MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES
Wednesday, September 6, 2017 – 3:30 P.M.
Banning Library Conference Room
21 W. Nicolet
Banning, CA 92220

1. Closed Session - 3:32- 3:55P.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(d)(4): One Matter

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

3. Pledge of Allegiance

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

5. Moment of Silence and Remembrance of the Event of 9/11/01
   D. Rodriguez shared two books from our library which address 9/11 experiences. Rodriguez
   then read a document he wrote sharing his experiences of 9/11 as it related to death of his
   childhood friend.

6. Report from Closed Session
   Issues reviewed. No action taken.

7. Community Comment
   Tanya ______ and Linda Page, Friends of the Library (FOL), reported on the upcoming
   Desert Hills Extravaganza. If we purchase tickets, a portion of the proceeds will go to the
   FOL. FOL also purchased 3 sets of 4 foot wide shelving for Bell to use for storage. FOL
   also applied for and received $2000 from the Sun Lakes Charity Foundation.

8. Minutes of the Board
   5, 2017, July 26, 2017 and August 2, 2017 are to be presented for approval
   These were to be reviewed and approved. Action tabled until October 4, 2017 meeting.
9. **Board Items – Discussion/Action**

9.1 Update and Report on the Human Resources Processes and related Programs Including a Salary Survey

Rodriguez made a presentation on revision of staff files. Nicole Trent, PAYCHEX Inc., presented on the guidance given for HR updates and revision of job descriptions staff files as presented by Rodriguez. Board directed Rodriguez to continue working on these items presented.

9.2 Local Historian report, Introduction to coloring Book, Reverse Gift Catalog and Historic Calendar (Some items to be distributed at Meeting)

Bill Bell shared that he had made a DVD of the Japanese Internment Scrap Book shared at our last meeting, to preserve its contents. He shared that there is a delay in getting this document to the Japanese Historical Museum in Los Angeles but that he will transport it when they are ready to receive it. He has written and article for the Record Gazette. He also shared that he has uncovered two paintings that he believes need to be appraised.

9.3 Review of the Financial Reports including End of Year Fiscal Report and Audit (Reports to be distributed)

Gwen Rose of Smith Marion & Co. presented the financial reports of the BLD to the Board. A complete audit is scheduled to start on 9/20/17 by an accounting firm from Redlands, CA. There was M/S by Little/Russell to accept the report. Motion approved unanimously.

9.4 Open Discussion and Presentation, Financial Reports and Accounting Interrelationships By and Between the Friends of the Library and the Library District

Rodriguez made a presentation about the concern with the FOL’s money co-mingling with the BLD funds. There was an audit and recommendation to separate the two. Board agreed that this must be complete as soon as possible.

9.5 Proposal for Grant Application – CDBG and Library Illumination Grant Authorization to Apply for Membership under the Children’s Internet Protection Act (CIPA)

Rodriguez made several presentations. First regarding the CDBG and Illumination grants. We could apply for these but many grants also require that libraries be in sync with the Internet Protection Act. He also shared about community activities such as a Family Day in the Park with different local agencies. This could be supported by the CDBG.

Motion M/S by Little/Russell to apply for CDBG under City of Banning. Motion passed unanimously.
Motion M/S by Little/Russell to apply for CDBG under Riverside County Block. Motion passed unanimously.
Motion M/S by Little/Santa Cruz-Alonso to apply for CIPA. Motion passed unanimously.

10. **Interim Director’s Report and Administration Comments**

Rodriguez clarified a letter sent to the County regarding the issue of the BLD process for appointing a Board member to fill a vacant seat. We are following proper process. He also shared that the CA Manpower Indian Consortium, stating first applicant to be coming in
September. Russell asked how many applicants would be placed with the library. Rodriguez that there is one for now and may be another in the future. He also reviewed again the process he was taking to update the BLD job descriptions.

11. **Board Member Comments**
   None made.

12. **Last Minute Action Items**
   None

13. **Pending Items/Projects List**
   Hiring of a Library Director
   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 Revision to Board Policy – Holidays 5110
   District long Range Financial Plan, Nexus Study and Impact Fees
   Redundant Computer Program/ External Computer Security System

14. **Next Three Month Scheduled** - Regular Board Meeting Calendar

   Wednesday, October 4, 2017
   Wednesday, November 1, 2017
   Wednesday, December 2, 2017

15. **Adjourned** – 5:50P.M.

Minutes revised by Kathy Little, Board Clerk