MINUTES

MEETING OF THE BOARD OF TRUSTEES
Wednesday, April 11, 2018
Banning Library Conference Room
21 W. Nicolet
Banning, CA 92220

1. **Closed Session**  3:30 P.M. - 3:55 P.M.

   1.1 CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION
   (Pursuant to Government Code Section 54956.9 (d)(1)

2. **Open Session - Call to Order**  4:02 P.M.  
   V. Hatch

3. **Pledge of Allegiance**

4. **Roll Call and Establishment of Quorum**
   Board Present -  V. Hatch, K. Little, D. Harrington, J. Santa Cruz Alonso, M. Rose
   Board Absent –
   Staff Present – D. Rodriguez

5. **Report from Closed Session**
   Issues Reviewed. No action taken.

6. **Community Comment**
   No community comments.

7. **Minutes of the Board**

   Minutes of the Board Meeting of March 7, 2018
   Motion to accept with correction on page 2. M/S by Hatch/Cruz. Motion passed
   Unanimously.

   Minutes of Special Board Meeting of March 27, 2018
   Motion to accept. M/S BY Hatch/Cruz
8. Board Items – Discussion/Action

8.1a Historian Report and Proposal to Establish a Program to Manage
Photographs owned by Riverside County (Gilman Ranch)

Bill Bell, staff, discussed his discovery of the McCullough photograph negatives while serving on the Gilman Ranch Hands Board in 2015. Banning Library Board purchased a scanner so he could scan 928 negatives of which 300 or so he would like the library to have access. Dan Rodriguez, Interim Library Director, has set up a meeting with Gilman Ranch personnel. Originally Bell signed an agreement with Keith Herron, Chief of Riverside County Historical Resources, now retired. Ideally Bell would like the library to own these photographs so that the public would have access to them. The President of the Riverside Historical Commission, Antone Pierucci, has requested a flash drive of the scanned negatives that he can share on his Facebook site. Written authorization to own the rights to these negatives or written authorization to use the negatives needs to be determined. Rodriguez suggested they watermark the photos with “Courtesy of Riverside County, Banning Library District” and possibly a copyright will need to be obtained.

8.1b National Library Week Program Announcements and Discussion.

Motion to move National Library Week Program Announcements before item 8.2. M/S by Little/Harrington. Motion passed unanimously.

Bill Bell, staff, presented the board with the latest update for the debut of the Antiquarian and Estate event on Thursday April 12, 2018. This event has been carefully planned and organized by the Friends of the Library and in particular Gae Rask and Linda Paige. A new PA system has been installed. The event will open at 3:00 P.M. for browsers. Due to an inaccurate reporting of the event date in the local newspaper, a banner is in place in front of library with actual date. There will be a silent auction, food, champagne and sparkling cider. Interim Library Director, Dan, will be the MC and wear a tuxedo. This event is to become an annual fundraiser. Cruz complimented the Friends for all their hard work. Dan complimented all the people who made donations.

Cruz asked about what else was going on for National Library Week. Dan explained that flyers are on display for all the special children’s events during national library week kicking off with an Essay Contest “I love my library because..”, and closing with an Animal Magic show on Saturday April 14.

8.2 Presentation, Acceptance and Receipt of Annual Audit Report by Powell & Spafford, Inc. – Mr. Patrick D. Spafford including MD&A Report (For Distribution at Time of Meeting)

Tabled to next meeting.
8.3 Discussion and Possible Action to Accept Proposal from Mr. Gary Stanfield for Annual District Insurance Program (For Distribution at Time of Meeting)

Dan explained the proposed annual insurance rates. There will be a $507 increase in the Commercial Property & General Liability due to multiple California disasters in 2017. Little stated she thought the increase was reasonable. The quote on Worker’s Compensation is not ready yet. It is estimated that it could be up to $3,500, an increase over last year’s $3,265. Policy coverage for volunteers remained the same. M/S by Little/Rose to accept estimate with a cap not to exceed $14,000. Motion passed unanimously.

