MINUTES

WORKSHOP MEETING OF THE BOARD OF TRUSTEES
Wednesday, May 9, 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. **Meeting Time** 4:00 P.M.

2. **Pledge of Allegiance**
   Victoria Hatch

3. **Roll Call and Establishment of Quorum**
   Present: V. Hatch, D. Harrington, K, Little, J. Santa Cruz-Alonso
   Absent:  M. Rose
   Staff Present:  D. Rodriguez

4. **Board Item(s) – Discussion/Action**

   4.1 WORKSHOP, DISCUSSION AND POSSIBLE ACTION TO REVIEW WORK IN PROGRESS LIST, A CAPITAL IMPROVEMENT LIST OF PROJECTS WITH DATES AND TIMELINES TO VARIOUS PROPOSED PROJECTS INCLUDING THE YOUNG ADULT AREA AND TO CONSIDER ADOPTING A PROPOSED FIVE YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)
   (Distribution of Hand Outs at Time of Meeting)

   The following notes comprise the discussions and thoughts of the Board of Trustees and the Interim Library Director in regards to subject matter listed within the title to this section of Agenda. Dan Rodriguez introduced various aspects to currently available funding as of the date of the workshop. Described were the PROJECTS / SAVINGS ACCOUNT and the NON-ALLOCATED RESERVE ACCOUNT. Both funding mechanisms may be designated for General Fund purposes to support the District Budget and/or to support designated capital improvement projects. Trustee Little suggested that prioritizing from a list of projects would be the best approach to the management of the funds and show others that a financial plan has been established. Rodriguez mentioned, with concurrence from President Hatch, that the Projects / Savings Account with Wells
Fargo Bank can become a point of concern for others to criticize if a plan is not established. A quick review and discussion ensued of some of the most recent completed projects with consideration to prioritize the list of projects now part of every agenda.

The Trustees did focus on some projects that should be addressed as prioritized items. Identified was the need to continue with some of the following as Capital Improvement Projects: Improvements to the Parking Areas of the Library, Improvements to the Young Readers Room, Window Improvements to the South Side of the Library to Minimize Sun Glare and Heat, Improvements to the Children's Room, Addition of a Fire Suppression System Utilizing Powder (Not Water), Design and Development of an Addition to the Library to expand Services to the Community, Addition of a Lighted Flag Pole at or near the Monument Sign and the Installation of Security System to Prevent Materials Theft.

The Board asked if the installation of a Flag Pole can be accomplished by July. Dan Rodriguez will investigate the possibility of having this done.

Some discussion ensued regarding the City and the need for a cooperative agreement to settle the development project with the addition of a new library. Dan Rodriguez expressed the concern to begin a Nexus Study for the possibility of adopting future Fees to support the Library and to consideration for a second library to meet the future needs of the community. A firm has been contacted to prepare a Quote for the District as to the costs and the processes involved.

The subject to make improvements to the parking lot was continued with Trustees expressing the preference for a concrete parking area in lieu of an asphalt parking lot. Cited by the Trustees were the advantages to concrete over asphalt which included a greater permanency and ease in maintenance. Dan Rodriguez indicated that a formal set of Bidding Documents and Drawings should to be prepared by a Civil Engineer as well as the Engineer of Record to become the Project Manager. Efforts on this subject are to be reported to the Trustees at the next meeting of the Board. Trustee Little expressed her concerns to establish the time line for this project to be completed prior to schools commencing in the fall.

The remainder of the Workshop revolved around the making of improvements to the Young Adult Room. A screen / monitor connected to a Website of a Library Furniture Company site was utilized to review various suggestions to the acquisition of furnishings for the Young Readers Room. It was the consensus of the Board that the existing furniture was outdated and needed to be replaced. Mentioned was the possibility of hanging a monitor / reader board to the wall above the computer units. Such a monitor does exist and the cost involved would be minimal. The painting of the room with bright colors on the walls would certainly be welcomed along with new lighting. Dan Rodriguez and Kathy Little used the touch screen monitor to locate various pieces of furniture from the company that would be appropriate for the YA room. The items viewed were discussed by all. It was the consensus that all of the shelving units needed to be replaced, introduction of two new sitting tables with chairs would enhance the usability of the room, new computer desks / tables with computers would be included and consideration for a new carpet treatment would also be beneficial. This subject is to be considered as a priority and should be worked on as quickly as possible.
The Board also discussed the making of improvements to the Children’s Room with new furnishings including computer tables and chairs. This project is to be reviewed and presented as soon as possible.

5. **Last Minute Action Items**

   The Board may discuss an item, which was not previously placed on the agenda when the Board determines that there is a need for immediate action which cannot reasonably wait for the next regularly scheduled meeting. The determination must be made by two-thirds of the total Board or, if two-thirds of the Board is not present, by a unanimous vote of those remaining.

   *(Reference: the Ralph M. Brown Act)*

None.

6. **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
- 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
- CIPA Compliant
- Summer 2018 Reading Program
- Memorandum of Understanding (MOU) by and Between the “SCIENCE EXPERIENCE, INC.” and the Library Board of Trustees
- Participation in SDI Program for the Employees of the District
- Installation of New Fire Alarm and Intrusion Alarm Control Box
- Development of Evacuation Program with Appropriate Signage
- Installation of New Metal Monument-Sign
- Proposal to Install a Lighted Flag Pole at or near the Monument sign

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

- Wednesday, June 6, 2018
- Wednesday, July 11, 2018
- Wednesday, August 1, 2018

8. **Adjournment** 5:50 p.m.