Spanish accompanied by music and crafts</td>
</tr>
<tr>
<td>11/14/19</td>
<td>Anime Club</td>
<td>19</td>
<td>Meeting up to watch anime and enjoy anime themes crafts</td>
</tr>
<tr>
<td>11/15/19</td>
<td>Cookie decorating party</td>
<td>33</td>
<td>Turkey cookie decorating for preschoolers/toddlers</td>
</tr>
<tr>
<td>11/18/19</td>
<td>Storytime</td>
<td>10</td>
<td>Preschool storytime accompanied by song and dance and a craft.</td>
</tr>
<tr>
<td>11/19/19</td>
<td>Tea Party</td>
<td>10</td>
<td>Tea party for preschoolers with a</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Time</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>---------------</td>
<td>------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>11/19/19</td>
<td>Crafternoon</td>
<td>12</td>
<td>Intricate crafts for tweens</td>
</tr>
<tr>
<td>11/21/19</td>
<td>Bilingual storytime</td>
<td>10</td>
<td>Storytime in English and Spanish accompanied by music and crafts</td>
</tr>
<tr>
<td>11/25/19</td>
<td>Storytime</td>
<td>15</td>
<td>Preschool storytime accompanied by song and dance and a craft.</td>
</tr>
<tr>
<td>11/26/19</td>
<td>Hora de musica</td>
<td>4</td>
<td>Music and exercise in Spanish and English for preschoolers</td>
</tr>
<tr>
<td>11/26/19</td>
<td>Crafternoon</td>
<td>Canceled</td>
<td>Intricate crafts for tweens</td>
</tr>
<tr>
<td>11/27/19</td>
<td>Wii games</td>
<td>4</td>
<td>Wii and board games are set out for tweens to play with and use</td>
</tr>
</tbody>
</table>
STAFF REPORT

Meeting Date: December 11, 2019
Prepared by: Rebecca Aguirre Rios, Library Assistant

The Teen movies are going very well, every movie program in the month of November had over a dozen patrons. I try to keep a theme throughout the month to keep patrons with the urge to return. The two crafts that involved painting gathered the highest attendance out of all the other crafts. The canvas involved a lot of creativity and the aprons got everyone prepared for the holidays. Families enjoyed the evening time of the crafts. Frequent patrons have been regulars at these programs.
<table>
<thead>
<tr>
<th>Date</th>
<th>Name of program</th>
<th>Number of attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 5, 2019</td>
<td>Fall into Art</td>
<td>18</td>
</tr>
<tr>
<td>November 6, 2019</td>
<td>Pass Job connection</td>
<td>2</td>
</tr>
<tr>
<td>November 7, 2019</td>
<td>Adult Movie Program <em>Smoke Signals</em></td>
<td>15</td>
</tr>
<tr>
<td>November 14, 2019</td>
<td>Teen Movie Program <em>Alice Through the Looking Glass</em></td>
<td>21</td>
</tr>
<tr>
<td>November 21, 2019</td>
<td>Adult Movie Program <em>Dances with wolves</em></td>
<td>16</td>
</tr>
<tr>
<td>November 26, 2019</td>
<td>Craft Club <em>Apron designing</em></td>
<td>13</td>
</tr>
</tbody>
</table>
November was quite productive for the History Room. We are still undergoing a thorough cataloguing and valuing process for the local history books. As of 12/2, I the historian along with the Friends of the Banning Library have catalogued over 239 local books. Many have been re-located to our locked case due to rarity, value and or autographed copies.

In the interest of preserving and making our collection more accessible, we have decided to move as well, rare or older edition general circulation books, into the history room. The library has used several types of older books in general circulation in the library. Such examples of these books are: older copies of rare Wizard of Oz books that are over 60 years old, as well as a second edition Grapes of Wrath book, published one year after the first edition. The library’s history room is turning out to be a place of both collection and preservation of local history books and other, (non-local history subject books) the library has used that have now become rare/valuable over time.

As cataloguing of the books becomes almost complete, I will re-shift focus to our more rare manuscripts located in the Barker Cabinet (in the front room of the library) and other primary documents. Due to the fragility of these documents and ephemera, an aggressive scanning process should begin to digitize these papers and make them available online to researchers.

Lastly, we are beginning the discussion of hosting our catalogues online to World Catalogue, to allow academic researchers to research our collection. A select few of our books are quite rare, and our library may be the last public library they are held at. Hosting our collection online would allow often easier access to the researcher who is not affiliated with academic or often closed research libraries.
BOARD OF TRUSTEES
DIRECTOR'S REPORT

Meeting Date: December 11, 2019
By: Kevin Lee, District Director

Exhibit 10.1

TITLE: Facility Improvement and Renovation Discussion

DISCUSSION:
The members of the Facility Improvement Committee agreed that our library needs to
be renovated. We need a solution for our aging building, especially structure. A project
such as this would take a great amount of time. We would need to start planning.

