MINUTES

SPECIAL MEETING OF THE BOARD OF TRUSTEES
Tuesday, March 27, 2018
4:30 P.M.
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. Call to Order 4:35 P.M. Victoria Hatch

2. Pledge of Allegiance

3. Roll Call and Establishment of Quorum
   Present: K. Little, D. Harrington, J. Santa Cruz-Alonso, V. Hatch
   Absent: None

4. Community Comment
   None Provided.

A five minute limitation shall apply to each member of the public who wishes to address the Library Trustees on any matter under the subject jurisdiction of the Trustees. A thirty-minute limit is placed on this section. No member of the public shall be permitted to "Share" his/her five minutes with any other member of the public. (Usually, any items received under this heading are referred to staff for future study, or research, completion and/or future action by the trustees.) (PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD.)

5. Board Items – Discussion/Action

5.1 Introduction and Possible Action to Appointment of Applicant to Fill Vacated Seat Left by Sandra Russel with Short Term Expiring in December of 2018,

President Hatch introduced the Agenda Item and asked Interim Library Director Rodriguez to provide an overview of the subject matter before the Board. Mr. Rodriguez provided brief historical perspective on the requirements that lead up to the possible appointment to fill the vacant position of a member of the Board of Trustees. Rodriguez mentioned that the Board is authorized under State Rules and Regulations to make an.
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MEETING OF THE BOARD OF TRUSTEES
Wednesday, November 1, 2017
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1. **Closed Session** - 3:30 P.M. - 4:00 P.M.
   
   1.1 Potential Litigation (Exposure to District) – Pursuant to Gov. Code sec. 54956.9(d)(2): Claim of Butler
   
   1.2 Potential Litigation (District Initiating) – Pursuant to Gov. Code sec. 54956.9(b)(3): Two Items

2. **Open Session – Call to Order** - 4:02 P.M.  
   
   V. Hatch

3. **Pledge of Allegiance**

4. **Roll Call and Establishment of Quorum**
   Staff Present- D. Rodriguez, G. Rose

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

6. **Community Comment**
   No community comments.
Motion to accept the Personnel Records Retention Guide. M/S by Little/Harrington. Motion passed unanimously.

7.7 Discussion for Consideration to Amend Board of Trustees Policy Entitled: Holidays Policy No. 5110

Dan Rodriguez discussed in regards to adopting new holidays for the Library by comparing other samples of Library District Holiday Policies. Rodriguez also noted that the Banning Library is open until 2:00 P.M. on Thanksgiving Day, suggesting a change to the tradition for the upcoming year.

Motion to add New Year’s and Christmas Eve to the Holiday Policy for Banning Library. M/S by Russell/Harrington. Motion passed unanimously.

7.8 Tour of the Library by the Board of Trustees with Open Discussion Regarding Operations, Maintenance, Improvements and Long Range Plans.

Library Director introduces the need to develop capital improvement lists based upon the tour of the Library. Some Board members had to leave earlier then stated, the tour will be continued to next Board meeting.

8. Interim Director’s Report and Administration Comments

Dan Rodriguez conducts a discussion in regards of Mental Health issues within Libraries, where he shares the thoughts and ideas of a Pre-Conference of the California Library Association. Rodriguez suggests the mental health consciousness within patrons should be an issue to be discussed with the Board. Rodriguez notes that the staff should be provided with proper resources in order to assist these types of issues. An example of a helpful resource, mentioned by Rodriguez, is to call 211. He notes that the staff should know how to properly react and handle these types of issues. Rodriguez also includes the extension of Parenting and Children collection that has been improved.

Russell includes an interesting meeting conducted in the Rancho Mirage Library, which requires staff to watch an informative video regarding Mental Health Education. She also notes that the video dealt with hygiene, emotional, and mental issues. Little suggests that watching the webinar that Russell had brought, could be useful for the staff. Little encourages this idea as a training for staff that requires documentation to confirm the educational webinar completion. Russell also adds that the staff should be able to provide accessible resources to the disadvantaged patrons. Harrington praises the educational handout idea.

9. Board Member Comments

Harrington makes a comment of extending weekday hours for children activities, due to family based activities on weekends. Russell mentioned a survey conducted to provide the patrons a preferred weekday for children activities. Little suggests conducting a survey on the Banning Library web to prepare for the potential Children’s Librarian.
6. Minutes of the Board

(Item 6 was previously listed as “6” and should have been listed as line item “7”.)

Board Minutes of February 15, 2017, May 3, 2017, May 24, 2017, June 28, 2017, and July 12, 2017 were reviewed and approved by the Board at the Meeting of October 4, 2017. Board member Little resubmitted the Minutes with a Correction to include on all Minutes “Report On Closed Session.” The Board may decide to vote on all Minutes as an Amendment to those Minutes. All of those mentioned stated “No Action Taken.”

