

# MINUTES

## REGULAR MEETING OF THE BOARD OF TRUSTEES

January 8, 2020 5:00 p.m. Conference Room

1. **Call to Order, Pledge of Allegiance, Roll Call**

5:02 p.m. by Kathy Little, Board President

Board Present: K. Little, M. Lara, W. Ajigbotafe, L. Cousar, A. Geronimo

Staff Present: Kevin Lee - District Director, Fernando Morales – Circulation Manager, Christian Tzintzun – Library Assistant

2. **Adoption of Agenda**

Lee asked that that one more item be added to the Staff Report. A motion was made to adopt the Agenda with the one addition. M/S Ajigbotafe/Cousar. Motion passed unanimously.

3. **Public Comment**

No public comments.

4. **Consent Calendar**

Motion to approve entire Consent Calendar Agenda items 4.1 - 4.5. MS Cousar/Geronimo. Motion passed unanimously. A Roll Call vote was taken and all Board members approved the Consent Calendar.

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

None.

6. **Friends of the Library Report**

Gae Rusk, FOL President, spoke to the Board about their activities. The next evening was the launching of the Oral History project at the Historical Society's monthly meeting at the Beaumont Woman's Club. The annual April event usually occurring during national library week has been postponed due to the Easter weekend. Essay ideas will be discussed at the next FOL meeting (2<sup>nd</sup> Tuesday of the month at 4:30) and once started, there will be a 6-8 week time slot before awards will be given out at the April event. Gae asked if anyone had any quotes that would snag the high school students attention. She reminded everyone about Amazon smiles which once signed up, gives a portion of what a person spends to the Friends, which in turn goes to the library. Little asked when they would start interviewing people of interest for the Oral History project. Gae said that a taped Release Form would go out to the audience tomorrow night warning them that their story would be made public. After gathering all the information it will go to Francisco to sort out, and it will undoubtedly be a huge undertaking.

7. **Audit Report and Presentation by David Becker from James Martin and Co.**

David Becker, CPA, reported that the audit went much better than last year in that all his concerns and recommendations had been corrected and/or

addressed. He showed a percentage chart of the last six years. The year 2017 showed high salaries due to settlements paid out. Capital Assets have remained steady. Salaries and Benefits are always unpredictable as laws and requirements change. Since the Library has \$2,000,000 in Equity he suggested that the Board think about how they'd like to use those reserves, keeping in mind any future capital outlay expenses. He removed some items from the fixed asset schedule but nothing significant had to be adjusted. The overall revenues have increased because property taxes have increased by \$81,000. Expenses increase by 28%. Capital Outlay decreased by \$31,000. The Fund Balance increased by \$145,000. Little and Geronimo complimented Lee and the staff for handling all the internal control items from last year. Gae said the Audit results were admirable. Geronimo requested a comparison report to look at for the next audit.

8. **Finance Report.**

Lee reported that the LAIF account has been opened and \$600,000 was transferred into it. That amount would be six month's operating expenses plus a little cushion. Everything else was the same.

9. **District Director's Report**

District Director, Kevin Lee, thanked Board President, Kathy Little, for cookies she delivered over the holidays to the staff. The toy drive took place, allowing patrons to reduce their fines by \$1.00 for donating a toy. All toys were donated to the Banning Police. The library is trying to arrange for meals during the Summer Reading program working together with the Banning Unified School District. The Bookmobile research is continuing. Lee and Fernando checked out the Riverside County Library system's bookmobile operation. Theirs is a huge bus that would have been hard to maintain. They are thinking that a Sprinter van would be more what they would want as a bookmobile. A preliminary budget proposal will be sent out to the Board members with next month's agenda packet. Two new ads are to be run in the Veteran's Expo and the Chronological of Business Special Section. Career Online High School is now available. Applicants will need to take an online assessment test prior to being selected. Five scholarships will be awarded annually. The five digit library cards are in place and can be traded in by existing patrons (one time), or free to those who have lost their library cards. Patrons must present their physical card to check out or use library services. Lee and staff member Jana attended the annual Performer's Showcase to see what's available for the special events during the Summer Reading Program. A new library aide, Toni Moore, has been hired. Library assistant Jana Brassfield has resigned as well as Kellie Gonzalez.

