MINUTES

MEETING OF THE BOARD OF TRUSTEES
Wednesday, January 10, 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 - 3:45 P.M. - 4:15 P.M.

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

2. Open Session – Call to Order ≈ 4:20 P.M. Victoria Hatch

3. Pledge of Allegiance

4. Roll Call and Establishment of Quorum
Board Present- V. Hatch, S. Russell, K. Little, J. Santa Cruz-Alonso
Board Absent- D. Harrington
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 March 8, 2017, April 5, 2017, September 6, October 4, 2017 and November 1, 2017 are being reviewed and prepared for the meeting of February 7, 2018.)

   Minutes of the Board 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, had the opportunity to present his written report to the Board of Trustees. Bell shared his contribution of a current project with the Friends of the Banning Library. Bell continues to mention that the project consists of organizing donation inventory and sorting them based on value.

8.2 **Discussion and Possible Action Regarding the Sale of two Paintings Through Consignment and Review of Processes of Authority**

Andrew Jared, Legal Counsel, was phoned within the meeting for open discussion regarding the Policy of Sale of District Property. Rodriguez mentions the disposal of property must follow a particular process in order to follow government codes as shown:

- Policy - Sale of District Property
- Identification and Authentication of Ownership
- Agendizing Sale of District Property
- Possible Posting and Advertising
- Proceeds from Sale of Property
- Appraisal and Price Setting
- Contracting Requirements

Rodriguez shares that the policies will be revisited and revised before any sale is made. Bill Bell adds that the offer by the Gallery for the two paintings was made in the third week of December. Bell mentions that the buyer remains firm on the purchase and is waiting for further action from the modified Policy. Discussion was made in regards to whom should the funds be distributed to. Jared suggested to amend the Policy 3085 - Disposal of Surplus Property, due to the original Policy not being followed in October. Jared explained that the current Policy only applies to obsolete materials, such as books and computers. The Board decided to revise Policy 3085 under the section of “Disposition of Used Books and Other Items from the Library’s Collection” in order to extend proper disposal of additional items. Rodriguez shares his development of the modified policy and plans to present it in the next Board meeting.

8.3 **Open Discussion Regarding the Joint Planning for the Upcoming National Library Week Program with the Friends of the Banning Library**

Tanya Macarewich, President of the Friends of the Banning Library, provided the Board with potential plans for the National Library week event, titled “Libraries Lead.” The National Library Week will occur on April 8, 2018 through April 14, 2018. Macarewich, continued to discuss as follows:

- Event will hold the Annual Meeting of the Friends
- Champagne reception on April 12, 2018/Antiquities Silent Auction
- Advertisement for event/Newsletter by February
- Friends Book Sale/memberships/Scholarship booth
- Books purchased for graduating Head Start Students
- Scholarship for Banning High School’s graduating senior

Macarewich adds that the Scholarship is still open for discussion due to this year’s shortage of donations. Rodriguez shares that with support of the Board, the program can
become a prosperous event. Rodriguez provides various ideas for the Board to consider to contribute with the Friends as shown:

- Review American Library Association
- Host Library events for Community
- Promote event
- Grant amnesty from library fines within celebrated week
- Survey teachers for favorite library book
- Sponsor guest speaker
- Develop a “Joint Resolution” of support

Rodriguez adds that these contributions can potentially bring the community together by developing a welcoming environment. Rodriguez will provide a Joint Resolution for the Board, scheduled to be presented in the next meeting for their approval. Little suggested to present the Joint Resolution at the School Board meeting, City Council, and local Schools. The Board decided to present the Joint Resolution to the City Council for efficient exposure.

8.4 Open Discussion for Promoting Joint Efforts with the Friends of the Library and to a Joint Processes for the Acceptance of Donated Books and other Materials

Rodriguez provided a Memorandum that allowed the Board to discuss in regards of authority within the new process for the collection of funds from sale items from the Friends Bookstore. In addition, Rodriguez mentions the written draft of the process for donated items will soon be revised so that it could potentially be adopted by the Board. Rodriguez shares his appreciation for Russell’s support in providing a guide for the organization. Discussion was made to review receipt availability and the acceptance of donation procedures. The Book/Materials Donation Guidelines will continue to be revised to allow the Board to review and adopt the final draft in the next meeting.

