MINUTES
MEETING OF THE BOARD OF TRUSTEES
Wednesday, March 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** 3:50 P.M. - 3:50 P.M.
   1.1 CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Pursuant to Government Code Section 54956.9 (d)(1))

2. **Open Session – Call to Order** 4:07 P.M. V. Hatch

3. **Pledge of Allegiance**

4. **Roll Call and Establishment of Quorum**
   Board Present: V. Hatch, K. Little, D. Harrington, J. Santa Cruz Alonso
   Board Absent:
   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 the Board for the Meeting of January 10, 2018**

    Motion to accept with correction on page 4. M/S by Little/Harrington. Motion passed unanimously.
8. Board Items – Discussion/Action

8.1a Continue Tour of the Library by the Board of Trustees with Staff
(Tour to include but not limited to the POD System Checkout, Security of the Collection and E-Books)
Dan Rodriguez, Interim Library Director, conducted a tour to show the productivity and future innovations in the teen section to the Board of Trustees. Rodriguez notes that a few capital improvements may include additional lighting, shelves, and space enhancements. Little mentioned that enhancing computer stations/tables can maximize both space and user convenience. Danny, Banning Library Staff, demonstrated a demo of the POD system checkout. Danny explained that the use of the POD system provides space efficiency and increases security for the DVDs.

8.1b Presentation of Children’s Library Report.
Motion to move Children’s Library report before Board item 8.2. M/S by Little/Harrington. Motion passed unanimously.

Kimberly, Children’s Program Staff, presented the Library’s successful performance within the children’s area. She continued to praise the amount of attendance during the “Cat in the Hat” and story time events. In addition, Kimberly provided the Board of Trustees with copies of the bookmark winners. Nellie, Staff, announced the upcoming events for the summer reading challenge and future story time dates. Little noted that advertisement can be beneficial within open-house and back-to-school events for the Children’s Programs of the Banning Library. The Board of Trustees praised the Children’s Library developments.

8.2a Review of Financial Reports by Gwen Rose, Bookkeeper and Introduction to a Draft of the 2018-2019 Fy Budget and the Preparation Process by Dan Rodriguez (Financial Reports to be Distributed at Time of Meeting)
Dan Rodriguez summarized the financial reports to the Board of Trustees. He noted that the Mid-Year Budget Review will be completed and presented for the next Board meeting. He continued to review the statement of financial position of the Banning Library. As mentioned by Rodriguez, the completed audit will be presented by the auditor for next meeting.

8.2b Presentation by Friends of the Banning Library.
Motion to have Friends present. M/S by Little/Harrington. Motion passed unanimously.

Linda, Friends of the Library Staff, discussed the compilation of the Friends of the Banning Library’s (FOBL) recent projects. She mentioned the progress of the Antiquarian sale and collaboration between Gae Rusk and Fernando. Dan Rodriguez also made a contribution by making appraisals on the sale items. Linda assured the Board of Trustees of the continuous improvements of the events. Victoria Hatch, Board of Trustee member, announced her attendance for next Tuesdays Friends Meeting.

8.3 Presentation, Acceptance and Receipt of Annual Audit Report by Powell & Spafford, Inc. – Mr. Patrick D. Spafford including MD&A Report (For Distribution at Time of Meeting)
Tabled to next meeting.
8.4 Discussion and Possible Action Regarding adopting a Memorandum of Understanding with the Science Experience Organization
The MCU was reviewed and discussed within the Board of Trustees and Mr. Souder.

Motion to adopt the Memorandum of Understanding with the Science Experience and authorize the Interim Library Director to sign the Memorandum. M/S by Little/Harrington. Motion passed unanimously.

8.5 Discussion and Possible Action to Amend Board of Trustees Policy Number 3085 – DISPOSAL OF SURPLUS PROPERTY by the Addition of Section Number 3085.4 DISPOSAL OF HISTORICAL ITEMS AND WORKS OF ART
Dan Rodriguez, Interim Library Director, presented the policy details and amendments to the Board of Trustees. Discussion and review was made to move forward with the policy within the Board of Trustees. The Board of Trustees believe this revision will provide protection to the Library and respect to patrons.

Motion to accept amended Policy 3085 - Disposal of Surplus Property by the addition of section 3085.4 - Disposal of Historical Items and Works of Art. M/S by Little/Harrington. Motion passed unanimously.

