MINUTES
MEETING OF THE BOARD OF TRUSTEES
Wednesday, February 7, 2018
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 3:30 P.M. - 4:15 P.M.

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

3. Pledge of Allegiance Victoria Hatch

4. Roll Call and Establishment of Quorum
Board Present- V. Hatch, K. Little, D. Harrington
Board Absent- J. Santa Cruz Alonso
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 March 7, 2018.)

Minutes of the Board for the Meeting of January 10, 2018
Motion to accept as presented. M/S by Little/Harrington. Motion passed unanimously.
8. Board Items – Discussion/Action

8.1 Continue Tour of the Library by the Board of Trustees with Staff
(Tour may include but not limited to Structural Maintenance, Capital
Improvements, POD System Checkout, Security of the Collection,
E-Books and the various Divisions)
Tour was focused in the children’s area, where many innovations have been made. Dan
Rodriguez, Interim Library Director, mentioned the new door installation that will soon
be in the process of electrical and painting maintenance. Rodriguez noted the current
improvements within the children’s area that create a more conducive space for the
public. Improvements include new visible signs for doors, restored shelf space, additional
computer use, and development of children programs for more interaction. Rodriguez
mentioned possible capital improvement plans that involve restored carpentry and paint
services that will require proper sanitation. Kimberly, Children's Program member,
presented an insight of children activities and programs to the Board. She mentioned the
programs have become a success in attendance from the local community. Kimberly
noted that the programs and activities provide children with educational entertainment
and prize incentives for interaction. The Board of Trustees praised the Children’s
Program success and development.

8.2 Review of Financial Reports by Gwen Rose, Bookkeeper
and Mid-Year Budget Review as well as Introduction to the
2018-2019 Fy Budget Preparation Process by Dan Rodriguez

Gwen Rose, Bookkeeper, presented the financial reports for the Board of Trustees. In
addition, Rose summarized the mid-year budget review in detail and assured the Board
that finances are in order. Harrington questioned the Friend’s account that is linked with
the Library’s account. Board decided to raise the issue for next meeting with the auditor
to potentially remove Checking Friends under the statement of financial position of
assets. Hatch noted that there should be a separation between the non-profit organizations
to maintain clarity.

Motion to accept the audit of Financial Report. M/S by Little/Harrington. Motion passed
unanimously.

8.3 Presentation, Acceptance and Receipt of Annual Audit Report by
Powell & Spafford, Inc. – Mr. Patrick D. Spafford including
MD&A Report
Item tabled to next Meeting of the Board.

8.4 Discussion and Possible Action Regarding adopting a Memorandum
of Understanding with the Science Experience Organization
Dan Rodriguez introduced a completed draft of an MOU that requires further approval
from the STEM organization. Rodriguez explained that the MOU provides a general
understanding of the operation that has potential for future formal agreement. The Board
praised the training components of the organization and are looking forward for
partnership. Little suggested to reintroduce the topic containing official changes for
further review and approval from both partners.
8.5 Discussion and Possible Action to Amend Board of Trustees Policy
Number 1020 – Adoption/Amendment/Review of Policies; Policy
Number 1050 - and Continued Discussion and Possible Action Regarding
the Sale of two Paintings Through Consignment and Review of Processes
of Authority
Discussion was made in regards to the proper disposal of surplus property and the
possible amendment made for Policy 3085. Dan Rodriguez proposed a possible solution
for the value process of art by utilizing an expertise. Rodriguez recommended an
amendment proposal in addition for Policy 3085.4 to the Board. Rodriguez explained that
the addition will allow the Board to decide if a professional appraisal is necessary to
value items. Andrew Jared, Legal Counsel, noted that ownership of the paintings belongs
to the Board of Trustees of the District. Jared explained that the new policy proposed will
provide clarification towards the process of sale. Jared noted that the modified policy will
have a separation of a general collection for Board possession and circulation collection
for loan. Little recommended to add the word “Circulation” reading, “Library's
Circulation Collection,” under Policy 3085.2 and 3085.2.1 for more certainty.

Motion to present Policy 3085.4 for introduction and authorize Dan Rodriguez to
reintroduce Policy 3085.2 for review. M/S Little/Harrington. Motion passed
unanimously.

8.6 Discussion and Possible Action to the Development and Uses of
Ordinances, Resolutions, Proclamations and Minute Actions by the
Board of Directors
Dan Rodriguez verbally introduced the benefits of the uses shown above. Rodriguez
explains that the Board has the ability to create ordinances for property regulation. He
continued to mention that resolutions will provide the Board with potential authority for
policy amendments. Andrew Jared added an additional option to enforce the trespassing
issue with the Local Police Department. Jared explained that the Board can issue a
“Letter of Agency” that will provide the Banning Library with City protection after
hours.

