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MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 12, 2020 | 5:00 P.M. | Conference Room

**CALL TO ORDER,
PLEDGE OF
ALLEGIANCE, ROLL
CALL**

President Little Called to Regular Meeting of the Banning Library District Board of Trustees to order on February 12, 2020 at 5:02 p.m.

Members Present: President Kathy Little, Secretary Alejandro Geronimo, Trustee Wemida Ajigbotafe, Trustee, Melanie Lara, and Trustee Loretta Cousar.

Members Absent: None.

Staff Present: Kevin Lee, District Director; Fernando Morales, Circulation Manager and Christian Tzintzun, Library Assistant.

Guests: Scott Nelson, District CPA Assistant.

ADOPTION OF AGENDA

It was motioned by President Little to adopt the agenda as presented. It was moved by Cousar and seconded by Ajigbotafe to adopt the agenda.

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: None.

PUBLIC COMMENT

None.

CLOSED SESSION

Closed session begun at 5:04 p.m. and ended at 5:58 p.m.

REPORT OUT

President Little reported out on the actions taken based on the Library Board of Trustees Closed Session Meeting. The closed session was to perform a Public Employee Performance Evaluation (Item 4.1) and to determine a cost of living increase, it was decided to award a 3% increase to staff and an additional 2% to the District Director. (Item 4.2)

CONSENT CALENDAR

It was moved by Secretary Geronimo and seconded by Trustee Ajigbotafe to approve Agenda items 5.1 and 5.2 as recommended. A roll call was taken:

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: None.

**BOARD REPORTS AND
COMMENTS**

President Little informed the Board that she had visited the Native Voices Poetry Festival on Saturday. Little spoke with Pat Murkland from the Dorothy Ramon Learning Center about the possibility of coordinating for future programs at the Banning Library District. Little mentioned she is giving a speech to a group of professional women on Saturday. (Item 12.1)

Trustee Cousar reported that she attended two (2) webinars, How to Be a Better Board Member and on the Brown Act. Director Lee reminded the Board that if they participate in any training they must report it during the Board Meeting. President Little remembered that she too went to a webinar, Understanding Board and District Liability Issues Webinar. (Item 12.2)

UNFINISHED BUSINESS

The staff is still organizing records in preparation for the Retention Schedule and Policy Update. (Item 13.1)

Director Lee updated the Board on facility improvements and renovations. The improvements have to be done in stages. The Staff is searching for cracks on the drywall before contracting someone to patch up the cracks. Then the children’s room walls will be painted. Next week Lee will meet with a designer to plan the renovations of the children’s room. (Item 13.2)

ADOPTION OF BYLAWS

A motion was made by Trustee Ajigbotafe and seconded by Trustee Cousar to approve item 14.1 as recommended on the agenda. Trustee Lara had a question about if Article IV Section 2 of the Bylaws (Exhibit 14.1) be revised to be clearer in case the elections or appointments are postponed until January. President Little and Director Lee assured that Bylaws may be revised if needed. (Item 14.1)

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: None.

**ELECTION OF NEW
BOARD OF TRUSTEES
OFFICERS**

The Board of Trustees reviewed item 14.2 of the agenda to elect a Board President and Board Secretary. Trustee Geronimo pointed out if the election was held during the current meeting the future elections will not be held on even years as they should be. It was motioned by Trustee Cousar and seconded by Trustee Geronimo to approve the motion as amended that the Board of Trustees will elect a President and Secretary for a one-year term for the 2020 calendar year. (Item 14.2)

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: None.

ABSENT: None.

**AMENDMENTS TO
POLICY NO. 5125 SICK
LEAVE**

Director Lee presented his proposal for amendments to Policy No. 5125 Sick Leave to comply with the Healthy Workplaces, Healthy Families Act of 2014 and to place the Banning Library District's sick leave policies closer to those of other libraries. Secretary Geronimo asked if there was a need to add step-family members and both Director Lee and President Little assured that all legal family members are included. There was a motion to approve the amendments to Policy No. 5125 Sick Leave as recommended by Trustee Cousar and seconded by Trustee Lara. (Item 14.6)

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: None.

**AMENDMENTS TO
POLICY NO. 5120
VACATION LEAVE**

Director Lee presented amendments to Policy No. 5120 Vacation Leave. A motion was made by Trustee Cousar and seconded by Trustee Ajigbotafe to adopt the amendments to Policy No. 5120 Vacation Leave as recommended. (Item 14.7)

AYES: Little, Geronimo, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: None.

**LAST MINUTE ACTION
ITEMS**

None.

**AGENDA ITEMS FOR
FUTURE AGENDAS**

None.

**NEXT REGULAR BOARD
MEETING**

March 11, 2020 at 5:00 p.m.

ADJOURNMENT

Adjourned at 7:09 p.m.

The foregoing minutes are approved by the Board of Trustees on March 11, 2020.

Christian Tzintzun

Prepared by: Christian Tzintzun, Library Assistant



Alex Geronimo, Board Secretary