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AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 3, 2019 | 5:00 p.m. | Conference Room

Americans with Disabilities Act Compliance: If you need special assistance to participate in this meeting, please contact the administration office at (951) 849-3192 at least 72 hours prior to the meeting.

Public Requests for Documents: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to the Administration who will arrange for the documents to be copied at a charge of 10¢ per page. Request forms are available at the District Administration offices.

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Public Comment**

Individuals may address the Board regarding any item of Library District business on or not on the agenda. Comments are limited to 5 minutes per person. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. Please complete the "Request to Address the Board" card by filling out your name and the specific item you wish to address.

5. **Consent Calendar**

The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent Calendar agenda under "Items Removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by a roll call under one motion

Recommended Board Action: The Board of Trustees hereby approves the items below:

5.1	Minutes of the Regular Board meeting—June 5, 2019	Attached
5.2	Professional Development and Tuition, Creation of Policy No. 2420	Provided
5.3	Credit Card Policy, Creation of Policy No. 3045	Provided
5.4	Investment of District Funds, Modification of Policy No. 3035	Provided

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

Items removed from the Consent Calendar will be discussed individually at this time.

7. **Discussion/Action**

- | | | |
|-----|---|-------------|
| 7.1 | Public Employee Appointment—District Director
(Pursuant to Govt. Code Section 54957(b)(1)) | Attached |
| 7.2 | Liaison Appointment—Friends of Banning Library | Verbal |
| 7.3 | First Reading: Review of District Director Job Description,
Replacement of Policy No. 2010 | Attached |
| 7.4 | First Reading: Employee Benefits—ScholarShare 529
Workplace Savings Plan, Creation of Policy 5115 and 5115.1 | Exhibit 7.4 |
| 7.5 | First Reading: Petty Cash Policy, Modification of
Policy No. 3050 | Exhibit 7.5 |
| 7.6 | First Reading: Purchasing Policy, Modification of
Policy No. 3080 | Exhibit 7.6 |

8. **Friends of Banning Library Report**

9. **Finance Report**

10. **Interim District Director's Report**

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)

11. **Board Reports and 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)

Kathy Little, President
Alex Geronimo, Secretary
Loretta Cousar
Wemi Ajigbotafe
Melanie Lara

12. **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 no present, by a unanimous vote of those remaining. (Reference: The Ralph M. Brown Act)

13. **Agenda Items for Future Agendas**

This is an opportunity for Board members to request that items be placed on future agendas.

14. **Next Regular Board Meeting**

August 7, 2019

15. **Adjournment**

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 3, 2019 | 5:00 p.m. | Conference Room

1. **Open Session – Call to Order** 5:03 P.M.
2. **Pledge of Allegiance** Kathy Little, Board President
3. **Roll Call – Establishment of Quorum**
Board Present: K. Little, A. Geronimo, M. Lara, W. Oyo-Thompson, L.Cousar
Staff Present: Kevin Lee, Interim Library Director, Fernando Morales, Operations Manager

Kathy Little, Board President asked for a moment of silence for Mary Sartin, a strong community member, who had passed away recently.
4. **Community Comment**
 - 4.1 Report from the Friends of the Banning Library:
Gae Rusk, President of the FOL, sent over a report to the Board of Trustees, as she had dislocated her shoulder. The top three winning Essays are soon to be on the Library’s website. On Friday, June 7, 2019 the Friends will be reading to the Head Start students and have filled their summer backpacks with books. The FOL is proud to help fund the Summer Reading Program at the Library. Free books will still be offered in the Library lobby area on Fridays and Saturdays.
5. **Consent Calendar**
 - 5.1 Adopt Minutes of Special Meeting on April 17, 2019
 - 5.2 Adopt Minutes of the Regular Meeting on May 1, 2019
 - 5.3 Adopt Minutes of Special Meeting on May 15, 2019
 - 5.4 Recommendations to Approve Budget Plan for FY 2019-2020
 - 5.5 Job Description for Historian, Creation of Policy No. 2015
 - 5.6 Recommendation to Accept the Zip Book Pilot Program Funds Check Disbursement of \$6,000
The Consent Calendar Items do not need to be discussed individually. A motion was made to accept all Items of the Consent Calendar. M/S Cousar/Ayo-Thompson. Motion passed unanimously.
6. **Discussion/Action**
 - 6.1 Consideration and Approval of Replacement of Code of Conduct (Policy Number 6040). Replacement conducted upon 4/5ths vote pursuant to Policy 1020.3; immediate effect. This Item was introduced as the previous Policy 6040 is no longer adequate and/or outdated. Policy 6040 will be removed and Policy 1020.3 “Patron Conduct” will replace it.

