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21 West Nicolet Street

Banning, CA 92220

951.849.3192 tel.

951.849.6355 fax

www.banninglibrarydistrict.org

MINUTES

MEETING OF THE BOARD OF TRUSTEES

August 7, 2019 | 5:00 p.m. | Conference Room

1. **Call to Order** 5:01 p.m.

2. **Pledge of Allegiance**

3. **Roll Call**

Board Present: A. Geronimo, M. Lara, W. Ajigbotafe

Staff Present: Kevin Lee—District Director, Fernando Morales—Circulation Manager,
Cindy Byerrum—CPA

4. **Public Comment**

No public comment.

5. **Consent Calendar**

5.1 Minutes of the Regular Board meeting, July 3, 2019

5.2 Accept the Special Leadership Foundation Scholarship in the amount of \$625.00

5.3 Creation of Policy No. 5115 Employee Benefits and 5115.1 Scholar Share 529

5.4 Update: Policy No. 2010 Job Description – District Director

Motion to approve Consent Calendar. M/S Abijbotafe/Lara. Motion passed unanimously.

6. **Consideration of Items Removed from the Consent Calendar**

7. **Unfinished Business**

7.1 Second Reading: Amendments to Policy No. 3050 Expense Authorization and Petty Cash Policy

Motion to postpone unfinished business to the next regular Board meeting. M/S Ajigbotafe/Lara. Motion passed unanimously.

7.2 Review of sample Petty Cash receipt
No action was needed.

7.3 Second Reading: Amendment to Policy No. 3080 Purchasing Policy
The amended Purchasing Policy allows staff to submit Purchase Request forms to be approved by the Director or a designee. Single Purchases under \$1,000 will not be required to go out to bid. Purchases over \$1,000 must have three vendor bids, from phone, fax, email, or mail before placing an order. The Inland Library System discount will be considered. Director must approve all orders. Any purchases over \$3,000 must be submitted to the Board. An “emergency” purchase is defined as one outside normal library hours that would adversely affect the welfare of the District, endanger lives or property.

Lara asked if after a second reading would an item still be able to be amended, and if so, would that item return as a first reading? Director Lee called Jared, Legal Counsel, but was unable to reach him.

Motion to postpone unfinished business to the next regular Board meeting. M/S Ajigbotafe/Lara. Motion passed unanimously.

8. New Business

8.1 2018-201 Audit Engagement

Geronimo asked to see the previous Audit contract, wanting to know if the fee had increased. Byerrum interjected by stating that the Audit confirmation letter was a standard form used by all Auditors, using language that the State requires of them. She compared last year's price of \$20,000 to this years' quote of \$16,850, noting that they had to prepare the District's Reconciliation, therefore they had charged more. Lee stated that they were satisfied with the work done by James Marta & Company last year. Lee reminded the Board that the CPA would be coming the last week of October, so the Board needed to give their approval soon. Motion was made to approve James Marta & Company as this years' Auditor.

M/S Lara/Ajigbotafe. Motion passed unanimously.

8.2 First Reading: Creation of Policy No. 3045 Cash Handling Policy

The new Policy states that the cash drawer must start out with \$50.20 per day. All transactions will be posted in a log book, and patrons will be given a receipt. Refunds for less than \$50.00 are allowed, otherwise a check will be mailed to the patron. Reconciliation will be done at the end of the day, and verified by two employees the following morning. Trustee Geronimo expressed concern about how the bank deposits were made via the Director or a courier. Trustee Ajigbotafe wanted to know how much a courier would cost per visit.

It was decided that more information was needed to give approval to this Item.

8.3 Request to Change Regular Board Meeting Day & Time

As monthly staff, statistics, incidents and Accounting reports are unable to be available by the required 72 hours previous to the monthly Board meetings, Lee requested Board meetings to be moved by one week. Therefore, Board Meetings would be moved to the second Wednesday of each month but still at 5:00 p.m. Motion to approve new Board Meeting date and time.

M/S Lara/Ajigbotafe. Motion passed unanimously.

8.4 First Reading: Deletion: Library Operations Manager

Job descriptions for Library Operation Manager and Librarian positions are identical. The two previous Library Operation Managers have been given new titles.

Motion to bring back Deletion of Library Operations Manager description for second reading. M/S Lara/Ajigbotafe. Motion passed unanimously.

Byerrum commented that this is the only Agency she knows of that has first and second readings. Geronimo thought they should stick with what they've been doing until Legal Counsel had given guidance.

- 8.5 Cabazon Shopping Extravaganza Ticket
Director, Kevin Lee, researched and was able to offer Board Members free tickets to The Cabazon Shopping Extravaganza if interested. Value of the each ticket is \$35.00.

No action was needed.

