MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
MAY 13, 2020 | 5:00 P.M. | Non-Fiction Room (Zoom Virtual Meeting)

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

President Little Called the Regular Meeting of the Banning Library District Board of Trustees to order on May 13, 2020 at 5:04 p.m.

Members Present: President Kathy Little, Secretary Alejandro Geronimo, Trustee Wemida Ajigbotafe, Trustee Melanie Lara and Trustee Loretta Cousar.

Members Absent: None.

Staff Present: Kevin Lee, District Director; Fernando Morales, Circulation Manager and Christian Tzintzun, Library Assistant.

Guests: David Heiss (via Zoom)

CONSENT CALENDAR

It was moved by Trustee Lara and seconded by Trustee Cousar to approve Agenda Item 4.1. A roll call was taken:

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.
NOES: None.
ABSTAIN: None.
ABSENT: None.

ADOPTION OF AGENDA

Director Lee requested that the Board removed Agenda Item 13.4. It was moved by Trustee Cousar and seconded by Ajigbotafe to adopt the agenda with the requested removal.

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.
NOES: None.
ABSTAIN: None.
ABSENT: None.

PUBLIC COMMENT

None.

CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

None.
FRIENDS OF THE BANNING LIBRARY REPORT

The Friends of the Banning Library left a written report. The FOBL 2020 essay contest had three (3) winners and four (4) honorable mentions with cash prizes and all seven (7) essays will be posted online. There will be no public events until further notice, but will work on online and print newsletters. FOBL will continue to move books once safety parameters are established. Finally, it is not known if FOBL will continue working with SGP Memorial Hospital to donate books for new mothers.

FINANCE REPORT

Director Lee gave the finance report for February to the Board of Trustees, since the CPA is still working on the March finance report. Lee noted that a Local Agency Investment Fund report was added.

DISTRICT DIRECTOR’S REPORT

Director Lee announced that the Banning Library District has been focusing on online services and the addition of a couple of new online services now offered; Brainfuse, an online tutoring service and Hoopla, and online streaming service. A tutorial video was posted on the library website to walk patrons through the process on how to join Hoopla. For the Online High School six (6) people applied, two (2) did not qualify, and one person dropped out. There are still three (3) spots open. Lee, Fernando and Erika are attending a webinar on May 21, 2020, “Opening Up”: How public Employers Should Prepare. The Banning Library District won the Lunch at the Library Grant, but Lee does not know if the schools will provide the lunches. The plan is have the schools deliver the meal kits to the library to hand them out to the public. Little asked Lee to find out. Little mentioned she was already using Hoopla and enjoyed their audiobooks.

PERSONNEL

Arrival of Khiabet Vigil, Library Aide.

BOARD OF TRUSTEES TRAINING/CONFERENCE

Little asked if the library staff is healthy. Lee mentioned that everyone is doing well. Little was able to complete the harassment training.

Cousar announced that she completed three (3) training courses including the Brown Act and the harassment training.

BOARD REPORTS AND COMMENTS

Little mentioned that patrons call her to let her know they miss the library. (Item 11.1)

Cousar asked if she could see all the new online services being added. They are on the main page of the library’s website. Cousar would like to get to know the new staff and Lee said he will set a time before a meeting when convenient.

UNFINISHED BUSINESS

The staff is finalizing the Retention Schedule and Policy. (Item 12.1)
NEW BUSINESS

There are two Interior Furniture Designers, Agati and Yamada Enterprise, who will present before the board in July. (Item 12.2)

The Board discussed the possibility of reopening the library for curbside services only. Lee did not want to reopen until the sneeze guards arrived, with the high demand for sneeze guards there is no reliable estimated time of arrival. Once the curbside service starts, patrons will be given a one-time printing of up to 15 pages free of charge. Little asked if the library hours will still be the same; they will be reduced to 10:00 a.m. to 5:00 p.m. Monday through Friday. Geronimo voiced his concerns about whether the reopening is allowed by Riverside County. Geronimo suggested to follow the health official’s guidelines. A few other libraries in Riverside County are already offering curbside service. A motion was made by Trustee Lara and seconded by Trustee Cousar to direct Director Lee to reopen the Banning Library District for curbside service only after the sneeze guards arrive. (Item 31.1)

AYES: Little, Ajigbotafe, Lara, Cousar,
NOES: None.
ABSTAIN: Geronimo.
ABSENT: None.

During the March Meeting of the Board of Trustees the Friends of the Banning Library asked if the library can purchase a storage shed. President Little asked if the library can store items in the shed. The shed will belong to the library, so yes. Cousar asked if the storage shed will be covered by the insurance. Lee is not completely sure and will find out. It was moved by Trustee Ajigbotafe and seconded by Secretary Geronimo to purchase an outdoor shed for storage purposes. (Item 13.2)

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar,
NOES: None.
ABSTAIN: None.
ABSENT: None.

Director Lee indicated that the Training and Traveling expenses were reduced because of the COVID-19 pandemic restricting gatherings. President Little formed a Budget committee consisting of Secretary Geronimo and Trustee Ajigbotafe. The committee will go into further detail and report the new budget proposal at the next Board Meeting. (Item 13.3)

Item 13.4 was removed.

Geronimo asked if Lee received any other bids for the website. Lee said yes, but they were more expensive overall. A motion was made by Trustee Cousar and seconded by Trustee
Ajigbotafe to enter in Agreement with Revize for Design of New Website in the amount of $9,960.00. (Item 13.5)

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar,
NOES: None.
ABSTAIN: None.
ABSENT: None.

The Board had already approved Busy Bees for the removal of rocks and landscape work, but there was no response from them. It was moved by Secretary Geronimo and seconded by Trustee Cousar to Approve and authorize $3,465.00 for the removal or rocks and landscape work in the removed rock area by Pro Care Landscape Services Inc. (Item 13.6)

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar,
NOES: None.
ABSTAIN: None.
ABSENT: None.

It was moved by Trustee Lara and Seconded by Trustee Ajigbotafe to enter and Agreement with Liberty Mutual Insurance for Commercial Property Coverage and General Liability Coverage in the amount of $4,700.00. (Item 13.7)

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar,
NOES: None.
ABSTAIN: None.
ABSENT: None.

LAST MINUTE AGENDA ITEMS
AGENDA ITEMS FOR FUTURE AGENDAS
NEXT REGULAR BOARD MEETING

ADJOURNMENT

None.
None.
June 10, 2020 at 5:00 p.m.
Adjourned at 5:50 p.m.

The foregoing minutes are approved by the Board of Trustees on June 10, 2020.

Prepared by: Christian Tzintzun, Library Assistant

Alex Geronimo, Board Secretary