- The revised changes and Policy 1020.3 in its entirety will be posted in the Library. Motion to waive the second reading of Item 6.1. M/S Cousar/Lara. Motion passed unanimously. Motion to approve replacement of Policy 6040 with Policy 1020.3. M/S Cousar/Geronimo. Motion passed unanimously.
- 6.2 Consideration and Approval of Suspension Policy (Policy Number 6045). Replacement conducted upon 4/5ths vote pursuant to Policy 1020.3; immediate effect. Contingent on approval of the Policy 1020.3, this Item is requesting that the Board allow the District to suspend library privileges to patrons who violate the Patron Conduct Policy. Motion to waive second reading of Item 6.2. M/S Cousar/Ayo-Thompson. Motion passed unanimously. Motion to expedite and accept suspension policy of patrons violating Patron Conduct. M/S Geronimo/Lara. Motion passed unanimously.
- 6.3 First Reading: Creation: Professional Development and Tuition, Creation of Policy No. 2420
Policy 2420 would allow employees to be reimbursed for taking work-related courses. Motion to accept first reading of Item 6.3. M/S Cousar/Lara. Motion passed unanimously.
- 6.4 First Reading: Modification: Investment of District Funds, Policy No. 3035
Cindy Byerrum, of Platinum Consulting Group, explained that the Investment of District Funds Policy needs to be reviewed and a plan adopted annually. The government codes should be checked each year to be sure that permitted investments have not been changed.
- Currently the District's investments follow government code and are held in a money market which gives 1/3 of 1% interest. Ms. Byerrum is recommending that the District invest in a LAIF (Local Agency Investment Fund) fund which earns 2.5% interest and which most of her clients use. Currently there are 3,000 participants, it is a joint pool, a very common investment, extremely safe and very liquid. Any money invested can be retrieved at any time, even the same day. At the next meeting, she will present a staff report, and come up with a Resolution that the Board may approve and sign. The Resolution would be used to set up an account with the State. Cal Trust was another suggestion in which more interest could be earned but it is risky. Ms. Byerrum cautioned that CDs lose liquidity. Motion to approve first reading of Investment of District Funds. M/S Ayo-Thompson/Geronimo. Motion passed unanimously.
- 6.5 First Reading: Discussion: Credit Card Policy, Creation of Policy No.3045
Currently the Library uses a debit card which is potentially dangerous. Credit cards have benefits such as fraud protection, cashback and other rewards, and a defined credit limit. Board member Geronimo asked if a system for internal controls for usage of the

credit card was in place. Lee, Interim Director, answered that only he would be the only one to have access to it. Motion to move forward with policy 3045. M/S Lara/Cousar. Motion passed unanimously.

7. Finance Report

Ms. Byerrum reported that the Library's accounting books have been caught up through the end of April. She reassured the Board that there was nothing alarming to be found, it just needed to be done. She presented the Profit & Loss Budget vs. Actual Report for 2018-2019. Total Revenues were \$721,705 which were 82% of the Budget with more property taxes coming in through May and June. Capital Outlay was 29% because no structure expense had occurred. Total Salaries & Benefits were \$353,795, at 60%, lower due to not having a fulltime Library Director. Total Operational was \$118,725 at 83%, which Ms. Byerrum considered to be dead-on. Total Administrative expense was \$232,732 at 68% which she also thought was good. Overall, the Library was 11% better than what the budget had allotted.

The Balance Sheet as of April 30, 2019 showed the Total Cash & Investments of \$1,717,405. Total Other Current Assets were \$41,565 which will clear out or adjusted in the month of June. Total Assets are \$2,224,172. Total Current Liabilities were \$10,024, which will be adjusted in June, and Total Equity is \$2,214,148 making the Total Liabilities & Equity \$2,224,172. This report format is the One Ms. Byerrum promised the Board and will be seen by them every month.

