



21 W. Nicolet St.  
Banning, CA 92220  
(951) 849-3192 (tel.)  
(951) 849-6355 (fax)  
www.banninglibrarydistrict.org

## Regular Board Meeting Agenda

October 14, 2020

5:00 p.m.

Teen Room & Zoom

In an effort to protect public health and prevent the spread of COVID-19, the Banning Library District board meeting will not be open to the public. The Banning Library District encourages the public to call via teleconference at: <https://tinyurl.com/reg101420> (Passcode: 095226). Members of the public who wish to comment on matters before the Board may submit comments on or before 3 pm, Wednesday, October 14, 2020 to [christian@banninglibrarydistrict.org](mailto:christian@banninglibrarydistrict.org). Any comments received will be read and must still be limited to 5 minutes.

**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, Pledge of Allegiance, Roll Call**

2. **Adoption of Agenda**

3. **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.*

4. **Consent Calendar**

*All Consent Calendar items will be acted upon a single action of the Board unless otherwise requested by an individual Board Member for separate consideration.*

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

- 4.1 Minutes of the Regular Board meeting—September 9, 2020
- 4.2 Minutes of the Special Board meeting—September 29, 2020

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

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

6. **Audit Report and Presentation**

7. **Finance Report**

8. **District Director's Report**

9. **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)*

10. **Unfinished Business**

10.1 Creation of Policy No. 5036 Code of Safe Practices

11. **New Business**

11.1 Discussion/Action: Reschedule November's Regular Board Meeting

11.2 Classification Study Final Reports and Recommendations

11.3 Amendments to Policy No. 5150 Illness and Injury Prevention Program

11.4 Amendments to Policy No. 5230 Unlawful Harassment

11.5 Amendments to Policy No. 5350 Letters of Recommendation

11.6 Discussion/Action: Elimination of Library Late Fees

11.7 Authorize the District Director to enter into an Agreement with a carpet company in the amount not to exceed \$16,788.00

11.8 Discussion/Action LAFCO Sphere of Influence Approval

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 not 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**

TBD

15. **Adjournment**



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## MINUTES

### REGULAR MEETING OF THE BOARD OF TRUSTEES

September 9, 2020 | 5:00 P.M. | Teen Room (Zoom Virtual Meeting)

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

President Little called the Regular Meeting of the Banning Library District Board of Trustees to order on September 9, 2020 at 5:00 p.m.

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

**Members Absent:** Secretary Alejandro Geronimo

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

**Guests:** David Heiss (via Zoom).

#### ADOPTION OF AGENDA

Director Lee recommended to add a renovation schedule to Item 7 District Director's Report. Due to technical difficulties the Board took a short recess from 5:02 p.m. to 5:06 p.m. It was moved by Trustee Lara and seconded by Trustee Cousar to adopt the agenda with the added renovation schedule to the District Director's Report.

AYES: Little, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: Geronimo.

#### PUBLIC COMMENT

None.

#### CONSENT CALENDAR

It was moved by Trustee Cousar and seconded by Trustee Lara to approve item 4.1 Minutes of the Regular Board Meeting — August 12, 2020.

AYES: Little, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: Geronimo.

#### CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

None.



## FINANCE REPORT

Director Lee commented on a few items on the Finance Report. #26 Maintenance was because of the landscape work done to remove the rocks, #51 Memberships was higher because the renewals fell on this calendar month, and #9 Grants was at 100% because the library had not used all the money Zip Books granted for the year.

## DISTRICT DIRECTOR'S REPORT

Director Lee gave his thanks to Trustee Lara for passing out applications to run for a Board Member of the Banning Library District and allowed Lara to post the application on Facebook. David Heiss said that there will be a notice in this week's Record Gazette newspaper. The Banning Library District will start preparing for a silent auction, starting September and ending in November, to sell all the furniture that will be replaced for the renovations in the children and teens rooms. The auditor will present the audit report during the October Regular Meeting.

## BOARD REPORTS AND COMMENTS

President Little gave her thanks to the Library staff for their continued work and to Director Lee for coming up with the new policies.

