MINUTES
MEETING OF THE BOARD OF TRUSTEES
Wednesday, December 6, 2017
Banning Library Conference Room
21 W. Nicolet
Banning, CA 92220

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the administration office at (951) 849-3192. Notification 72 hours prior to the meeting will enable the library to make reasonable arrangements to ensure accessibility to this meeting.

1. **Closed Session** - 3:45 P.M. - 4:10 P.M.
   1.1 Potential Litigation (District Initiating) – Pursuant to Gov. Code sec. 54956.9(b)(4): One Matter

2. **Open Session – Call to Order** - 4:12 P.M.  
   V. Hatch

3. **Pledge of Allegiance**

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

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

6. **Community Comment**
   No community comments.
7. **Minutes of the Board**

Minutes of March 8, 2017, April 5, 2017, September 6, October 4, 2017 and November 1, 2017 are being reviewed and prepared for the meeting of December 6, 2017.

Motion to accept as presented. M/S by Russell/Santa Cruz-Alonso. Motion passed unanimously.

8. **Board Items – Discussion/Action**

8.1 **Local History Report and Report on the “Annual Meeting of the Friends of the Library” by Local Historian, Bill Bell**
Bill Bell, Local Historian, presented his written report and explained the on-going research of the origin on the “White Christmas” writer. Bill Bell was praised for his report and its success by the Board.

8.2 **Review of Financial Reports as Presented by Gwen Rose, Bookkeeper and Dan Rodriguez, Interim Library Director**
Gwen Rose, BLD Bookkeeper, thoroughly summarized the Financial reports to the Board. Rose summarized the Banning Public Library financial position and activity vs. actual budget statements.

Motion to accept Financial Statement as presented. M/S by Santa Cruz-Alonso/Russell. Motion passed unanimously.

8.3 **Work Shop and Presentation Regarding Salary Survey by Mr. John Ruiz, H.R. Consultant, with Discussion and Possible Action by the Board of Trustees**
Dan Rodriguez, Interim Director, introduced John Ruiz as a consultant who discussed reason for a possible revision of the identifications of positions, titles, and job descriptions. John Ruiz, Human Resource Consultant, explained the analysis of the salary survey and focused on comparisons between self-governed Libraries. The salary survey contained data of seven Public Library agencies that were located within Riverside and San Bernardino. Ruiz explained that the survey found that most of the District classifications were below average of other agencies. Ruiz provided the Board the following recommendations:

- Salary adjustments over a period of time
- Increase the salaries to offset the percentage difference
- Partial salary adjustment
- Adjust the salary based on the size of comparison agencies

Rodriguez adds that the presentation is a work in progress for a potential proposal for the Board in the future with budget adjustments. The proposal can potentially be adopted in late June or July of 2018.
8.4  **Staff and Consultant Presentation Regarding Long Range Planning, Financial Planning, Five-Year Capital Improvement**

Lyn Gruber, consultant and partner of Koppel & Gruber Firm of Public Finance, presented a PowerPoint in regards to revenue options for the Banning Library District. Gruber presented revenue options as noted:

- Annual taxes
  - Parcel Taxes
  - Community Facilities (Mello-Roos)
- New Development
  - Development Impact Fees

Rodriguez mentions the Nexus study that is associated with the Master Plan, and suggested to present the Nexus study for the next meeting. Rodriguez provided a 2007 Twenty-Year Master Plan for the Library that contains essential history in order to make future contributions and revisions to the plan. Hatch notes that there was an addition of a “Strategic Plan for BPLD” in May 2010 which signifies that there is a filed addendum that consists of achieved goals and other material. Rodriguez noted that discussion of the Master Plan and Nexus study will continue next meeting.

Rodriguez added that the Library was visited by the grand jury members, a few weeks prior. Rodriguez noted the Library savings account contains about $600,000, which could potentially be used for a Capital Improvement Plan. He continued to explain that the funds can provide a benefit to the Library by utilizing it for investment to build interest and apply a Five Year Capital Improvement Plan to restore and expand the Library. Rodriguez provided a draft of a Five Year Capital Improvement Plan that can possibly be used as reference.

8.5  **Proposal to Amend Policies of the Board of Trustees Policy No. 5120: Vacation Leave; Policy No. 5125: Sick Leave and Policy No. 5130: Bereavement Leave**

Motion made to accept all three policies. M/S by Russell/Santa Cruz-Alonso

8.6  **Review, Discussion and Possible Action Regarding the Position of the Library Director**

Rodriguez notes that the Children’s Librarian position is being advertised on the Banning Library website, CLA, Library Association, and a “Jobs Available” publication. Russell mentions that the INALJ (I Need A Library Job) can be used as an additional employment site for postage.

Rodriguez presented a recommended process for the hiring of a Library Director by first establishing the job descriptions and following up with the hiring methods. Rodriguez noted that the job will be advertised nationally on multiple newspapers, employment sites and Library towns. Russell provides a draft of job descriptions for the Library Director position to Rodriguez, in hopes that it could speed up the hiring process.

8.7  **General Discussion Regarding the 2017 California Library Association Annual Conference and of New and Innovative Technology, Programs and Activities**

Tabled to next meeting due to limited time.
8.8 Continue Tour of the Library by the Board of Trustees with Open Discussion Regarding Operations, Maintenance, Improvements and Long Range Plans
Tabled to next meeting due to limited time.

9. **Interim Director’s Report and Administration Comments**
Dan Rodriguez distributed Fernando Morales’ report and mentioned potential class visits at the Banning Library District. Rodriguez informed the board of a possible 75 headcount visit for the month of December that will be broken up into two groups, making it two consecutive visit days.

10. **Board Member Comments**
Santa Cruz-Alonso shared that she attended the Friends of the Library meeting, but was unaware that she attended as a Board member. She also noted that the Friends of the Library expected other members of the Board to attend their annual meeting. Santa Cruz-Alonso shares the importance of showing support to the Friends of the Library by attendance. She added that the Tour of the Library should become a priority for the next meeting and stressed the importance of the Board to be familiar with the Library. Board agreed to move next Board meeting to January 10, 2018.

11. **Last Minute Action Items**
No items Presented.

12. **Listing of Pending Item**
Parking Lot Maintenance and Improvements
Hiring of a Library Director and Children’s Librarian
Design of a 2018 Capital Improvement Plan
Establishing of a “Weeding Policy” for the Library District
Proposal a Policy for the Permanent Maintenance of Email and Other Data of Previous Employees
District Long Range Financial Plan, Nexus Study and Impact Fees
Proposal for Position of Librarian II and Review of Organizational Chart
Volunteer Services Program of the Library Policy
Friends of the Library Process for Acceptance of Book Donations
Earthquake Preparedness Plan
Summer 2018 Reading Program
Memorandum of Understanding (MOU) by and Between the “SCIENCE EXPERIENCE, INC.” and the Library Board of Trustees
Participants in SDI Program for the Employees of the District
Installation of New Fire Alarm and Intrusion Alarm Control Box
Development of Evacuation Program with Appropriate Signage
Installation of New Metal Monument Sign

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

   Wednesday, January 10, 2017
   Wednesday, February 7, 2018
   Wednesday, March 7, 2018

14. **Adjournment** 6:01 P.M.