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

1. **Call to Order, Pledge of Allegiance, Roll Call**
   5:02p.m. by Kathy Little, Board President
   Board Present: K. Little, M. Lara, W. Ajigbotafe, L. Cousar
   Staff Present: Kevin Lee - District Director, Fernando Morales – Circulation Manager, Christian Tzintzun- Library Assistant

2. **Adoption of Agenda**
   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 – November 13, 2019
   Motion to accept Minutes of November 13, 2019. M/S Ajigbotafe/Cousar.
   Motion passed unanimously.

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

6. **Friends of the Library Report**
   Gae Rusk, FOL President, summarized their recent Board meeting, discussing whether they should continue with their usual annual projects. Unanimously, the Friends decided they wanted to do them all again! The Cabazon Shopping Extravaganza Event netted the Friends $1300. Kevin Lee, Fernando Morales and trustee Wemi Abijobatafe were present at their meeting. Kevin wanted input from the friends about the volunteer program they will be starting at the library. He reported a grant request from the Elks to be partly used to purchase two computers for children’s room. The Oral History Project’s first meeting was December 4th, working with the San Gorgonio Historical Pass Society, Dorothy Ramon group, Gilman Ranch, Maiki, Morongo, and the Banning and Beaumont Libraries. This is a big project involving equipment purchases, interviews, and follow up interviews by all the aforementioned agencies. A meeting is scheduled
for January 2020 for equipment training and interview training. There will be a follow up meeting after all the agencies have gone through the interview training. All the interviews will be in safekeeping at the Banning Library, but it is hoped that through technology the information will be available to the whole world. Gae asked the Board for suggestions of influential Pass people to interview. She reminded everyone that the next night, December 12th, was a presentation by Steve Lecke, a historian from UCR, at the Historical Society Christmas meeting, who would be presenting postcards of the Pass from the past.

7. **Finance Report**
Kevin Lee, District Director, said there was nothing to report but that he was meeting next week with Cindy Byerrum, CPA and Accounting Consultant, to start discussing the mid-year 2020 budget.

8. **District Director’s Report**
Kevin Lee, District Director, reported that the Library will be closed December 24, 25, 31 and January 1 due to the Holidays. The Auditor, David Becker, will be at the next Board meeting to discuss his audit findings. Lee and employee Jana went to the annual Showcase Performers conference in Fontana in order to select performers for next year’s Summer Reading Events. Library Outreach members will now have shirts and tablecloths that make the Banning Library stand out. He talked about several upcoming webinars/conferences he thought would be educational for the Board Members. Cousar asked to be signed up for the “Understanding the Brown Act” to be given in Beaumont. Lee is on the lookout for a school security guard, independent contractor, or staff to monitor the Library premises. A cracked PVC pipe on the north side of the building has been repaired. The rock removal project revealed uneven ground underneath, a safety issue, so that idea is on hold. An exciting digital book program called Sora is being considered which would offer school recommended materials to students. It would be in partnership with Hoffer Elementary and Banning High School and free to the Library. The students would use their own student IDs. The Friends of the Library donated $130 for the Achiever of the Month program, and $500 towards the Gingerbread event. So far, there has been 96 sign-ups and they are trying to add on twenty more for the event. Lee has applied for the $10,000 Maximizing Learning Spaces grant which would help purchase comfortable furnishings that would enhance literacy, reading, learning experiences. A XR Virtual Reality Grant is in the works to purchase headsets, using library computers with their software. The Food for Fines program was a big success, and now Toys for Fines December 8 – 21st is in process. The toys to be given to the Banning Police Department. Included in the Director’s Report was a Staff Report showing November’s Native American display created by Darnise. All the Library statistics for the previous month were prepared and given to the Board. Library Assistant Rebecca, reported that the monthly teen movie was well attended and the two craft programs that involved painting were as well. Little asked about the cancellation of the November 26 program and it was determined
that the staff member who was in charge had called in sick. Historian, Francisco, reported that the cataloging and valuing of the local history books is ongoing and almost complete. Rare and older versions of books in the Library’s general collection have been moved to the history room. The next focus will be scanning rare manuscripts from the Barker Cabinet, and making them available online. The discussion of hosting the Library’s newly cataloged local history books online has begun. Trustee Lara had questions about the schools involvement in Sora. Lee said the schools have to sign off on the Sora project before it would be implemented.

9. **Board Reports and Comments**
9.1 President’s Report
   President Little was pleased to see all the statistics and staff reports as she has a presentation at the P.E.O. this February.
9.2 Trustee’s Report
   None of the Trustees had anything to report.

10. **Unfinished Business**
10.1 Facility Improvement and Renovation Discussion
   The Facility Improvement Committee recognized that the library needs renovating. At last month’s Board Meeting, Chris Tooker from Trenzitions made a presentation to the Board. District Director Lee is asking the Board for their opinion as to having more project manager presentations or be their own project manager. Cousar thought that a second opinion is always good for comparison and Little concurred. Lee had talked to another special library who became their own project manager and just hired an architect. Little asked Lee if he would have the time to take on that responsibility as the library is short staffed. She said she would prefer to have at least one more vendor presentation then talk about being their own project manager, but for the amount of work this project would require she thought it would be too much. Lee felt that having another project manager assess the building renovation would help them make a more informed decision. Little said that three bids were the norm but if Lee could arrange one more presentation then give the Board the name of another vendor who was called but did not respond back that would be adequate. A motion was made to allow District Director Lee to contact at least one more project manager vendor to come before the Board with a presentation. M/S Cousar/ Ajigbotafe. Motion passed unanimously.

11. **New Business**
11.1 Adopting Rosenberg’s Rules of Order for Meetings
   Board President, Little, asked Lee to bring this item before the Board. The author of Rosenberg’s Rules is a judge in Yolo County and the rules are derived from Robert’s Rules but more simplified. Many special districts use Rosenberg’s Rules of Order. The Parliamentary Rules of Order were included in the packet. Currently Robert’s Rules of Order are followed for
all Board meetings as stated in Policy 4260. A motion was made to adopt Rosenberg’s Rules of Order for library Board meetings and allow Policy 4260 to reflect that change. M/S Cousar/Lara. Motion passed unanimously.

11.2 Retention Schedule and Policy Discussion
This item concerns how often library policies are reviewed and Policy 3090 Retention Schedule was last reviewed in 2015. Lee wanted the Board to look at it. Policy 3090 says that some records were to be kept indefinitely, such as all Agendas, and Little thought that was ludicrous, as the Minutes have that information and are kept forever. Lee will research other special district libraries as to their practice on record retention, then talk to the lawyer and bring this discussion back to the Board at the February or March Board meeting. Motion for Lee to research record retention practices and provide feedback to the Board. M/S Cousar/Ajigbotafe. Motion passed unanimously.

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
January 8, 2020  5:00 p.m.

15. Adjournment  5:41 p.m.