## UNFINISHED BUSINESS

### **9.1 Authorize the District Director to enter into an Agreement with Koff & Associates for Compensation Study in the amount not to exceed \$16,950.**

A motion was made by Trustee Lara and seconded by Trustee Cousar to authorize the District Director to enter in an agreement with Koff & Associates. Option #1 includes base salaries only whereas Option #2 includes total compensation (base salaries plus benefits). Lee said he wants to hire more staff and pay what the market is dictating. Cousar wanted two options for the study. Lee said he had presented other options when he presented the bids for the Classification Study during the June 10, 2020 regular meeting. A roll call was made to enter in an agreement for option #2.

AYES: Little, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: Geronimo.

## NEW BUSINESS

### **10.1 Discussion and Action: Reopening of the Library**

Lee advised the board to allow eight patrons inside the building only for computer usage, print/copy/fax services, and paying for fees to meet the California Blueprint for a Safer Economy. The Board had a discussion on reopening the library. Little said she would prefer to reopen the library to allow patrons to browse the materials. Cousar asked if the library can designate certain days for patrons to browse the library. Lara asked if it is possible for patrons to browse without touching the materials or by using gloves. Lee mentioned that he is following the

REALM (Reopening Archives, Libraries and Museums) Project research results which show that the virus shows trace amounts of signs after six days if stacked, but only up to 3 when unstacked. The library will loosen up the restrictions as the county and state allow. A motion was made by Trustee Lara and seconded by Trustee Agijbotafe to reopen the library under option #1. President Little made a roll call to reopen the library under option #1.

AYES: Little, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: Geronimo.

### **10.2 Amendments to Policy No. 5030 Nepotism**

A motion was made by Trustee Agijbotage and seconded by Trustee Cousar to make the amendments to Policy No. 5030.

AYES: Little, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: Geronimo.

### **10.3 Creation of Policy No. 5136 Domestic Violence, Sexual Assault, and Stalking Victim's Leave.**

A motion was made by Trustee Agijbotage and seconded by Trustee Cousar to create Policy No. 5136.

AYES: Little, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: Geronimo.

### **10.4 Creation of Policy No. 5136 Voting Leave.**

A motion was made by Trustee Cousar and seconded by Trustee Lara to create Policy No. 5136.

AYES: Little, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: Geronimo.

### **10.5 Amendments to Policy No. 5100 Hours of Work, Overtime, and Compensation Time.**

A motion was made by Trustee Cousar and seconded by Trustee Lara to amend Policy No. 5100.

AYES: Little, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: Geronimo.

**10.6 Amendments to Policy No. 5050 Tuition Reimbursement.**

A motion was made by Trustee Agijbotage and seconded by Trustee Cousar amend Policy No. 5050

AYES: Little, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: Geronimo.

**10.7 Amendments to Policy No. 5110 Holidays.**

A motion was made by Trustee Cousar and seconded by Trustee Lara to amend Policy No. 5110.

AYES: Little, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: Geronimo.

**10.8 Creation of Policy No. 5137 Crime Victim's Leave.**

A motion was made by Trustee Lara and seconded by Trustee Cousar to create Policy No. 5137.

AYES: Little, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: Geronimo.

**10.9 Amendments to Policy No. 5120 Vacation Leave.**

A motion was made by Trustee Lara and seconded by Trustee Ajigbotafe to amend Policy No. 5120.

AYES: Little, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: Geronimo.

**10.10 Creation of Policy No. 5138 California Pregnancy Disability Act (PDL).**

Trustee Laura recommended to remove the word "female" from the policy to accommodate employees who do not identify as female. President Little asked for a motion for approval to create Policy No. 5138 with the word "female" stricken from the policy. A motion was made by Trustee Cousar and seconded by Trustee Lara to create Policy No. 5138 with the word "female" stricken from the policy.

AYES: Little, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: Geronimo.

**LAST MINUTE AGENDA  
ITEMS**

None.

**AGENDA ITEMS FOR  
FUTURE AGENDAS**

Discussion on the date for November's Regular Meeting since it falls on a holiday (Veteran's Day). Audit report by James Marta & Company.