Minutes of June 14, 2017 and July 26, 2017 are attached for review and possible adoption by the Board.
Motion to move all Minutes at the same time. M/S by Harrington/Russell. Motion passed unanimously.

Minutes of September 6 and October 4, 2017 are being reviewed and prepared for the meeting of December 6, 2017.

7. Board Items – Discussion/Action

7.1 Tour of the Library by the Board of Trustees with Open Discussion Regarding Operations, Maintenance, Improvements and Long Range Plans.
7.1 tabled until after 7.7 to 7.8.

7.2 Local History Report and Report on the “Annual Meeting of the Friends Of the Library” by Local Historian, Bill Ben.
Program was praised for its great outcome of attendants by both Blanca Rodriguez and Dan Rodriguez. Rodriguez suggested a future improvement of the PA system quality for larger audiences. Dan Rodriguez continues to praise the event’s success. Report and article were reviewed and appreciated, along with the paintings. Cruz-Alonso asked where the Local History Collection will be located. In conclusion, Bill Bell will develop a report to provide ideas of location for the Board.

No other action taken.

7.3 Review of Financial Reports as Presented by Gwen Rose, Bookkeeper and Dan Rodriguez, Interim Library Director

Gwen Rose, BLD bookkeeper, summarized the Financial Reports from July, August, and September. Rose focused on the most recent month, September, to summarize for the Board. Rose clarified that revenues will continue to be received through November to cover any losses with projected earnings. Summary of various expenses were reviewed by the Board. Dan Rodriguez notes that there will be a mid-year Budget Review in the month of February. He also suggests if Utilities or other expenses should be broadened, to notify him. Rodriguez also noted that he submitted a form to the County, requesting funds in the amount of forty-thousand dollars for the Library account, which will be applied in January.
Motion made to accept presented report. M/S by Little/Harrington. Motion passed unanimously.

7.4 Discussion and Possible Action in Regards to Operational Relationships By and Between the Library Board of Trustees and the Friends

Dan Rodriguez presented ideas for policy development to work with the Friends, such as:
- Annual Audit Policy
- Design of Plans as to authorities to accept book donations
- Authorization to place donated books in specific categories such as Disposal, Free Table Designation, Friends Room, Assigned to Library for Circulation, Boxed and Sold to a Book Company
- Assisting with Financial Records and Reports
- Assisting with Special Events of the Friends and in-turn, the Library
- Storage of Materials and Supplies
- Visible signs, allowing Patrons to become aware of Friends location

Russell noted that she has previously reviewed the issue, allowing her to develop a Book Donation Policy draft for Rodriguez to review. Rodriguez recommends a future meeting between the President of Friends and the head of trustees to discuss the issues. Action taken to conduct a meeting with friends, which was decided to be no later than the end of November, preferably on a Tuesday.

7.5 First Reading of Proposal to Adopt an Emergency Action and Fire Prevention Safety Program Policy

Dan Rodriguez introduced a proposed Fire Prevention program, providing employees and others informative visuals for proper actions in case of an emergency. Rodriguez also suggests to:
- Provide diagrams of rooms within the Library to administer a form of evacuation route
- Safety training in regards of Evacuation, Earthquake Plan

Little noted that there are ten minute training videos that could possibly be considered for the staff to be required to complete.

Motion to accept the Safety Plans created by PAYCHEX to commence training for staff. M/S by Little/Russell. Motion passed unanimously.

7.6 First Reading of Proposal to Adopt a Records Retention Policy for Documents Relative to Relative to Human Resources Management

Dan Rodriguez discusses the possibility of developing a successful records management program. Rodriguez presents a sample of the Records Retention and Destruction Policy under the Codes of the State of California and Federal Guidelines for Human Resources

Russell notes that the Library has limited space; a suggestion for digital storage can provide more efficient storage. Little notes that adopting the Federal Guidelines would be more logical.
Cruz-Alonso mentions the continuous search for a Children’s Librarian candidate. Cruz-Alonso suggests providing a history of what has been checked out to patrons. Russell notes that some Library system webs check out history is optional and controlled by the patron. Russell adds that by law, it’s under the patron’s control due to the Privacy Information Act. The Board decides to introduce the issue to Fernando Morales for future reference.

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

11. **Listing of Pending Item** – (Some Items may be included in the Interim Library Director’s 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
    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
    Starbucks Reading Program
    Memorandum of Understanding (MOU) by and Between the “SCIENCE EXPERIENCE, INC.” and the Library Board of Trustees

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

    Wednesday, December 6, 2017
    Wednesday, January 3, 2018
    Wednesday, February, 2018

13. **Adjournment** 5:25 P.M.