At the last regular board meeting, Chris Tooker introduced himself and his company at
the Facility Improvement Committee’s request. Staff can look for two more project
managers for the Board if the Board wishes to compare project managers.

RECOMMENDATION:
That the Board give direction to staff.

BOARD ACTION

Motion: ______    Second: ______

- Little
- Geronimo
- Ajigboteca
- Cousar
- Lara

- Approved as
  Recommended
- Approved as
  Amended
- Other: ______

Passed, approved, and adopted on _________, 2019.

Alex Geronimo, Board Secretary
BOARD OF TRUSTEES
DIRECTOR'S REPORT

Meeting Date: December 11, 2019
By: Kevin Lee, District Director

EXHIBIT 11.1

TITLE: Adopting Rosenberg's Rules of Order for Meetings

DISCUSSION:
On November 8th, Al Ford from Burke, Williams & Sorenson LLP told the Board that small special districts work well with Rosenberg's Rules of Order. Rosenberg's Rules is derived from and similar to Robert's Rules, but is more simplified. The Board will find Rosenberg's Rules to be easier to apply. Board President Little asked the Director to bring this before the Board. The parliamentary procedures of the Rosenberg's Rules of Order are attached.

RECOMMENDATION:
Approve and adopt the Rosenberg's Rules of Order to govern Board of Library Trustees' meetings, and bring back revised Policy No. 4260 reflecting that change.

BOARD ACTION

Motion: ________  Second: ________

☐ Little  ☐ Geronimo  ☐ Ajigbotafe  ☐ Cousar  ☐ Lara

☐ Approved as Recommended  ☐ Approved as Amended  ☐ Other: ________

Passed, approved, and adopted on ____________, 2019.

Alex Geronimo, Board Secretary
Rosenberg’s Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg
MISSION AND CORE BELIEFS
To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION
To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities
Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

© 2011 League of California Cities. All rights reserved.

ABOUT THE AUTHOR
Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.
TABLE OF CONTENTS

About the Author .............................................................................................................. ii

Introduction ...................................................................................................................... 2

Establishing a Quorum .................................................................................................... 2

The Role of the Chair ...................................................................................................... 2

The Basic Format for an Agenda Item Discussion ......................................................... 2

Motions in General ......................................................................................................... 3

The Three Basic Motions ............................................................................................... 3

Multiple Motions Before the Body ............................................................................... 4

To Debate or Not to Debate ......................................................................................... 4

Majority and Super-Majority Votes .............................................................................. 5

Counting Votes ............................................................................................................. 5

The Motion to Reconsider ......................................................................................... 6

Courtesy and Decorum .................................................................................................. 7

Special Notes About Public Input ................................................................................ 7
INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — Robert’s Rules of Order — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then Robert’s Rules of Order is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of Rosenberg’s Rules of Order.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, Rosenberg’s Rules has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted Rosenberg’s Rules in lieu of Robert’s Rules because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. Rules should establish order. The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.

2. Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.

3. Rules should be user friendly. That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.

4. Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body’s agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:
**First**, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

**Second**, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

**Third**, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

**Fourth**, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

**Fifth**, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

**Sixth**, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

**Seventh**, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion;
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

**Ninth**, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

**Tenth**, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

**Motions in General**

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move…”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

**The Three Basic Motions**

There are three motions that are the most common and recur often at meetings:

**The basic motion**. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”
The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So if a member makes what that member calls a "motion to amend," but the chair determines that it is really a "substitute motion," then the chair's designation governs.

A "friendly amendment" is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I want to suggest a friendly amendment to the motion." The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. For example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend passed, the chair would then move to consider the main motion (the first motion) as amended. If the motion to amend failed, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if amended, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debateable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.
Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion can contain a specific time in which the item can come back to the body. "I move we table this item until our regular meeting in October," or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item, or to bring it back to the body, requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, "I move the previous question" or "I move the question" or "I call the question" or sometimes someone simply shouts out "question." As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a "request" rather than as a formal motion. The chair can simply inquire of the body, "any further discussion?" If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the "question" as a formal motion, and proceed to it.

