MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES
Wednesday, June 14, 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** - 3:30 – 4:05 P.M.
   1.1 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
   1.2 Potential Litigation Against the District – Pursuant to Gov. Code sec. 54956.9(b)(2) Two Matters

2. **Open Session – Call to Order** - 4:10 P.M. V. Hatch

3. **Pledge of Allegiance**

4. **Roll Call and Establishment of Quorum** –
   Present - V. Hatch, S. Russell, K. Little, D. Harrington
   Absent – L. Dickinson

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

6. **Community Comment**
   J. Santa Cruz- Alonso praised the library for additional children’s programming. She noted the recent “craftmoon.”

7. **Board Items – Discussion/Action**
   *Request made by J. Andrew to add Item 5.10 regarding Closed Session item 1.1 – Motion to add M/S by Russell/Little. Motion passed unanimously.

6.1 **Adopt Minutes – Meetings of the Board on Wednesday, May 3, 2017 and**
May 24, 2017 to be approved on July 5, 2017
Tabled to next meeting as revised minutes not available.

6.2 Introduction and Possible Appointment of Applicant to Fill Vacated Seat Left by Mr. Luren Dickinson with Term Expiring in December of 2018.
Three persons applied for the vacant Board seat. They were:
- Jessica Santa Cruz-Alonso - present
- Devorah Kalani - present
- Wcinda Aypo-Thompson – not present
Each applicant present shared history and reason for applying for the Board position.

Board must appoint someone by July 5, 2017 or go to a special election. Our next meeting would be too late to make this decision. Motion made and seconded by Russell/Little to move decision to a special meeting to be held on June 28, 2017 to address selection of new Board member and additional items. Motion passed unanimously.

6.3 Independent Accountant’s Report on Applying Agreed upon Procedures Pertaining to Evaluating and Calculating Specific Compensation for District Employees
Dan Rodriguez, Interim Director, presented a report from Smith Marion & Co. Representative summarized the report as follows:
- Assessment of documentation
- Comments that polices are too vague
- Looked at defer compensation
- Explained how results were determined
- Need to review sick and vacation leave

Russell stated that the Library needs to revise policies noted. Hatch noted that as part of the year-end review that policies be identified and revised. Motion was M/S by Russell/Little. Motion passed unanimously.

6.4 Presentation and Discussion Regarding District Needs for Compliance to Human Resources Including the Possibility of Payroll Services. To be Presented by Staff from the firm of PAYCHEX, Inc.
Kathi Pieramico of PAYCHEX Inc. was present to answer any question regarding her presentation of services from last Board meeting. She confirmed that PAYCHEX would update all policies to be compliant. She confirmed prices presented last month. Hatch called for a motion. Motion was made/seconded by Russell/Little. 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
Rodriguez reported that our Library budget is available at the circulation desk for public review. He made a recommendation that the Board consider adding a line to address capital improvement Board discussed and asked for a report on the capital improvements. He also explained to the Board the benefit of a Cost Benefit Analysis (CBA) which would assist the Board in making budgetary decision. Gwen Rose, BLD bookkeeper, summarized the budget presented.

Motion made and seconded by Little/Russell to accept the budget presented. Motion passed unanimously.

6.6 Report from Interim Library Director and Possible Action by the Board to Begin Proceedings Regarding the Hiring Processes for a Library Director
Russell reported to the Board that she had reviewed the job descriptions and strongly recommended that they be revised as they are more than 10 years old and some are redundant. Board agreed. Little asked about the status of hiring of Library Director. Rodriguez looking at revising that job description and salary schedule and will be working with PAYCHEX to begin the search process.

Motion made and seconded by Little/Russell to accept the search process for new Director and revision of salary scale. Harrington asked that there be a limit on the number of candidates brought to interview. PAYCHEX will bring only those candidates qualified for interview. Motion passed unanimously.

6.7 Proposal to Adopt a Contract Position for that of a Library Archivist
Rodriguez presented a contract for this position. Bill Bell was serving in this capacity previously and he would be our first candidate. Board asked Rodriguez to contact Bell to see if he were interested in being a contract employee of the Library to take on the job of Historian. Hatch asked that the contract hours be limited to 60 hours per month. No motion made. Contract vote to be moved to the next Board meeting.

6.8 Acceptance of Bids for Replacement of Exterior Doors to Children’s Room
Only bid submitted was by Higher Security Locksmith. Motion to accept bid M/S by Russell/Little. Motion passed unanimously.

6.9 Presentation by Interim Library Director in Regards to Developing
A ‘Steps to Promote Action Plan’ by and Between the Board of Directors and the Friends of the Library
Rodriguez reviewed information from last Friends of the Library (FOL) meeting. He reviewed their “free book table.” There is no signage so it is not being accessed by the public. He noted that there was a recent donation by a deceased community member. Books were accepted. FOL wanted Board to know about an upcoming plan for a Gala to showcase the library and additional community activities.
6.10  Closed Session - Public Employee Evaluation and Appointment – Pursuant to Gov. Code Sec. 5458(b) Award of Contract to Dan Rodriguez dba D & B Consulting for Library Management Services*
There was a motion to approve the contract with D&B Consulting. There was a recommendation to cost not to exceed $11,520.00 per month Interim Director will not work more than 40 hours per week. The Librarian not to work more than 20 hours per week. The motion was M/S buy Harrington/Russell. Motion passed unanimously.

7.  **Interim Director’s Report and Administration Comments**
Fernando shared statistics report for the library. Board accepted the report.

8.  **Board Member Comments**
Harrington shared that Sun Lakes Senior Community was having their annual charity week. She suggested that Rodriguez send a letter to be considered for funds available to the community. Hatch shared that she will be unavailable on July 5, 2017. Board agreed to move next Board meeting to July 12, 2017. Little shared that she has heard many positive statements regarding the positive changes at the library. She also noted that there would be a donation of a flag by Pass Area Rotary to be placed outside the library for all holidays.

9.  **Last Minute Action Items**
See 6.10

10.  **Pending Items for Next Meeting**
Public Hearing and Adoption of the 2017-2018 Fy Budget
Reserve Account Policy Proposal
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, July 5, 2017
Wednesday, August 2, 2017
Wednesday, September 6, 2017

12.  **Adjournment** 5:42P.M.

Revised minutes submitted Kathy Little, Board Clerk