Lee listed some upcoming Board of Trustee training, webinar and conference opportunities. Lee has five training/webinars he most likely will attend in the next month.

Incidents consisted of rock throwing on library property and said patrons being suspended for three months. A knife found outside was handed over to a sheriff deputy.

The Building Inspector reported that the cracks in the Library walls are surface cracks and not a safety concern or a structural issue – they are normal for the age of the building. One area of the roof is still leaking but with the three year guarantee, it should be taken care of without expense soon. Lee asked Fernando to talk about CENIX, a company that offers high-bandwidth network service. Although they do not have a contract but have a general price breakdown, the cost would be \$38 a month after eighteen months and it would give them the speed that is needed. Fernando will begin configuring one of the computers with the Extended Virtual Reality program /goggles that have just arrived. Lee thanked the Friends of the Library for the two Christmas trees and tree trimming event.

The library will be receiving one Oculus Go and Quest and Immersive Storytelling Kit from XRLibraries. The Elks club will be giving the library a \$4,000 gift to buy STEAM items for children ages 0-8, and also two computers and a printer for the children's room. Working with the archivist at Maiki, the library will be receiving the California Revealed grant. Lee thanked the Friends of the Library for their generous gift of \$1,130 and blackout curtains for the History room. The next grant Lee plans on applying for is the Lunch at the Library.

The Staff report from Fernando, Circulation Manager, thanked the Friends for The Christmas trees, gingerbread event, and with the toy drive, he thought that the library was of great service to the community. Yocelin Saucedo, Library Assistant, also felt the Christmas tree decorating and gingerbread events with live music made for a happy library. Rebecca Aguirre Rios, Library Assistant, wrote about the guided painting program and the jigsaw puzzle creation, scrambling the pieces and racing to finish the puzzle. The movies of the month (Christmas themed) kept the patrons returning for more. Statistics had been given to the Board members and Little asked if the number of audio books checked out was a normal amount. Fernando thought that December was not a good month to base audio statistics as patrons are busy with the holidays. Geronimo was curious about the young adult non-fiction book "Stranger Things". Fernando explained it was a behind the scenes with background information book about the television show. Little commented on how engaged the teenagers were during the Guided Canvas painting event. Historian, Francisco, submitted his monthly report which covered digitizing of the special collections that the library owns, the transfer of all special and rare books to the history backroom, and partnership with the Maiki archivist to help procure the California Revealed Grant. This grant will be for digitalizing the microfilm collection which is slowly eroding. The Boud Collection and other rare books have been nearly cataloged, and many of the book's barcodes within the history room have been scanned so that they show up in the Koha system. Francisco noted that they incorporated

more local history books into the general circulation, making patrons happy to have more access for their research projects.

## **10. Board Reports and Comments**

### **10.1 President's Report**

Kathy Little, Board President, was so pleased about the Audit results. She asked the other Board members if they could go to the Friends of the Library meeting that next Tuesday. Cousar volunteered to go and Little said she'd attend the February meeting. It was suggested that they get a sign-up sheet for the remaining months of 2020.

### **10.2 Trustee's Report**

Cousar congratulated District Director Lee for his good work and that the grants that have been awarded which helped with getting a good Audit Report. She thought he'd eventually pay for his own salary! She asked about the status of the flagpole outside the building. Geronimo congratulated the Board of Trustees for their one year anniversary! And that they all were still there! Lara thanked Lee and the staff for making the library what it is. Little thanked the entire Board for hanging in there this last year.