8.6 Continued Discussion Regarding Joint Planning for the Upcoming National Library Week Program with the Friends of the Banning Library and Adoption of Proclamation in Support of National Library Week
Proclamation was reviewed by the Board of Trustees.

Motion to adopt the Proclamation in Joint ‘Celebration of National Library Week April 8 – 14, 2018’ with the Friends of the Banning Library. M/S by Harrington/Little. Motion passed unanimously.

8.7 Review with Staff the 2017 Annual Library Report to the State of California
Dan Rodriguez introduced the California Public Library Survey and notified the Board of Trustees that they may not be as accurate as it should be. Discussion was made of the previous year (2016) survey and the 2017 survey. Rodriguez assured the Board of Trustees that the survey will be improved for next year with detailed numbers. Victoria Hatch showed her appreciation for Rodriguez’s input and processes for the Library’s compliance with State exceptions.

8.8 Discussion and Possible Action to Accept and Receive Funds for the Sale of Two Paintings on Consignment from the Banning Library District to Vander Molen Fine Art
Issue were reviewed and discussed by the Board of Trustees. The Board made a discussion with intentions to proceed with future projects.

Motion to accept and receive the Funds in the amount of $11,195.00 from Vander Molen Fine Art for the sale of two paintings and that the proceeds be placed into the Interest Bearing Savings/Project Account for the purposes of identifying a project/purpose for the funds in the near future whereby all or a portion of the funds may be assigned. M/S by Little/Harrington. Motion passed unanimously.
8.9 Proposal for Board Policy for the Maintenance of E-mails and Other Data of Previous Employees
Dan Rodriguez introduces a revision for Policy 5220, regarding the development of additional regulations and disciplinary actions. Hatch, Board of Trustee member, commented on the importance of digital and email protection within the Library. The Board of Trustees decided to authorize the Interim Library Director to reintroduce a proposal for a policy development for next Board meeting.

8.10 Election of Officers for the Position of President and Position of Clerk of the Board
Discussion was made within the Board of Trustees. Due to time limitation for applications, the Board of Trustees have agreed to conduct an additional meeting for special review of nominations. Rodriguez reassured the Board that appropriate action will be taken in notifying the applicants to allow them sufficient time for preparation and attendance. The special meeting will be taken place on March 27, 2018 at 5 P.M.

Motion to continue through 2018 with Officers in place as they are. M/S by Harrington/Little. Motion passed unanimously.

8.11 Discussion and Possible Action to Change the Date of the next Meeting of the Board of Directors from April 4 to April 11, 2018
Meeting will be moved due to numerous absence.

Motion to change the date for the next Board meeting of the Board of Trustees from April 4, 2018 to April 11, 2018. M/S by Little/Harrington. Motion passed unanimously.

9. Interim Director’s Report and Administration Comments
Dan Rodriguez, Interim Library Director, announced that the issue with the W2-forms and 401K Plan have been resolved and corrected. Rodriguez mentioned that there will be further communication with the Paychecks in regards to the 401K plan. Rodriguez continued his presentation by explaining to the Board that the process of redistricting will be postponed to next year due to the required extensive procedure. He noted that he will provide a detailed outline/map of the process for the Board of Trustees. Rodriguez recommended to develop the map using population for more accuracy. Harrington questioned if population growth will be a factor in the process. Rodriguez explained that the development of the maps will allow the Board of Trustees to make revisions with costs. In addition, Rodriguez mentioned that the Board can adopt a map with future population developments.

10. Board Member Comments
Little commented on the current development of the Weeding Process and the Earthquake Plan. She continued to question whether it has been established. Rodriguez notified the Board that he plans to adopt the Texas Policy for the Banning Library weeding process. He explained that the Earthquake Plan will be complete for introduction in the month of May, Board Meeting. Little thanked the Board’s positive productively and development.

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
- Development of a Fee for Rental of Library Space(s) by For Profit Organizations
- District Long Range Financial Plan, Nexus Study and Impact Fees
- Proposal to Provide for Notary Public Services at the Library
- 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
- Development of Emergency or Awareness Plan for Acts of Violence
- Proposal to Provide for Notary Public Services
- CIPA Compliant
- Summer 2018 Reading Program
- Memorandum of Understanding (MOU) by and Between the “SCIENCE EXPERIENCE, INC.” and the Library Board of Trustees
- Development of Evacuation Program with Appropriate Signage

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

   Wednesday, April 11, 2018
   Wednesday, May 2, 2018
   Wednesday, June 6, 2018

14. **Adjournment** - 5:51 P.M.