When a member of the body makes such a motion ("I move the previous question"), the member is really saying, "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a motion to object to consideration of an item. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," or "I move the question," or "I call the question," or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it's pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the "no" votes and double that count to determine how many "yes" votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote "no" then the "yes" vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote "abstain" or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in
California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of those present only when you treat abstentions one way. However, if the rules of the body say that you count the votes of those present and voting, then you count abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are present and voting.

Accordingly, under the “present and voting” system, you would NOT count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those present then you DO count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice? Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body DOES have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote? Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.
Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly, and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.
Banning Library District

POLICY MANUAL

POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 4260

4260.1 Action items will be brought before and considered by the Board by motion in accordance with the following policy. "Robert's Rules of Order" are followed for all meetings; however, these rules of order may allow for some flexibility.

4260.1.1 If a Trustee believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Trustee, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

4260.2 Any Trustee desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

4260.3 Any Trustee may make or second a motion. A motion will be brought and considered as follows:

4260.3.1 A Trustee makes a motion; another Trustee seconds the motion; and the President states the motion.

4260.3.2 Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.

4260.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Trustee may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

4260.4 Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

4260.4.1 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Trustees who moved and seconded, or by a new motion and second
**4260.4.2** Motion to Table. A main motion may be indefinitely tabled before it is voted on, by a motion made to table, which is then seconded and approved by a majority vote of the Board.

**4260.4.3** Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

**4260.4.4** Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

**4260.4.5** Motion to Close Debate and Vote Immediately. As provided above, any Trustee may move to close debate and immediately vote on a main motion.

**4260.4.6** Motion to Adjourn. A meeting may be adjourned by a motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

**4260.5** The President will take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

**4260.5.1** The President may also declare a short recess during any meeting.

**4260.6** By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.
BOARD OF TRUSTEES
DIRECTOR’S REPORT

Meeting Date: December 11, 2019
By: Kevin Lee, District Director

Exhibit 11.2

TITLE: Retention Schedule and Policy Discussion

DISCUSSION:
It is a good practice to review policies at least every three years. The last time Policy No. 3090 Records Retention was reviewed was in October 2015.

RECOMMENDATION:
That the Board of Trustees review Policy No. 3090 Records Retention and provide any feedback to staff.

BOARD ACTION

Motion: _____ Second: ______

☐ Little    ☐ Geronimo    ☐ Ajigbotafe    ☐ Cousar    ☐ Lara

☐ Approved as Recommended    ☐ Approved as Amended    ☐ Other: ____________

Passed, approved, and adopted on ____________, 2019.

Alex Geronimo, Board Secretary
POLICY TITLE: Records Retention
POLICY NUMBER: 3090

3090.1 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Banning Library District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

3090.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

3090.3 The Library Director is the designated custodian of all records of Banning Library District. The Library Director is authorized by the Board of Trustees to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

3090.4 Pursuant to the provisions of California Government Code §§60200 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of Banning Library District.

3090.4.1 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

3090.4.2 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

3090.4.3 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

3090.4.4 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

3090.4.4.1 The record, paper or document is photographed, microphotographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copied to an approved electronic media;
3090.4.4.2 The device used to reproduce such record, paper or document on film, or retrieve and print the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

3090.4.4.3 The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

3090.4.5 Any accounting record, except the journals and ledgers, which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

3090.4.5.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

3090.4.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and;

3090.4.5.3 Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and;

3090.4.5.4 Said audit or audits contain the expression of an unqualified opinion.

3090.4.6 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

3090.4.6.1 Duplicates (original-subject to aforementioned requirements).

3090.4.6.2 Rough drafts, notes or working papers (except audit).

3090.4.6.3 Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

3090.4.7 All payroll and personnel records will be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been microfilmed and qualify for destruction, as per section 3090.4.4, above. Payroll and personnel records include the following:

3090.4.7.1 Accident reports, injury claims and settlements.

3090.4.7.2 Medical histories.
3090.4.7.3 Injury frequency charts.

3090.4.7.4 Applications, changes and terminations of employees.

3090.4.7.5 Insurance records of employees.

3090.4.7.6 Time cards.

3090.4.7.7 Classification specifications (job descriptions).

3090.4.7.8 Performance evaluation forms.

3090.4.7.9 Earning records and summaries.

3090.4.7.10 Retirement information.

3090.4.8 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 3090.4.4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed as provided for in section 3090.4.4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

3090.5 Minutes of the meetings of the Board of Trustees are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 3090.4.4, above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.

3090.5.1 Construction records, such as bids, correspondence, change orders, etc., will not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they will be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works will be retained as long as said facility is in existence.

3090.5.2 A contract should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

3090.5.3 Property records, such as documents of title, will be kept until the property is transferred or otherwise no longer owned by the District.
Appendix A
Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the Library Director, as authorized by the District's Board of Trustees.