8. Interim Director's Report

Kevin Lee, Interim Library Director congratulated President Little for submitting her online welcome message. He is exploring the Scholar Share 529 Workplace Savings Plan for Library Employees which would not incur any expense to the Library. Andrew Jared is still in discussion with Sage Intaact and nothing has been resolved. Lee offered to take the Board members on a tour of the Library after the meeting. He reminded them of upcoming training events. Lee has signed up for a general Manager Leadership Summit in Newport Beach from June 23-25. He'll be reimbursed for the training through a Special District Leadership Foundation scholarship, but not accommodations, travel, etc.

Lee reported that all Library staff will take the Sexual Harassment course during the month of July. There are two new hires as of May 23, 2019. Jana Brassfield was hired as Library Assistant and Giaa Hall as Library Aide. The Historian position will be posted on the Library website promptly. Two other new hires are expected on June 20, 2019 – a Historian and Librarian position.

Library staff gave a story time to Central Elementary School and Library tours to nine teachers. Mock interviews will be part of the Summer Reading program. Participates are IHOP, US Census, and Chase Bank. There will be a Career Collection area within the library using a portion of the Value of Libraries grant. Little asked what would be in the collection. Lee answered that it would contain the latest books on Resumes, Cover Letters, Interviewing, etc. In-n-Out donated 500 bookmarks and 50 gift cards to the SRP. The Friends applied for a Panda Express grant which would be provide gift certificates to receive food. The

Library has received a reimbursement scholarship of \$625 from the General Manager Leadership Summit, Education Allowance Fund. Summer Reading program flyers have been passed out to all the local schools.

A mysterious malfunction of one of the toilets needs to be resolved. It was found that the Library AC thermostat was not broken but actually turned off by someone climbing up on the roof. The roof repair project has been completed. And it has been determined that all the computers must be updated with Windows 10 by the end of the year, as Windows 7 will no longer be supported. The self-check out is still having issues with the receipts printing. Lee had been looking for a new voice system, but has decided that Frontier, the one they are using, is adequate. Several incidents throughout the month of May were reported with one patron suspended for six months.

There has been positive feedback for the California Career Online High School grant, so Lee plans on pursuing it. The Zip Book program will continue for another year. Lee wanted to thank the Friends for donating \$1,250 towards the Summer Reading Program.

Board President Little mentioned that once the Budget is in place for next fiscal year, they can look at strategic planning.

9. Board Director's Comments

Geronimo told of going to the Banning Town Hall meeting discussing ideas for the extinct San Geronio Inn land. Ideas such as having a high end restaurant, Mom & Pop shops, a museum, and a walking village area were put on the table. Geronimo wanted to see if the Library could get involved on some level. Little explained that the City of Banning hired a company to devise a plan for that land, but nothing was done and it took a lot of money to get their investment back. She cautioned that the expense may be too high to do much, except maybe a book drop, or be an extension of the Historical Society. She reminded everyone that they still had the Rancho California project with a 2,000 square foot space for a library extension in development. Lee, Interim Library Director, voiced that he would like to get a mobile Library which could show them where the best spot would be to build a library branch. Little asked about the demographics that would use a mobile library. Morales offered to work on getting that information. Little reminded everyone that Banning is still a senior community. It is known that around 75% of the Banning Library cards belong to adults but it is unknown what age range that includes within the five districts. Board members Geronimo and Little expressed that training through webinars was a better fit for their schedules.

10. Last Minute Action Items

No last minute action items.

11. Next Board Meeting

July 3, 2019

12. Adjournment 5:50 P.M.

Banning Library District

POLICY MANUAL

POLICY TITLE: Duties and Responsibilities of Library Trustees
POLICY NUMBER: 4150

4150.1 The duties and powers of boards of Library Trustees are set forth in Sections 19460-19483 of the Education Code of California.

4150.2 The following are the duties and responsibilities of the Banning Library District Board:

4150.2.1 The Board manages the affairs of the Library District. (In practice, the Board determines policy, and delegates administration to the Library Director.)

4150.2.2 The Board meets at least once each month, with special meetings subject to call by request of a majority of the Board's membership, or by the President of the Board.

