BANNING LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Banning, California
Wednesday, March 9, 2016 – 4:00 p.m.

Minutes

1. Open Session—Call to Order/Flag Salute
The Regular meeting of Trustees for the Banning Library District was called to order at 4:08 p.m. by President Gail Paparian.

2. Roll Call:
   
   Present: Gail Paparian
   Tracy Wells
   Victoria Hatch
   Donna Harrington
   Brenda Freeman

   Quorum Established.
   Staff Present: Delene Gonzales, Acting Director
   Andrew Jared, Alvarez/Glasman & Colvin

3. Communication/Community Comment:
Frank Burgess asked if the Library Board had heard any new information from the Attorney General regarding the codes.

4. Closed Session
The Board of Trustees convened into closed session at 4:11 p.m.

4.1 Conference with Legal Counsel—Pending Litigation (Gov. Code Sec. 54956.9(d)(1):
   Robert Lippman v. Banning Library District (DIR Case No. 39551—STARCI)

4.2 Personnel—Library Director: (Gov. Code Sec. 54957 (b)(1)—Employee appointment,
   performance evaluation, dismissal and release).

4.3 Personnel—Labor Negotiations (Gov. Code Sec. 54957.6); Unrepresented Employees—
   (Circulation Services, Cataloger, Circulation Services, Administrator, Youth Services, Technology Manager, Reference/Collection Services, Circulation Manager, Youth Services)

5. Open Session Reconvene
The Board of Trustees reconvened into open session at 5:14 p.m.

5.1 Report of Closed Session Action
4.1 Conference with Legal Counsel—Pending Litigation (Gov. Code Sec. 54956.9 (d)(1):
   Robert Lippman v. Banning Library District (DIR Case No. 39551—STARCI)
   The full Board has discussed with Attorney Jared item 4.1 Pending Litigation; no action was taken.

4.2 Personnel—Library Director: (Gov. Code Sec 54957(b)(1)—Employee appointment,
   performance evaluation, dismissal and release).
   The full Board has discussed with Attorney Jared item 4.2 Personnel—Library Director; no action was taken

4.3 Personnel—Labor Negotiations (Gov. Code Sec. 54957.6); Unrepresented Employees—
   (Circulation Services, Cataloger, Circulation Services, Administrator, Youth Services, Technology Manager, Reference/Collection Services, Circulation Manager, Youth Services)
   Direction was provided unanimously to the Acting Director to bring back item “Employee Salaries” for discussion in the following meeting on April 13, 2016.

6. Board Items—Discussion/Action
6.1 Minutes
6.1 a. Adopt Minutes of the regular meeting Wednesday, February 10, 2016 and the minutes of the Strategic Planning Meeting on Friday, February 26, 2016

   HATCH/HARRINGTON
   A motion was made to accept the minutes for the regular meeting on Wednesday, February 10, 2016 and the Strategic Planning meeting on Friday 26, 2016.
   MOTION CARRIED

6.2 Current Financial Report
6.2 a. Approve financial report for February
   The board has discussed the financial report for February.

   HATCH/FREEMAN
   A motion was made to accept the financial report for February
   MOTION CARRIED

6.3 Policy Series 4000, Board of Trustees
Review and Discuss Policy Series 4000, Board of Trustees

The Board has reviewed and Discussed Policy Series 4000. The Board has asked Attorney Jared to research the 4020 Policy with regard to which government codes have changed—to be conveyed on the next board meeting on April 13, 2016. Additional research will be made by Attorney Jared for items 4030.4.3 and will propose different language for that policy.

Policy 4040 will be placed on hold until the Board finds the proper codes for 4040.1. The Board would like to discuss the election of a Special representative who will participate at the Riverside County Special Districts Selection Committee, following direction of policy 4170.7. This will be added to the following meeting on April 13, 2016.

HARRINGTON/FREEMAN
A motion was made to approve the 4010 Policy with corrections.

Discussion: 4010.1.4 Should read: “Primary responsibility of the Board of Trustees is the formulation and evaluation of policy [and budget].”

4010.1.5 Should read: “Trustees should commit themselves to emphasizing the positive.”

4010.1.7 Should read: “Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions.”

MOTION CARRIED
FREEMAN/HATCH
A motion was made to approve the 4050 Policy as it is presented.

MOTION CARRIED
WELLS/HARRINGTON
A motion was made to approve the 4060 Policy as it is presented.

MOTION CARRIED
WELLS/HATCH
A motion was made to approve the 4100 and 4110 Policy with corrections.

Discussion: 4110 Should read: “The Clerk of the Board of Trustees will sign the Library Board Minutes, certify all resolutions, and [execute] other documents authorized by the Library Board.”

MOTION CARRIED
HATCH/WELLS
A motion was made to approve the 4120 Policy as it is presented.

MOTION CARRIED
WELLS/FREEMAN
A motion was made to approve the 4130 Policy as it is presented.

MOTION CARRIED
WELLS/HARRINGTON
A motion was made to approve the 4140 Policy as it is presented.

MOTION CARRIED
HATCH/FREEMAN
A motion was made to approve the 4150 Policy as it is presented.

