MINUTES

MEETING OF THE BOARD OF TRUSTEES
Wednesday May 2, 2018
Banning Library Conference Room
21 W. Nicolet
Banning, CA 92220

1. **Closed Session** - See Item 5

1.1 CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION
Pursuant to Government Code Section 54956.9 (d)(1)

2. **Open Session – Call to Order** 4:00 P.M. V. Hatch

3. **Pledge of Allegiance**

4. **Roll Call and Establishment of Quorum**
Present – V. Hatch, K. Little, D. Harrington, J. Santa Cruz Alonso, M. Rose
Board Absent –
Staff Present – D: Rodriguez, Bill Bell, Gwen Rose

5. **Report from Closed Session**
Tabled to end of Board Meeting

6. **Community Comment**
No community comments.

7. **Minutes of the Board**

Minutes of the Board Meeting on April 11, 2018
Motion to accept with correction in Item 7. M/S by Little/Cruz
Motion passed unanimously.
8. Board Items – Discussion/Action

8.1 Presentation, Acceptance and Receipt of Annual Audit Report Powell & Spafford, Inc. – Mr. Patrick D. Spafford including MDA Report

Spafford gave a brief presentation of the Audit Report. He explained the first page was a “boiler plate” of information explaining his responsibilities and the library’s responsibilities during an audit. This would be the place he would make comments if need be, but he had no findings to report.

Next he covered the Audit & Financial Report which states his opinion of the library’s financials which he stated was unmodified (clean) with no issues to report. Usually there would also be a Management, Discussions & Analysis Report included but this has been delayed and his goal will be to prepare one for 2018 with Gwen and Dan’s assistance.

He explained the Entity Wide Report (i.e.: Balance Sheet) which he summarized as follows:

Cash & Equivalents
Prepaid Taxes
Capital Assets $468,000
Account Payable $22,000
Payroll/benefits $104,000
Vacation Pay $5,100
Net position is $468,000 in Equity with $1,699,000 left for future endeavors

The Income Statement showed the following:
Salary & Benefits $648,000
Utilities $28,000
Services & Supplies $327,000
Depreciation $26,000

The Revenue portion of the report showed the following:
Fines & Collections $17,000
Private Parties $7,500
Property Taxes $914,000
Investment Income $8,000
With a loss of $80,000 the Library’s net position was $2,100,000

The Budget to Actual showed the library to be over budget in all areas of the Revenue and under budget in some of the Expenses but overall they were $363,000 in the good on the budget. Spafford stated that the Audit went well even with the new staff. He stated that the library is in a strong position. There were no questions from the board but Gwen asked Spafford to explain why the Friends of the Library cash were on the Balance Sheet. Spafford answered that they are a supportive part of the library. Since all their money is donated to the library, it belongs to the
library although kept in a separate bank account.

8.2 Financial Reports of the District – Presented by Gwen Rose, Bookkeeper and Dan Rodriguez, Interim Library Director

The new fiscal year July 2017 up to March 2018 was reported by Gwen Rose bookkeeper. She first presented the Statement of Financial Position (i.e.: Balance Sheet) stating that the library has $1,698,000 cash, of which $281,000 is in checking and operating accounts. Twice a year money is transferred from County funds to the library’s operating account. Total assets are $2,205,000. Total Current Liabilities are $44,600. Fund Balance (equity) is $2,236,000. With retained earnings the Net Income is $2,160,000. Little asked when the County Funds are received and Gwen said it corresponded with when taxes were due – December and April. Next Gwen presented the Statement of Activity Budget vs. Actual Report:

| Total County Revenue     | $588,552 | Budget     | $811,900 |
| Total Local Revenues     | $10,858  | Budget     | $10,000  |
| Total Revenues           | $599,542 | Budget     | $821,900 |
| Total Capital Outlay     | $53,765  | Budget     | $60,000  |
| Total Salaries & Benefits| $262,938 | Budget     | $716,500 |

(This item was low due to not having a Library Director or Children’s Librarian)

| Total Operational        | $83,050  | Budget     | $199,000 |
| Total Administrative     | $171,242 | Budget     | $316,500 |
| Total Utilities          | $26,713  | Budget     | $36,000  |
| Total Expenses           | $597,710 | Budget     | $1,328,000 |

The County has transferred $880,000 into the Library’s account which leaves $281,000 available for the rest of the fiscal year.

A motion was entertained to accept the Financial Statement. M/S Rose/Harrington
Motion passed unanimously.

