AGENDA
MEETING OF THE BOARD OF TRUSTEES
Wednesday, November 1, 2017
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 3:30 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)(4): One Matter

2. Open Session – Call to Order ≈ 4:00 P.M. Victoria Hatch

3. Pledge of Allegiance

4. Roll Call and Establishment of Quorum

5. Report from Closed Session

6. Community Comment

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.)
6. **Minutes of the Board**

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 mentioned 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.

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

7.2 Local History Report and Report on the “Annual Meeting of the Friends Of the Library” by Local Historian, Bill Bell  
Verbal

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

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

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

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

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

8. **Interim Director’s Report and Administration Comments**  
Verbal

The Library Administration is encouraged to report on items of information to the Board, as well as provide information about conferences or meetings they have attended. Other items, which may be added to the agenda of a future meeting, may be presented at this time but cannot be commented upon or discussed at this meeting. (Reference: *The Ralph M. Brown Act*)
9. **Board Member Comments**

Board members are encouraged to report on items of information not requiring comment or discussion to the entire body at this time. *(Reference: The Ralph M. Brown Act)*

10. **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)*

11. **Listing of Pending 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 a Policy for the Permanent Maintenance of Emails and Other Data of Previous Employees
- District Long Range Financial Plan, Nexus Study and Impact Fees
- 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
- 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 7, 2018

13. **Adjournment**