8.7 Discussion and Possible Action for the Development of a Rental Fee
for Costs Reasonably Borne and Application Process for the use of
the Board Meeting Room
Dan Rodriguez presented a discussion for a proper process of the Board meeting room.
Rodriguez explained that constant use of the room prevents patrons from utilizing the
Friends of the Library services. He proposed a development of an application process for
both non and pro profit groups to have appropriate guidelines and regulations.
Application processes will provide the Library with efficient background and liability of
organizations. Little noted to make an addition of the Three Tier and vetting verification
for the proposal. Hatch commented that the vetting portion would be an excellent
addition for the application process. Rodriguez will provide the Board a written proposal
for the following meeting.
8.8 Discussion and Possible Action Regarding the Joint Planning for the Upcoming National Library Week Program with the Friends of the Banning Library and Adoption of Resolution in Support of National Library Week
Gae Rusk, member of the Friends of the Banning Library, presented the possibility of combining services into one week event. Rusk feels that providing the additional event to the community will be more effective and efficient for both the public and Library. Rusk mentioned the possible plans of a Champagne Party and Antiquarian sale that will be offered at the Banning Library on April 12, 2018. Rusk noted that donations will be reviewed for further sales; values on items are still in process. Every Friday mornings at 9:15 A.M., an organized meeting is open for Board members and staff for discussion of progress contributions. Rusk mentioned that media advertisement for the event is first priority to have more exposure. Hatch mentioned that she will be making an effort to attend future meetings. Rodriguez commented on a possible resolution that will be presented in the following Friday meeting for further approval.

8.9 Progress Report and Continued Discussion and Processes for the Acceptance of Donated Books and other Materials by the Library and in Concurrence with the Friends of the Library
Rodriguez announced to the Board that the process is still under development, but nevertheless the current innovations are a success. He also mentioned that the donation regulations are currently in progress.

8.10 Discussion and Possible Action to Accept Proposal for Needed Repairs to the HVAC Duct System of the Library and that the Recommended Funding Source is that of the Project Account
Rodriguez mentioned that there has been overdue maintenance completed within the Library. He added that the roof and drains were filled with water and debris, which are now fully restored. Rodriguez noted that the air conditioning maintenance introduced an additional issue with existing perforations to some of the ducting. Rodriguez provided the Board with an estimation of funds required for repair.

Motion to accept the Proposal from Russell’s Heating & Air Conditioning in the Amount of $6,375.00 and that the Funding Source for this Project is that of the Project Fund. M/S by Little/Harrington. Motion passed unanimously.

8.11 Discussion, Review and Possible Action to a Proposal from the Firm of Koppel & Gruber for the Purposes of the Development of Current and Future Planning for the District
Rodriguez summarized issue for the Board, in regards of a complete District map development that provides district boundaries. Issue was reviewed by the Board. Hatch praised the Koppel & Gruber presentation and believes that the Board should move forward for further development.

Motion to accept the Proposal from the Firm of Koppel & Gruber for the development of a GIS Map for the Banning Library District in the Amount of $6,500.00 and that of the Funding Source for this Project is that of the Project Fund. M/S by Harrington/Little. Motion passed unanimously.
8.12 Discussion and Possible Action Regarding the Banning Library District
Providing for Notary Public Services for Citizens of the Banning Community
Dan Rodriguez presented a Notary Public that provides their services for the Library. He mentioned that the Notary Public can be an addition to the Library. Harrington recommended on providing additional detail from the service that could potentially be an amenity that the Library supports. Board decided to table issue to next meeting.

8.13 Election of Officers for the Position of President and Position of Clerk of the Board and Establishment of Policy to Conduct Elections
Item tabled to next Meeting of the Board.

8.14 Board of Trustees Propose to Authorize Dan Rodriguez, Interim Library Director, to Proceed with Board Public Vacancy Notice.
Discussion was made within the Board to begin announcing the vacancy and allow for qualified applicants to file an application for appointment by Board of Trustees. Review of Applicants leading up to an Appointment may be done in several ways.

9. Interim Director’s Report and Administration Comments
Dan Rodriguez, Interim Director, presented a discussion in regards to the Annual Library Report and the weeding program that will be introduced next meeting. Rodriguez mentioned the Bibliotheca company development for a security system of books. Bibliotheca provides stickers that secure and decrease book theft. Rodriguez presented the resignation of Sandra Russell, Board of Trustees member, as of February 5, 2018. Plans will be made to conduct appointments within the next 60 days. Hatch proposed a development of a redistricting process.

10. Board Member Comments
Harrington recommended to expand on the publicity for the Banning Library. Harrington feels publicity will provide additional exposure of the productive innovations in the Library.

11. Last Minute Action Items
Motion to add 8.14 to the agenda after the posting of agenda. M/S by Harrington/Little. Motion passed unanimously. See Board Item 8.14

12. 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
Establishing of a “Weeding Policy” for the Library District
Design of Salary Wage Scale and Salary Survey
Proposal for a Policy for the Permanent Maintenance of Emails and Other Data of Previous Employees
District Long Range Financial Plan, Nexus Study and Impact Fees
Proposal to Fill 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
CIPA Compliant
Summer 2018 Reading Program
Memorandum of Understanding (MOU) by and Between the “SCIENCE EXPERIENCE, INC.” and the Library Board of Trustees
Participation 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, March 7, 2018
   Wednesday, April 4, 2018
   Wednesday, May 2, 2018

14. **Adjournment** - 6:11 P.M.