MINUTES
MEETING OF THE BOARD OF TRUSTEES
Wednesday, August 2, 2017
Banning Library Conference Room
21 W. Nicolet
Banning, CA 92220

1. Closed Session: 3:33 – 3:57 P.M.

1.1 Potential Litigation (Exposure to District) – Pursuant to Gov. Code sec. 54956.9(d)(2): Claim of Butler
1.2 Potential Litigation (District Initiating) – Pursuant to Gov. Code sec. 54956.9(d)(4): One Matter

2. Open Session – Call to Order: 4:04 P.M. V. Hatch

3. Roll Call and Establishment of Quorum
Present - V. Hatch, S. Russell, K. Little, D. Harrington
Absent – J. Santa Cruz-Alonso

4. Pledge of Allegiance

5. Report from Closed Session
Two items reviewed. Nothing to report.

6. Community Comment
No members of the community present.

7. Minutes of the Board
Meetings of the Board on Wednesday, May 3, 2017, May 24, 2017, June 14, 2017, June 28, July 5 and July 26 are being reviewed with one or more of those listed, may be read and approved on August 2, 2017.

These were not ready for review. Tabled until next Board meeting on September 6, 2017.

8. Board Items – Discussion/Action

8.1 Second Reading of Proposal to Adopt a Policy for the Establishment of a Reserve Account for the Banning Library Special District
Motion to adopt was M/S by Little/Harrington. Motion passed unanimously.

8.2 Proposal for Library Maintenance Custodian Position
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This item was discussed. Tabled until September 6, 2017 meeting.

8.3  Presentation and Discussion Regarding the Development, Processes and Adoption of an Employee Salary Range and Scale for the District
Discussion
Interim Director Rodríguez presented samples of employee salary and pay scales. Board reviewed information. Next step is to revise the job descriptions. Rodríguez will work with Paychex to create these for Library employees.

8.4  Introduction and Discussion Regarding - TLC Automation System' for Libraries
Discussion
Board member Russell presented the Board with copies of system description. She recommended we consider this system for the library. No action taken.

7.5  Introduction and Discussion Regarding Establishing of a “Weeding Policy” for the Library District
Discussion
Rodríguez presented the Board with a “Weeding Policy” based on the “CREW” method. The recommendation was to adopt this process and add to our policy manual. Motion to adopt was M/S by Little/Russell. Motion passed unanimously.

8.  Interim Director’s Report and Administration Comments
Verbal
Rodríguez presented a report compiled by Bill Bell, local historian.

9.  Board Member Comments
Hatch shared information she read from another state where the library provide free meals for their community.
Russell strongly encouraged all Board members and library staff to attend all or a portion of the upcoming CLA conference, November 2-4, 2017, in Riverside.

10.  Last Minute Action Items
No items.

11.  Pending Items for Next Meeting
Review of Financial Reports including End of Year Fiscal Report
Begin the Development of a 2018 Calendar Capital Improvement Plan for the District
Update and Report on the Human Resources Processes
Progress Report on Development of a District Safety Manual

12.  Next Three Month Scheduled Regular Board Meeting Calendar
Wednesday, September 6, 2017
Wednesday, October 4, 2017
Wednesday, November 1, 2017

13.  Adjourned – 5:08 P.M.

Minutes prepared by Kathy Little, Board clerk