4150.2.3 The Board keeps a record of its proceedings.

4150.2.4 The Board makes and enforces rules and regulations necessary for the administration and protection of libraries and library properties.

4150.2.5 The Board administers trusts, gifts and property received by the library, and may, in some cases, dispose of property for the benefit of the library. It also purchases, builds, or rents, and equips such real property as is necessary for library operations.

4150.2.6 The Board prescribes the duties and powers of the Library Director and other employees of the library, determines the number of and appoints all officers and employees, and fixes their compensation. The officers and employees hold their offices or positions at the pleasure of the Board.

4150.2.7 The Board purchases necessary library materials and other personal property. The Board may borrow, lend and exchange books by arrangement with other libraries, and may allow non-residents to borrow books upon such conditions as may be prescribed.

4150.2.8 The Board delegates to the Library Director the rendering of an annual report to the State Librarian on library statistics for the period ending June 30 of each year.

4150.2.9 The Board adopts a yearly budget with the advice and assistance of the Library Director, presents the budget requirements to the appropriating body, and is prepared to explain and justify the allocation of amounts to be spent for the various items in the budget.

4150.2.10 The Board has the power to make a contract with a city or county for library service, and determine the compensation to be paid for such service.

4150.2.11 The Board of Library Trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of the Education Code relating to libraries.

4150.3 The closest cooperation and harmony should be maintained between the Library Board and the Library Director. Each should keep the other fully informed of major decisions and actions.

4150.4 As a body elected by the community, the Library Board maintains the ultimate authority for the Library:

4150.4.1 It informs itself about general library objectives and makes plans for the management of the library in the light of these objectives.

4150.4.2 It establishes policies and resolutions in regard to: (a) finances, including the acquisition of funds; (b) property; (c) library equipment and materials; (d) personnel; (e) services, including rules and regulations; and (f) public relations.

4150.4.3 It selects and appoints a qualified Library Director in whom it has confidence and to whom it gives full support and encouragement to serve as the manager and administrator of the library.

Banning Library District

POLICY MANUAL

POLICY TITLE: Job Description – Library Director
POLICY NUMBER: 2010

2010.1 The Library Director, an exempt position, is the Executive Officer of the District. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the Board of Trustees, and provides day-to-day leadership for the District. He/she has general charge of and responsibility for all property of the District.

2010.1.1 He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.

2010.1.2 He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation. He/she will delegate authority at his/her discretion and has authority over and directs all employees, including terminations. His/her personnel management goal will be to provide a properly trained staff and a motivating work climate for District employees.

2010.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she encourages citizen participation in the affairs of the District.

2010.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the District, and facilitating constructive and harmonious Board relations. He/she will translate the goals and objectives of the Board to the community.

2010.1.5 He/she will prepare and manage the District budget, including conducting necessary studies and making oral or written presentations as needed.

2010.2 Typical Tasks

2010.2.1 Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services and programs. May assign special projects.

2010.2.2 Prepares the library budget for Board review and administers the approved budget.

2010.2.3 Serves as a liaison between the Library District and other libraries, organizations and individuals in the community in order to aid in the development, coordination, and promotion of the library program.

2010.2.4 Plans and organizes the development of long-range library building programs, additions to library services, and related activities including grant applications.

2010.2.5 Recruits, interviews, selects, and evaluates the performance of library personnel.

2010.2.6 Plans, directs and participates in the selection and deselection of library materials.

2010.2.7 Directs and coordinates the public relations activities of the library.

2010.2.8 Participates in Library Board meetings by overseeing the preparation of the agenda, monthly financial statements and semiannual budget reports, presenting policy matters for Board review and approval, and overseeing the writing of Board minutes.

2010.2.9 Formulates library personnel policies for Library Board review and approval, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters.

2010.2.10 Prepares and submits reports of library activities to the Library Board, to the State Library of California, and to other governmental agencies as required.

2010.2.11 Plans and directs the acquisition, implementation and usage of data processing systems.

2010.2.12 Makes bank deposits of district receipts.

2010.3 Required Qualifications

He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and five years experience is desired in an increasingly responsible public library management positions, including extensive experience in a supervisory capacity. He/she will possess a valid California driver's license.

