MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
Wednesday, July 12, 2017
Banning Library Conference Room
21 W. Nicolet
Banning, CA 92220

"I guess there are never enough books." — John Steinbeck

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** - 3:30-4:05 P.M.

   1.1 **Potential Litigation against the District – Pursuant to Gov. Code sec. 54956.9(b)(2)**

2. **Open Session – Call to Order** 4:11 P.M.  
   V. Hatch

3. **Pledge of Allegiance**

4. **Roll Call and Establishment of Quorum**
   Present - V. Hatch, S. Russell, K. Little, D. Harrington, J. Santa Cruz-Alonso
   Absent — none

5. **Community Comment**
   Gay Rusk of the friends of the Library (FOL) shared with the Board the plans for an Gala in Spring 2018, the date for the FOL's next meeting and pitching for space in the Banning Arts annual calendar.

6. **Minutes of the Board**
   Meetings of the Board on Wednesday, May 3, 2017 and May 24, 2017 to be approved on August 2, 2017. Adopt Minutes – Minutes for June 14 and June 28, 2017
   Postponed until next Board meeting in August 2017.

6. **Board Items – Discussion/Action**
6.1 Distribution of Accountant’s Report on Applying Agreed Upon Procedures Pertaining to Evaluating and Calculating Specific Compensation for District Employees
Information was reviewed by the Board and accepted.

6.2 Presentation and Proposal to Enter into a Contractual Arrangement with the California Indian Manpower Consortium, Inc.
Information had previously been presented by a representative of the California Indian Manpower Consortium, Inc. Board reviewed the agreement an. Motion M/S by Little/Russell to enter in the agreement. Motion passed unanimously.

6.3 Presentation by Mr. Bill Bell, Library Archivist July 2017 Local History Report
Bell shared information found in the library archives regarding Bernie Howlett, former Banning Library District (BLD) trustee. There was information shared regarding the newest local history collection uncovered by Bell.

6.4 Presentation and Discussion Regarding District Needs for Compliance to Human Resources, Filling the Position of a Children’s Librarian Including the Development of a Safety Manual for the Library District
Board reviewed and accepted the recommendations for updates to the Safety Manual. There was a motion to begin the process to fill the Children’s librarian position M/S by Harrington/Russell. Motion passed unanimously.

6.5 Public Hearing and Presentation of Draft of the 2017-18 Budget for the Banning Library District. To be presented by Gwen Rose, Bookkeeper and Dan Rodriguez, Interim Library Director
Board reviewed and accepted the draft 2017-18 BLD budget

6.6 Public Employee Evaluation and Appointment—Pursuant to Gov. Code sec. 54957(b) Award of Contract to Dan Rodriguez dba D & B Consulting for Library Management Services
Board reviewed the contract. Contract could be extended to October 2018 if need arises. Motion was M/S by Little/Russell to accept the contract presented. Motion passed unanimously.

7. Interim Director’s Report and Administration Comments
Community Block grants to be explored. Rodriguez will contact City of Banning in an effort to get these completed in the time allotted. Rodriguez reviewed the upcoming calendar of events. These will be posted each month on the BLD web page as well as in the library.

8. Board Member Comments
There is a need to schedule a special meeting on July 26, 2017 to review Policy Number 3030 – Fixed Asset Accounting Section 3030.3 and adopt a Policy for a Reserve Account, Review Policies for Petty Cash Fund and Other Internal Fund Processes.
9. **Last Minute Action Items**
   None

10. **Pending Items for Next Meeting**

    Proposal to Amend Board of Directors Policy Number 3030 – Fixed Asset Accounting Section 3030.3
    Proposal to Adopt a Policy for Reserve Account, Review Policies for Petty Cash Fund and other Internal Funds
    Proposal for Library Maintenance Custodian Position
    Proposal for Salary and Range Scale for the District

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

    Wednesday, August 2, 2017
    Wednesday, September 6, 2017
    Wednesday, October 4, 2017

12. **Adjourned** – 5:16 P.M.

    Minutes prepared by Kathy Little, Board Clerk