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

1. **Closed Session**
   1.1 Public Employee Appointment, Performance, Evaluation, Release – General Counsel Pursuant to Gov. Code Section 54957

   The Report Out on the Closed Session was that the Board received a letter from their Legal Firm requesting a contract resignation ending September 30, 2019. The Board accepted with a vote of three.

2. **Call to Order** 5:16 p.m.

3. **Pledge of Allegiance**
   Kathy Little, Board President

4. **Roll Call**
   Board Present: K. Little, A. Geronimo, L. Cousar
   Staff Present: Kevin Lee – District Director, Fernando Morales – Circulation Manager

5. **Adoption of the Agenda**
   Motion to adopt the Agenda. M/S Cousar/Geronimo. Motion passed unanimously.

6. **Public Comment**
   No public comment.

7. **Consent Calendar**
   7.1 Minutes of the Regular Board meeting, August 7, 2019
   Motion to accept the Consent Calendar. M/S Cousar/Geronimo. Motion passed unanimously.

8. **Consideration of Items Removed from Consent Calendar**
   No items to be removed from consent calendar.
9. **Unfinished Business**

9.1 Amendments to Policy No. 3050 Expense Authorization and Petty Cash Policy (action)
9.2 Amendments to Policy No. 3060 Purchasing Policy (action)
9.3 Deletion of Job Description of Library Operations Manager (action)
9.4 Creation of Policy No. 3045 Cash Handling Policy (action)

A full Board of Trustees was needed to vote on them as they are policies. Motion to table the Unfinished Business Items. M/S Geronimo/Cousar. Motion passed unanimously.

10. **New Business**

10.1 Creation of Policy No. 6060 Gifts and Donations (action)

There isn’t a gift and donation policy in place at this time, so one has been created. Donations that are acceptable, allowing them to be passed on to the Friends or other organizations, and special consideration of donated artwork is covered within the policy. If approved, a courtesy donation form letter will be created and given out at the time of the donation. Even if a donation is valuable, the Library cannot assign a value to it, but the giver can write in the value. This paper trail will help with record keeping. Motion to accept Policy No. 6060. M/S Cousar/Geronimo. Motion passed unanimously.

10.2 Deletion of Policy No. 5120 Paid Time Off (action)

There was two policies with the same number but different titles, the one titled “Vacation Time” had been approved in 2017. Motion to remove Policy 5120 titled “Paid Time Off”. M/S Cousar/Geronimo. Motion passed unanimously.

10.3 Amendments to Policy No. 1020 Adoption, Amendment, Review of Policies (action)
Policy 4260.1 states that the Banning Library should follow Robert Rules of Order which has no two reading requirements unless it concerns a by-law. Policy 1020.2 makes it clear that four affirmative votes by Board of Trustees can pass an Agenda Item. Policy 1020.3 states that packets are to be given out to the Trustees four days before the Board is to meet, and that if first readings are approved, second readings will no longer be necessary, except if required by by-law. Motion to approve Policy No. 1020. M/S Geronimo/Cousar. Motion passed unanimously.

11. Friends of the Banning Library Report
Linda Page, secretary of the Friends of the Library’s handed out flyers and mentioned that the same information was online. She reported that the FOL had three Fundraisers now: the yearly Shopping Extravaganza in which 75% of the ticket price goes back to the FOL, Amazon Smiles which reimburses 5% of all purchases, and Giving Assistant program that has hundreds of participating stores, reimbursing non-profits for purchases made. The "cove" within the library is getting ready to house used books for purchase. Hardbacks will be $1.00 and large quality paperbacks will be 50 cents. The free table is so popular that it has been extended throughout the week instead of just Fridays. The FOLs are supplying books to four places: Boys and Girls Club, Head Start, San Gorgonio hospital with new baby books, and Kids Cure which will also be receiving new books. The FOLs want to start a couple of little free libraries in Poppet Flats and Whitewater. They received two grants recently. The Laura May Stewart trust has awarded them $1500 and the Sunlakes amount is still unknown. In January the FOLs will launch their new logo. They would like to purchase a new case for the Library lobby in the near future and have several first editions to sell during National Library Week.

12. Finance Report
The District’s CPA, Cindy Byerum, was unable to attend the meeting but will be present at the October meeting. District Director, Kevin Lee asked
the Board to submit emails to either he or Cindy if there were any questions about the Finance reports.

13. **District Director’s Report**

Lee announced that Yoselin Saucedo is the new bilingual Library Assistant as of August 1, 2019. Sheria Greene, Children’s Librarian, and John Critten have separated from the Library. Two committees are in place to work on volunteer descriptions and Emergency Management procedures. All employees have completed the Harassment Prevention training. A new design with only 8 digits is in the works for the new Library cards. Patrons will be able to trade in their old cards for a one-time new card. Current Library displays, courtesy of Darnise, are featuring Banned Books and National Hispanic Heritage. There is now a Financial Literacy area by the Circulation desk which has information on credit scores, how to get an apartment, etc. Two staff members will be able to attend the California Library Association Conference October 24-26, 2019. The Board is invited to attend as well. The new website now has a District map, proctor services, and Conference Room information. The District has decided to join the Halloween Fest that City Hall hosts each year. Lee and Morales are attending a Homelessness Summit September 12, 2019. Board President, Little, said she planned to go also. A Quality Start Riverside County Celebration on October 12, 2019 will also be attended by Lee and Morales since that organization has been so generous to the Library. Seven ballasts were fixed. The patron furniture throughout the Library is being evaluated for replacement. Little voiced how old some of the furniture is, some of it dating back to her childhood. She also remembered plans to update the Teen room had been talked about several times in the past and needs to be brought back. Morales said he has all he needs to start updating all the public computers, if time permits. Director Lee has been awarded the Dementia and Alzheimer kits grant, which will be available for check out, and will include contact facilities and additional resources. Another grant is still pending, the Mental Health and Wellness book kits for Children and Adults. California State Library is offering these grants to libraries so that the public will have access to the information and materials in a safe environment. The Library website will have all the information on these kits, and may post it on social media.
Trustee Cousar suggested they share the program with the SunLakes Community, and Lee said he would look into it.

14. **Board Reports and Comments**
Geronimo talked about his time at Stagecoach Days. Little inquired about the FOL changing their meeting days, which could conflict with the book club meeting. Linda said they will just plan for the third Tuesday at 4:30 p.m. for September.

15. **Last Minute Action Items**
No last minute items.

16. **Agenda Items for Future Agendas**
No items for future Agendas.

17. **Next Regular Board Meeting**
October 9, 2019 at 5:00 p.m.

18. **Adjournment** 6:00 p.m

The foregoing minutes are approved by the Board of Trustees on __/19__, 2019.

Alex Geronimo, Board Secretary