2. ACCOUNTING RECORDS. Include but are not limited to the following:

a. SOURCE DOCUMENTS
   (1) Invoices
   (2) Warrants
   (3) Requisitions/Purchase Orders (attached to invoices)
   (4) Cash Receipts
   (5) Claims (attached to warrants in place of invoices)
   (6) Bank Statements
   (7) Bank Deposits
   (8) Checks
   (9) Bills
   (10) Various accounting authorizations taken from Board minutes, resolutions or contracts

b. JOURNALS
   (1) Cash Receipts
   (2) Accounts Receivable or Payable Register
   (3) Check or Warrant (payables)
   (4) General Journal
   (5) Payroll Journal

c. LEDGERS
   (1) Expenditure
   (2) Revenue
   (3) Accounts Payable or Receivable Ledger
   (4) General Ledger
   (5) Assets/Depreciation

d. TRIAL BALANCE

e. STATEMENTS (Interim or Certified - Individual or All Fund)
   (1) Balance Sheet
   (2) Analysis of Changes in Available Fund Balance
   (3) Cash Receipts and Disbursements
   (4) Inventory of Fixed Assets (Purchasing)
f. **JOURNAL ENTRIES**

   g. Payroll and personnel records include but are not limited to the following:
      (1) Accident reports, injury claims and settlements
      (2) Applications, changes or terminations of employees
      (3) Earnings records and summaries
      (4) Fidelity Bonds
      (5) Garnishments
      (6) Insurance records of employees
      (7) Job Descriptions
      (8) Medical Histories
      (9) Retirements
      (10) Time Cards

h. **OTHER**
   (1) Inventory Records (Purchasing)
   (2) Capital Asset Records (Purchasing)
   (3) Depreciation Schedule

3. **LIFE.** The inclusive or operational or valid dates of a document.

4. **RECORD** Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, electronic media or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.

5. **RECORD COPY.** The official District copy of a document or file.

6. **RECORD SERIES.** A group of records, generally filed together, and having the same reference and retention value.

7. **RECORDS CENTER.** The site selected for storage of inactive records.

8. **RECORDS DISPOSAL.** The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.

9. **RECORDS RETENTION SCHEDULE.** The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.

10. **RETENTION CODE.** Abbreviation of retention action which appears on the retention schedule.
11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:

   a. The resumption and/or continuation of operations;
   b. The recreation of legal and financial status of the District, in case of a disaster;
   c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

(1) Agreements
(2) Annexations and detachments
(3) As-built drawings
(4) Audits
(5) Contract drawings
(6) Deeds
(7) Disposal of surplus & excess property records
(8) District insurance records
(9) Employee accident reports, injury claims & settlements
(10) Employee earning records
(11) Employee fidelity bonds
(12) Employee insurance records
(13) Facility improvement plans
(14) Individual claims/settlements
(15) Inventory
(16) Journal vouchers
(17) Ledgers
(18) Licenses & permits (to operate)
(19) Loans & grants
(20) Maps
(21) Minutes of Board meetings
(22) Payroll registers
(23) Policies, Rules & Regulations
(24) Statements of Economic Interest
(25) Warrant/Voucher registers
(26) Warrants (with backup)
Appendix B

Records Retention Schedule for Banning Library District

Board of Trustees Minutes ................................................................. Indefinitely
Board of Trustees Agendas & Agenda Documents (Books) ......................... Indefinitely
Audits ................................................................................................. Indefinitely
Annual Reports to the State Library ......................................................... Indefinitely
Annual Report of Financial Transactions to the State Auditor ...................... Indefinitely
Personnel Records ............................................................................... Indefinitely
Payroll Records .................................................................................. Indefinitely
Monthly Financial Reports from the Riverside County Auditor .................... Indefinitely
Bond Payment Records ........................................................................ Indefinitely
Pension Fund Annual Census and Report ................................................. Indefinitely
Library-published reports, studies, publications ......................................... Indefinitely

Insurance Policies ................................................................................. 10 Years
Grant Reports ...................................................................................... 10 Years
Grant Applications – funded .................................................................. 10 Years

FPPC Conflict of Interest Statements for Staff ........................................... 7 Years
Checks .................................................................................................. 7 Years
Bank Statements .................................................................................. 7 Years

Grant Applications – unfunded ................................................................. 5 Years
Library System Printouts ......................................................................... 5 Years
Budget forms for Riverside County Auditor ............................................. 5 Years

Board Meeting Recordings ..................................................................... 1 Year