8.3 Historian Report

Bill Bell, Staff, discussed the Antiquarian and Estate Event that took place on April 12, 2018. The amount generated from the event has not been determined as of yet, and a “what can we do better” meeting is planned for the near future. Of immediate concern was that CALIFA announced that they will no longer be hosting their site to view photos as of July 2018. A search is on to find as new agency to host all the photos used from the popular Archives of California site and possibly the McCullough photos. Dan and Bill met with Antoine Pierucci, new Curator of History for Riverside County Parks District, who agreed to allow the library access to the McCullough photos. They are waiting for a MOU draft from Antoine to look over and present to the Board. Meanwhile Bill is working on the captions that will go with these photos. He finished his Sadakichi Harmann project and will do a lecture on this fascinating individual from our area’s past on May 10th at the
Beaumont Women’s Club, Sadakichi and Guy Bogart started the Cherry Festival which was called then International Peace Festival until 1944. Many of the library’s photos will be provided to display at this year’s Cherry Festival. Dan and he also went to a lecture on the Mohawk Resort in upstate New York built by the Smiley brothers of Redlands. Both men were prepared for the 6:45 A.M. Rotary Club meeting the next day.

8.4 Presentation and Donation to the Banning Library District of a Signed Book by Mr. David Nuckles, Author of the Book, The Driver.
Local resident and long distance truck driver, David Nuckles, wrote a short fiction novel based on his experiences on the road, with a focus on the human trafficking he observed. He would like to meet with the Friends and is open to a book signing event. A motion was made to accept Nuckles signed book and add it to the collection. M/S by Little/Rose. Motion passed unanimously.

8.5 Policy Proposal to Adopt a Policy for the Permanent Maintenance of E-mails and Other Data of Previous Employees First Reading
Dan, Interim Library Director, presented a Policy Manual titled “Internet, E-Mail and Electronics Communication, Ethics, Usage and Security” . This policy will prevent losing important documents about the library. Also, it answers the question about what to do with any data left behind when an employee leaves his/her employment. With this policy, deletion or removal of information will need to go through a chain of command – the Director, the Board, or Legal Counsel. The policy also covers the issue of appropriate use of the internet by employees which will be monitored. Each employee will need to sign said policy. The Board will review this proposed policy and make changes before the next Board meeting. Rose asked if the collection was part of this deletion/removal discussion as he was concerned about library materials being tossed out without Board approval. Little informed him that would be under the subject of weeding, in which a separate policy has been voted on and in use. A motion to move this Policy to a second reading was made. M/S Harrington/Little. Motion passed unanimously.

8.6 Staff Presentation Regarding the Banning Summer Reading Program.
Dan presented the plans for the Summer Reading by passing out the blue handout of Summer activities that the staff will distribute during six school visitations. Library card applications will also be handed out for the parent or guardian to sign and bring back to the library. Summer Reading Kick-off will start at the city Carnival on June 2, 2018 where the library will have a booth and there will be goody bags from the Friends. Dan expressed a need for a pop-up with the words “Banning Library District” displayed on it.

Little asked if there would be any 4th of July activities and Dan replied that they are working on a few ideas. Rose suggested having an event at Gilman Ranch. Later in the summer there could be a Family Day in the Park or possibly a bus trip to Lego Land event. It has been decided that Friday’s game day will not
exclusively be video games but include other competitive games such as chess with prizes included.

9. **Interim Director’s Report and Administrative Comments**
   Dan Rodriguez, Interim Library Director, announced his plan to attend the May 3, 2018 Banning Rotary Club meeting in which he is allotted 15 minutes to speak. He will speak on Horace Greeley and at the same time try to get a feel on what project both parties could work together on in the future. He also had the following ideas/challenges:
   - More In-house training sessions for staff believing that better staff = better employees, better patron perception of the library experience
   - Housekeeping
   - Where to place the new file cabinet, with an organized filing process
   - What to do with the ‘antiquarian’ material in the file cabinet in Bill Bell’s office
   - Capital development
   - 700’s due from the Board of Trustees once the County send the forms

10. **Board Member Comment**
    Little commented on how the Gala was wonderful but not well attended. She recommends giving the Record Gazette two months to advertise for the event next year. Photos of the 2018 event will be on the library website. She praised the flutist that played the night of the gala. Hatch thought the bidding prices although appropriate for the items may have been too high for Banning.

11. **Last Minute Action Items**
    Board stated that a closed session will be at 5:15 P.M. to allow for time with the Districts’ Legal Counsel.

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
    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 Profit Organizations
    District Long Range Financial Plan, Nexus Study and Impact Fees
    Proposal to Provide for Notary Public Services at the Library
    Volunteer Services Programs 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
    CIPA Compliant
    Summer 2018 Reading Program
Development of Evacuation Program with Appropriate Signage

13. **Special Workshop Meeting – Capital Improvements**
   Wednesday, May 9, 2018 at 4 P.M.

14. **Next Three Month Scheduled Regular Board Meeting Calendar**
   Wednesday, June 6, 2018
   Wednesday, July 11, 2018
   Wednesday, August 1, 2018

15. **Adjournment** 5:11 P.M.