- 8.6 Review and Authorize Investment of Monies in the Local Agency Investment Fund
Presently, the District's reserve fund is in a market account at the Bank of Hemet and earning an interest rate of 0.35%. Currently, the LAIF is earning about 2.5% interest. LAIF is a voluntary program created for California's local governments and special districts to pool their money and participate in a major portfolio. Byerrum stated that there are minimal fees to be a part of the LAIF. Lee and Byerrum will need to inquire from BOH about the fees for withdrawing money. The plan is to move County money over to the LAIF account periodically. This Item required a roll-call vote because it is a Resolution. Board Members that voted "yes" to authorizing the Director to invest Library monies in the Local Agency Investment Fund, were Geronimo, Ajigbotafe, and Lara. Board President, Kathy Little and Board Secretary, Alejandro Geronimo will need to sign off on the paperwork before it is adopted.

9. Friends of the Banning Library Report

Gae Rusk, President of the Banning Friends of the Library, gave a verbal report to the Board. She said paper tickets were not ready yet for the Cabazon Shopping Extravaganza but could be purchased online at cabazonx19.eventbright.com. The FOL has taken over the "cove" within the library to sell used books (25 cents each), with a section for first edition and autographed books. Antiquarian items will be housed within a glass case with prices attached and items switched out once a month. There will still be plenty of free books for the taking.

The Friends of the Library have a new logo coming soon to come out. Linda Page and Gae have volunteered to work with the Library Historian, Francisco, to help catalog the archive collection for the History Room on Wednesday mornings. She described the collection as eye-popping. Gae informed the Historical Society that Francisco is on board now, and received a favorable response.

Gae asked for donations of colorful magazines that are in demand for various projects.

10. Finance Report

Cindy Byerrum presented a preliminary report of the 2018-2019 Profit Loss Budget vs. Actual To the Board of Trustees. There are a few year-end entries not yet showing in the report. She explained that property taxes had increased this past year, salary expenses were less due to vacancies, and less professional fees were paid than anticipated. Geronimo was concerned that so many line items were under-budgeted. Lee mentioned that in December and January of this year they'll discuss and review next year's budget. Ms. Byerrum commented that she did not know the reasoning behind the budget amounts but felt from now on that information would be

more concrete. Geronimo, added that the Finance Committee should time themselves to ready for the January Budget discussion.

The Banning Library's Balance Sheet showed Total Assets to be \$2,408,370. Petty cash had not been reconciled yet, and \$10,303 of Prepaid Expenses apply to the next fiscal year. The County General Fund of \$986,133 will be going into the LAIF account. Total Equity which is cash, investments and fixed assets balanced at \$2,408,370. Total Current Liabilities were \$16,439 which consisted of Grant money of \$1,256 had not been received yet and Payroll of \$10,024.

11. District Director's Report

Kevin Lee, District Director, reported that all library managers had completed the harassment training, and in August staff would be required to do so. He hired a new Library Assistant, Yoselin Saucedo who is also bilingual. Top achiever of the month was Jana Brassfield. Red cards (people's rights) are available at the circulation desk. Lee and Ajigbotafe had completed the Records Retention and Document Management webinar and Geronimo plans on watching it through the archives section. Lee said that numerous webinars are upcoming pertaining to grants and he is interested in a \$3,000,000 grant webinar "Bringing the Library to You: Mobile Library Solutions Grants". The Windows 10 License was purchased for \$400 in comparison the Microsoft's price of \$875. After reviewing the last month's incident report, Geronimo asked if they needed a security person to be present at all times. Lee answered that if incidents continue as they've been, perhaps so. The Career Online High School grant and program is underway as 167 people expressed interest when surveyed online. Only six candidates will be able to use the program. Lee included July 2019's library program participation and circulation statistics in each Board Member's packets. An Outreach flyer noted that staff participated in the Summer Lunch at the Library program at Roosevelt Park four times over the summer. Meals, stories, crafts, book giveaways, and library programs and services were promoted to 66 children, adults, and caregivers. Upcoming Events will be attending local school Back to School Nights, and Fall programming at the library will resume in September.

12. Board Reports and Comments

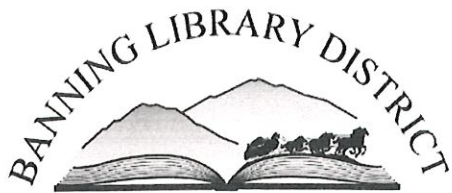
Geronimo told of coming to the last event of the Summer Reading program which was very well attended. He expressed his appreciation to the staff for all their efforts. Lara thought that due to the success of this summers' events that next year would be even more so. Lara complimented Sheri, the new Children's Librarian, for the booth she set up in Cabazon for Back to School Night and noted that she could have used more help. Lara also talked about her Special District training held in Napa, California. She estimated about 200 people attended, and she was the only one from a Library Special District. New trainees were in one conference room and another room was for those that had attended numerous trainings. Lara realized there was so much she did not know, but felt the Board was moving in the right direction. She felt some of the books that were recommended would be helpful when creating new policies.

13. Last Minute Action Items

No last minute action Items.

14. Agenda Items for Future Agendas

No Agenda Items for future Agendas.



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15. **Next Regular Board Meeting**
September, 11, 2019 at 5:00 p.m.

16. **Adjournment** **6:24 p.m.**

The forgoing minutes are approved by the Board of Trustees on 9/11, 2019.



Alex Geronimo, Board Secretary