2010.4 Expected Qualifications

2010.4.1 Must possess the ability to efficiently prepare annual budgets and long-term revenue/ outlay plans.

2010.4.2 Must possess the ability to effectively communicate in English, in both a written and verbal manner, with the Library Board, staff, constituents and representatives of other agencies.

2010.4.3 Must possess the ability to meet and serve the public courteously and efficiently.

2010.4.4 Must possess extensive knowledge of the principles and practices of modern public librarianship.

2010.4.5 Must possess extensive knowledge of planning, administering and appraising a public library program.

2010.5 Other Qualifications

2010.5.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2010.5.2 Must possess ability to operate a motor vehicle.

2010.5.3 Must possess adequate vision to read printed materials and a computer screen.

2010.5.4 Must possess stamina to move about the Library.

2010.5.5 Must possess hearing and language skills in order to communicate in person, before groups and over the telephone.

2010.5.6 Must be able to work in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

2010.5.7 Must be able to attend off-hours meetings and occasionally travel as required.

BANNING LIBRARY DISTRICT

POLICY MANUAL

DRAFT

Policy Title: Job Description – District Director

Policy Number: 2010

Salary Range:

Date: March 2019

GENERAL DESCRIPTION

The District Director is an exempt position that reports to the Library Board of Trustees and serves at the pleasure of the Board of Trustees. The District Director is responsible for the implementation of Board of Trustee policies, directing the day-to-day operations of the Library, supervision of the personnel, preparing reports on the short-term and long-term issues facing the District, preparation of the annual budget and reports on the financial stability of the District.

The District Director participates in all Board of Trustee meetings and is responsible for the preparation of the agenda and reporting of the minutes for all meetings.

JOB DUTIES

The District Director is responsible for implementing Board policies and is charged with representing the Board at local, regional and state meetings that are related to the provisions of a special district and library services. The duties of the District Director are to direct, coordinate and review of the activities of the various library operations concerning personnel, financial resources, equipment, information technology, services and programs. The position is responsible for the preparation of the annual budget for Board approval prior to the District's start of the fiscal year. The District Director is responsible for presenting reports and conducting analysis on issues that are facing Special Districts and assisting in the planning for the implementation of policies that address state legislation. The District Director is responsible for the preparation of monthly reports on the activities of the library, the financial health of the District and preparing options for the Board of Trustees to consider for future policy actions. The Director shall be responsible for the submission of reports to the State Library of California as required.

The District Director is responsible for the daily operations of the Library in the planning for events and services for the community. The Director is responsible for the supervision of all District staff hiring, training, promotion and terminations. The Director will be involved in the

selection and de-selection of books and other library material for all areas of the Library. The Director's goal is to provide properly trained staff and a motivating a positive customer and employment work climate for the District. The Director will facilitate personnel policies in accordance with state statutes. The Director is responsible for the oversight of the building and grounds of the Library.

The District Director serves as the liaison with other local jurisdictions, libraries and the State Special District Association for the development, coordination and promotion of the library's programs and management. The Director will formulate plans and for the short and long-term work programs of the District for Board of Trustees approval.

REQUIRED QUALIFICATIONS

The Director will possess a master's degree in library or information science or equivalent degree from an accredited university and five (5) years of experience in increasingly responsible public library management positions is desired. The person should have extensive experience in a supervisory position. The Director shall possess a valid California driver's license.

- Must possess the ability to efficiently prepare annual budgets and long-range financial plans.
- Must possess the ability to communicate effectively both in written and verbal manner with the Library Board, staff, constituents and representatives of other agencies.
- Must possess the extensive knowledge of the principles and practices of modern public library services.
- Must possess the knowledge of planning, administering and appraising a public library program
- Must possess the knowledge on the use of technology for a library services program.
- Must have the ability to utilize information technology software that generates reports and financial information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described herein are representative of those that must be met by an employee to successfully perform the typical tasks of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

- Must possess the mobility to work in a standard office setting and to visit meeting sites.
- Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.
- Must possess ability to operate a motor vehicle.
- Must possess hearing and speech to communicate in person, before groups and by telephone.

- The employee is required to sit, stand, walk, stoop, kneel or crouch.
- The employee must have the strength to pick up and carry supplies weighing up to twenty (20) pounds.