**NEXT REGULAR BOARD  
MEETING**

October 14, 2020 at 5:00 p.m.

**ADJOURNMENT**

Adjourned at 5:54 p.m.

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The foregoing minutes are approved by the Board of Trustees on \_\_\_\_\_, 2020.

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Prepared by: Christian Tzintzun, Library Assistant

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Alex Geronimo, Board Secretary





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## MINUTES

### SPECIAL MEETING OF THE BOARD OF TRUSTEES

September 29, 2020 | 5:00 P.M. | Teen Room (Zoom Virtual Meeting)

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

President Little called the Special Meeting of the Banning Library District Board of Trustees to order on September 29, 2020 at 5:00 p.m.

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

**Members Absent:** Secretary Alejandro Geronimo

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

**Guests:** None.

#### ADOPTION OF AGENDA

Trustee Cousar moved and Trustee Lara seconded to approve the agenda.

AYES: Little, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: Geronimo.

#### PUBLIC COMMENT

None.

#### BOARD REPORTS AND COMMENTS NEW BUSINESS

None.

##### 5.1 Letter of Recommendation – Board Candidates.

There was one submission to run for board trustee and the Board reviewed the candidate's application. A motion was made by Trustee Ajigbotafe and seconded by Trustee Cousar to recommend the candidate to the Registrar of Voters.

AYES: Little, Ajigbotafe, Lara, Cousar.

NOES: None.

ABSTAIN: None.

ABSENT: Geronimo.

##### 5.2 Comparator Agency Analysis for the Total Compensation Study.

The Board took some time to read through the list of agencies for comparison study for the analysis. A motion was made by Trustee Ajigbotafe and seconded by Trustee Lara to approve the listed agencies for comparison study.



AYES: Little, Ajigbotafe, Lara, Cousar.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Geronimo.

**5.3 Creation of Policy No. 5105 Attendance Policy.**

A motion was made by Trustee Cousar and seconded by Trustee Lara approve the creation of Policy No. 5105  
AYES: Little, Ajigbotafe, Lara, Cousar.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Geronimo.

**5.4 Creation of Policy No. 5103 Temporary Upgrade and Acting Pay.**

A motion was made by Trustee Ajigbotafe and seconded by Trustee Lara to approve the creation of Policy No. 5103  
AYES: Little, Ajigbotafe, Lara, Cousar.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Geronimo.

**5.5 Creation of Policy No. 5013 Code of Ethics.**

A motion was made by Trustee Lara and seconded by Trustee Cousar to approve the creation of Policy No. 5013.  
AYES: Little, Ajigbotafe, Lara, Cousar.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Geronimo.

**5.6 Creation of Policy No. 5036 Code of Safe Practices.**

Trustee Lara was concerned about the policy not mentioning anything about if an employee was suspected of being under the influence. The rest of the Board agreed that this should be addressed on the Code of Safe Practices policy. A motion was made to table Item 5.6 Creation of Policy No. 5036 by Trustee Ajigbotafe and seconded by Trustee Lara.  
AYES: Little, Ajigbotafe, Lara, Cousar.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Geronimo.

**5.7 Amendments to Policy No. 5210 Tobacco Use.**

A motion was made by Trustee Lara and seconded by Trustee Cousar to approve the amendments to Policy No. 5210.  
AYES: Little, Ajigbotafe, Lara, Cousar.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Geronimo.

**5.8 Amendments to Policy No. 5100 Hours of Work and Overtime.**

A motion was made by Trustee Lara and seconded by Trustee Ajigbotafe to approve the amendments to Policy No. 5100.  
AYES: Little, Ajigbotafe, Lara, Cousar.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Geronimo.

**5.9 Amendments to Policy No. 5010 Employee Status.**

A motion was made by Trustee Cousar and seconded by Trustee Lara to approve the amendments to Policy No. 5010.  
AYES: Little, Ajigbotafe, Lara, Cousar.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Geronimo.