MOTION CARRIED
HATCH/WELLS
A motion was made to approve the 4160 Policy as it is presented.

MOTION CARRIED
HATCH/FREEMAN
A motion was made to approve the 4170 Policy as it is presented.

MOTION CARRIED
WELLS/FREEMAN
A motion was made to approve the 4180 Policy with corrections.
Discussion: 4180.1.1 Should read: “Both of these organizations are certified as non-profit corporations..., and will be granted 501 (c)(3) status by the Internal Revenue Service...”

MOTION CARRIED
HATCH/WELLS
A motion was made to approve the 4190 Policy with corrections.

Discussion: Policy 4190.1.1 will be eliminated.

4190.5 Should read: “The Library Director shall forward any Library meetings, event information, conferences, or any upcoming training opportunities as appropriate, on a regular basis.”

MOTION CARRIED
WELLS/HATCH
A motion was made to approve the 4200 Policy as it is presented.

MOTION CARRIED
WELLS/HATCH
A motion was made to approve the 4210 Policy as it is presented.

MOTION CARRIED
HATCH/WELLS
A motion was made to approve the 4220 Policy as it is presented.

MOTION CARRIED
HATCH/WELLS
A motion was made to approve the 4230 Policy as it is presented.

MOTION CARRIED
WELLS/HATCH
A motion was made to approve the 4240 Policy as it is presented.

MOTION CARRIED
HATCH/FREEMAN
A motion was made to approve the 4250 Policy with corrections.

Discussion: 4250.1.2 Should read, “…The recording will be stored in a fireproof vault or in a fire resistant, locked cabinet.”

MOTION CARRIED
HATCH/HARRINGTON
A motion was made to approve the 4260 Policy as it is presented.

MOTION CARRIED

6.4 RFID/EM Security Gates
Discuss RFID/EM Security Gate quotes
Item has been tabled for the following meeting, pending Staff report and request for proposal.

6.5 Installation of New parking lot door
Discuss the parking lot door
Item has been tabled for the following meeting, pending Staff report and request for proposal.

6.6 New Copy machine
Review purchasing and lease options
The Board has discussed the leasing options for a new copy machine.

HATCH/HARRINGTON
A motion was made to lease a new copy machine at a monthly fee of $244.45 ($2,933.40 annually)

MOTION CARRIED

6.7 Collection agency
Discuss the need for a collection agency

HATCH/FREEMAN
A motion was made to cancel contract with Unique Management Services; the Board has re-implemented system of phone calls and emails by Staff to Patron’s
with late items and outstanding fines.

MOTION CARRIED

6.8 Use of Credit Card machine
Discuss the need for Credit Card machine

HATCH/FREEMAN
A motion was made to keep the Credit Card machine
and to require a flat fee of $1.00 per transaction.

MOTION CARRIED

6.9 Centennial Program Planning
Discuss the Centennial Programming

Item has been tabled for the following meeting on April 13, 2016.

6.10 Future Library Site(s)

6.10. a. Discussion of new library site an building
Nothing to report. Combine items 6.10 and 6.11.

6.11 Ad Hoc Committee Reports

6.11. a. Developer Committee

1. Rancho San Gorgonio Development
Attorney Jared has reported that a letter was sent to the city and that he has spoken with
the Community Development Department of Planning Manager concerning a draft EIR.

6.11. b. Friends of the Library
Friends of the Library has postponed its meeting. Following meeting will be on Tuesday, March 15, 2016
at 4:30 p.m.

7. Information/Discussion

7.1 Circulation for February
The February circulation report has been reviewed. The Board would like to discuss “Circulation and Zip books” as an
agenda item, for the following meeting on 13 April 2016.

7.2 Local History Report
The Board has reviewed the local history report and discussed the resignation of Historian Bill Bell.

7.3 Employee of the Month
Item has been removed from the agenda.

8. Administrative Comments:
President Paparian would like to schedule a special meeting for a budget workshop in late May.
Acting Director Delene Gonzales has announced that National Library Week is from April 11th through the 16th; there will be
a Chamber Mixer on April 14th at 5:30 p.m. at the Banning Library.
President Paparian and Trustee Wells will be attending the Sunrise Banning Breakfast on March 16th at 7:00 a.m. Trustee
Hatch will RSVP for the Laura May Stewart anniversary banquet on Thursday, April 7th at 6:30 p.m.

9. Board Member Comments:
Trustee Hatch will email the Board members concerning a California Public Library Association workshop on Saturday,
April 16th. Trustee Harrington announced that there will be a book signing on April 3rd at the Beaumont Library.

10. Last Minute Action Items
None

11. Future Board Items

12. Regular Board Meetings
Are scheduled for the second Wednesday of the month at 4:00 p.m.

Wednesday, April 13, 2016
Wednesday, May 11, 2016
Wednesday, June 8, 2016
Wednesday, July 13, 2016
Wednesday, August 10, 2016

Wednesday, September 14, 2016
Wednesday, October 12, 2016
Wednesday, November 9, 2016
Wednesday, December 14, 2016

13. Adjournment
President Paparian adjourned the meeting at 6:53 p.m.

Attest

Submitted By: Yesenia Ayala

Minutes

Page 4

03/09/2016