## **11. Unfinished Business**

### **11.1 Adopting Rosenberg's Rules of Order for Meetings**

At the last Board meeting Rosenberg's Rules of Orders was explained and a booklet given to each Board member. The Trustees approved of changing. The parliamentary procedures of their meetings. They asked Lee to revise Policy No. 4260 Rule of Order for Board and Committee Meetings to reflect the change. Motion to accept amendments to Policy No. 4260. M/S Geronimo/Lara. Motion passed unanimously. Lee asked that the Board do a roll call vote from now on as the attorney had advised them to do so.

### **11.2 Facility Improvement and Renovation Discussion Update**

At the last Board meeting, Trustees directed the District Director to have two more project managers contacted about the facility improvement and renovation project. Meanwhile a Building Inspector came out to the library and concluded that the cracks in the walls were normal and not a safety issue or a structural issue. Expanding the library is not necessary at this time. However, the library could use a professional to analyze how to use the library space in a more productive way and maybe create some study rooms. After some discussion, the Trustees gave Lee direction to find at least two Interior Designers to look at the facilities and give them ideas and quotes. Since the Board just gave Lee direction, no motion was made at this time.

### **11.3 Retention Schedule and Policy Update**

Upon the Board's decision at the last Board meeting, staff has been organizing, discarding/retaining all records in house. Lee reports that they are about one fourth of the way through.

**12. New Business**

**12.1 Creation of Policy No. 6020 Library Use**

Policy No. 6020 would contain Hours of Operations (including holiday closing days), Eligibility (requirements to obtain a library card), Borrowing policies, (how many items can be checked out at one time and for how long) Library Charges (overdue, lost items, copier, fax, interlibrary, notary, procter, conference room expenses) and Suspension of Library Privileges. (\$5.00 + fines, unattended children, computer misconduct, or patron misconduct). Motion to adopt Policy No. 6020. M/S Cousar/Ajigbotafe. Motion passed unanimously. A roll call vote was taken in which all Board members approved.

**12.2 Deletion of Policy No. 2095 Job Description – Library Page**

The Library Page description is similar to the Library Aide description, and no Library Pages have been hired in the last decade. Therefore it is asked that they delete Policy No. 2095 Library Page Job Description. Motion to remove Policy No. 2095. M/S Ajigbotafe/Geronimo. Motion passed unanimously. A roll call vote followed with all Board members approving.

**12.3 Amendments to Policy No. 6060 Internet and Computer Use**

This Item asks that more than one computer session be allowed at the staff's discretion. The policy should prohibit using someone else's library card. Color printing is available but not mentioned in current Policy. Free printing during tax season has nothing to do with computer usage. The library no longer sells flash drives or schedules computer time, and would like to get rid of offering guest passes. Motion to update Policy No. 6060 Internet and Computer Use. M/S Geronimo/Cousar. Motion passed unanimously. A Roll Call vote was made and all Board members approved.

**12.4 Amendments to Policy No. 2420 Professional Development and Tuition**  
Policy No. 2420 should be renamed "Tuition Reimbursement" as there is already a Training policy. Also, this policy should not be in the 2000s policy category. Tuition reimbursement is available to full-time employees. Part-time employees have training opportunities to increase their work skills. Tuition reimbursement, up to \$1,500 per semester will be available upon Board approval and the funds to cover it. Classes taken should be used to benefit the Library, and the employees must obtain a passing grade. If an employee leaves their job within one year of the reimbursement, that amount will be deducted from their final paycheck. Motion to approve and adopt amendments to Policy No.2420. M/S



Cousar/Ajigbote. Motion passed unanimously. Roll Call vote – all approved.

**13. Closed Session 6:03 to 6:25 p.m.**

13.1 Public Employee Performance Evaluation – District Director  
Pursuant to Government Code Section 54957

The Report Out was that this Item will be postponed to the next month's Board Meeting.

**14. Last Minute Action Items**

None.

**15. Agenda Items for Future Agendas**

None.

**16. Next Regular Board Meeting**

February 12, 2020 5:00 p.m.

**17. Adjournment 6:26 p.m.**