8.5 Discussion and Possible Action to Accept and Receive a Donation from the Friends of the Banning Library for the Purposes of Offsetting the Costs Involved for the Installation of New Doors to the Children’s Area of the Library.

Agreed amount of donations was discussed and settled between the Board and the Friends of the Banning Library.

Motion to accept the donation of $2,000. M/S by Little/Russell. Motion passed unanimously.

8.6 Discussion and Possible Action to Enter into a Program Contract with E-RATE Technologies to Enhance Technology Services and Programs For the Library

Dan Rodriguez introduced a possible partnership with an E-rate consulting firm that provides digital services to the libraries. Rodriguez mentioned one of the requirements include becoming a part of SEPA through the Federal Government. Rodriguez discussed the beneficial factors that the E-rate program can provide for the library in the following:

- Secure essential funding for new endeavors
- Provide a digital documentation retention management solution
- Assist in funds for internet/network upgrades
• Provides various discounts for Library purposes

Rodriguez informs the Board that cost estimates will be provided by the consulting firm, for further review of the Board in the following meeting. Little praised the E-rate district program and suggested to compare the effectiveness of other E-rate users within their libraries.

8.7 Review of Policy Number 1020 – Adoption/Amendment/Review of Policies; Proposal to Amend Policies of the Board of Trustees Policy No. 4100:
Board President; Policy No. 4110: Board Clerk

Dan Rodriguez provided a summary of both Policies and review was made by the Board.

Motion made to adopt Policy. No. 1020 with the amendment of Section 1020.3. M/S by Russell/Santa Cruz-Alonso

Motion made to approve Amending Policy No. 4100 Board President by the addition of Section No. 4100.3 as presented within report. M/S by Little/Russell. Motion passed unanimously.

Motion made to approve Amending Policy. No. 4110 Board Clerk by the addition of Section No. 4110.3 as presented within report. M/S by Little/Russell. Motion passed unanimously.

8.8 Election of Officers for the Position of President and Position of Clerk of the Board and Establishment of Policy to Conduct Elections

Board decides to table further action to next meeting due to the Board Member absence of Donna Harrington. Discussion was made to amend Policy No. 1020 - Adoption/Amendment/Review of Policies Section 1020.4 in Series 4000, Board of Trustees.

8.9 Continue Tour of the Library by the Board of Trustees with Open Discussion Regarding Operations, Maintenance, Improvements and Long Range Plans (If Time Permits)

Tabled to first item for the next meeting at 3:00 P.M.

9. Interim Director’s Report and Administration Comments

Dan Rodriguez, Interim Director, introduced Bill Souder to present a rough draft of the Memorandum of Understanding between the Banning Library District and The Science Experience. Bill Souder, Director, presented various science demonstrations to the Board of Trustees. Souder proposes to provide scientific programs and activities for the Community of Banning by utilizing the STEM Concept of Education. Bill Souder continued to discuss the partnership contributions from both the Library District and The Science Experience. Rodriguez closed the discussion by mentioning that the complete draft of the Memorandum of Understanding will be presented the following meeting.

Rodriguez also mentions that he is currently working on new legislative matters that will be entered into the Personnel Rules and Regulations. A few legislative items include interview policies, transgender posted item, and State Library Budgets. Rodriguez plans to discuss these items with the Board in the next meeting. He also adds that the Capital Improvement Plan and Library maintenance will soon be revisited for review. Rodriguez suggested to consider adding art within the Library. Russell suggested to allow High School students in contributing with the art project.

10. Board Member Comments
Jessica Santa Cruz-Alonso commented on the festivities of the Friends of the Library in December. She also expressed appreciation and recognition for the collaboration of both the Friends and staff of the Banning Library. Russell observed an absence of a positive welcoming service in the front desk. Rodriguez noted that there will be a staff meeting in hopes to resolve the issue.

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

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, February 7, 2018  
   Wednesday, March 7, 2018  
   Wednesday, April 4, 2018

14. **Adjournment** – 5:51 P.M.