8.4 Discussion and Possible Action to Adopt a Capital Improvement Project within the Young Adult Section of the Library

As a result of March Board meeting’s tour and discussion of the Young Adult Section and staff input, Dan Rodriguez proposed the following improvements:

- Remove posters to encase wiring for computers, and hang Reader Board which is already owned by library
- Purchase long computer table to hold additional public computers with space to charge personal laptops/smart phones
- Shelving and furniture is old, has not been treated and needs to be replaced
- New paint
- Better lighting

No estimates have been made yet.

Further discussion lead to the issue of the public photocopier being difficult to operate, high maintenance and unable to print in a timely fashion. Copier needs to be reprogrammed to decrease wait time. An additional copier is needed. Concrete wall behind current copier is unsightly with old leftover postings, etc. and needs new treatment.

Study Room needs to have boundaries in place in regards to tutors waiting for students that never show or having a time limit enforced for use of study tables. Rodriguez thought that signs informing tutors of the rules should be considered. Cruz suggested that tutors make a reservation for a table and abides by the time allotted.

Little expressed that installing the electrochromic windows in the children’s area needs to move ahead and be completed before summer. This project should have the highest priority as it affects the AC and Heating utility expense. Rodriguez said it was also a safety issue, in that the heat blazed through the windows and the glare made it hard to see at the checkout desk. Most of the Board thought that the Young Adult Area and windows were top priority.
Little suggested that the Board make time to have an organizational meeting to come up with a project priority plan and monetary report to start the process on many of these improvements. The Board Workshop on Capital Improvements has been scheduled for Wednesday, May 9 at 4 P.M. Rodriguez will provide an expense report for the different projects at the meeting.

Rodriguez commented on the need for more Young Adult programs as the library is an afternoon hangout.

8.5 Discussion and Possible Action to Adopt a Weeding Policy Program for the Library
Dan introduced the Crew Method; A Weeding Manual for Modern Libraries composed by the Texas State Library and Archives Commission in Austin, Texas. Many libraries all over the country use this method for weeding surplus or outdated library materials. In addition, Blanca, staff, recommends using the Core Collection Manual to supplement decision making. Motion to accept and move forward with the Crew method as a basis for weeding and to reference the Core Collection by Hatch/Little. Motion passed unanimously.

9. Interim Director’s Report and Administration Comments
Dan Rodriguez, Interim Library Director, announced that flyers to distribute to the schools and calendars for the Summer Reading Program will be available soon. There is a reading program scheduled for one of the local Head Start on Wednesday, April 18, 2018. Plans have been made for staff to visit kindergarten, first and second grade classes. Dan announced that the First Five Group will start soon.

At the last Board meeting an interest was expressed to see a map that covers all of the Banning Library District. Rodriguez presented the Board with a colored LAPCO map of the area that the library once served or still serves. In the near future the map will be enhanced with street names and more aerial features. This visual tool will help with the redistricting and division decisions.

10. Board Member Comments
No items presented.

11. Last Minute Action Items
No items presented.

Listing of Pending and/or Work in Progress Items – (Some Items may be included in the Interim Library Directors Report)
Parking Lot Maintenance and Improvements
Hiring of a Library Director and Children’s Librarian
Design of a 2018 Capital Improvement Plan
Design of Salary Wage Scale and Salary Survey
Proposal for a Policy for Permanent Maintenance of Emails and Other Data of Previous Employees
Development of a Fee for Rental of Library Space(s) by For Profit Organizations
District Long Range Financial Plan, Nexus Study and Impact Fees
Proposal to Provide for Notary Public Services at the Library
Volunteer Services Program for Acceptance of Book Donations
Earthquake Preparedness Plan
Development of Emergency or Awareness Plan for Acts of Violence
Proposal to Provide for Notary Public Services
CIPA Compliant
Summer 2018 Reading Program
Development of Evacuation Program with Appropriate Signage

12. **Next Three Month Scheduled Regular Board Meeting Calendar**

   Wednesday, May 2, 2018
   Wednesday, June 6, 2018
   Wednesday, July 11, 2018

13. **Adjournment** – 5:15 P.M.