**5.10 Amendments to Policy No. 5120 Vacation Leave.**

A motion was made by Trustee Lara and seconded by Trustee Ajigbotafe to approve the amendments to Policy No. 5120.  
AYES: Little, Ajigbotafe, Lara, Cousar.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Geronimo.

**5.11 Amendments to Policy No. 5125 Sick Leave.**

A motion was made by Trustee Cousar and seconded by Trustee Ajigbotafe to approve the amendments to Policy No. 5125. After a short discussion President Little called for a roll call vote.  
AYES: Little, Ajigbotafe, Lara, Cousar.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Geronimo.

**AGENDA ITEMS FOR  
FUTURE AGENDAS**

Item 5.6 Creation of Policy No. 5036 Code of Safe Practices was tabled for the next scheduled Board meeting.

**ADJOURNMENT**

Adjourned at 5:30 p.m.

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The foregoing minutes are approved by the Board of Trustees on \_\_\_\_\_, 2020.

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Prepared by: Christian Tzintzun, Library Assistant

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Alex Geronimo, Board Secretary

Banning Library District  
**Profit & Loss Budget vs. Actual**  
 August 2020

	Jul 20 - Aug 20	Budget	% of Budget
1	<b>Income</b>		
2	REVENUES		
3	\$ -	\$ 980,200	0.0%
4	LOCAL REVENUES		
5	Interest 43	10,000	0.43%
6	Late Fees and Misc. Revenue 32	5,000	0.65%
7	Fines -	3,100	0.0%
8	Service Sales -	4,100	0.0%
9	Grant Income 11,204	-	100.0%
10	Rental Fees -	500	0.0%
11	Other Revenues 166	-	100.0%
12	Total REVENUES 11,444	1,002,900	1.14%
13	<b>Expense</b>		
14	CAPITAL OUTLAY -	200,000	0.0%
15	SALARIES & BENEFITS		
16	Regular Salaries 64,687	467,100	13.85%
17	Overtime -	1,000	0.0%
18	Health Insurance 3,620	26,700	13.56%
19	Social Security 3,819	29,100	13.12%
20	Retirement 1,908	17,800	10.72%
21	Medicare 893	6,800	13.14%
22	Unemployment Insurance 277	4,500	6.16%
23	Total SALARIES & BENEFITS 75,204	553,000	13.6%
24	OPERATIONAL		
25	Automation 6,320	20,200	31.29%
26	Maintenance 3,845	16,000	24.03%
27	Program Expense 261	14,000	1.86%
28	Juvenile Books (Childrens) 644	10,000	6.44%
29	Adult Books 1,014	6,300	16.09%
30	Youth books (YA) 173	1,000	17.32%
31	Equipment & Furniture -	10,000	0.0%
32	Data Base 1,153	20,000	5.76%
33	Audio 570	2,700	21.11%
34	DVD/Videos 381	2,700	14.13%
35	Periodical 111	1,500	7.37%
36	Processing Books & ILL 513	3,800	13.5%
37	Security 304	2,400	12.67%
38	Website Maintenance -	4,000	0.0%
39	Janitorial -	2,600	0.0%
40	Total OPERATIONAL 15,288	117,200	13.04%
41	ADMINISTRATIVE		
42	HR Services -	25,000	0.0%
43	Professional 17,286	83,600	20.68%
44	Insurance 2,927	17,000	17.22%
45	Professional Development 612	8,000	7.65%



Banning Library District  
**Profit & Loss Budget vs. Actual**  
 August 2020

		Jul 20 - Aug 20	Budget	% of Budget
46	Recognition Events	-	1,500	0.0%
47	Recruitment	-	500	0.0%
48	Advertising/Marketing	-	1,200	0.0%
49	Cty. Auditing and Accounting	-	500	0.0%
50	Bank Fees	-	200	0.0%
51	Membership	1,700	4,500	37.79%
52	Travel/Training	163	5,500	2.97%
53	Utilities	4,594	48,000	9.57%
54	Office	1,885	22,700	8.3%
55	Total ADMINISTRATIVE	29,167	218,200	13.37%
56	<b>Total Expense</b>	119,659	1,088,400	10.99%
	<b>Net Income</b>	\$ (108,215)	\$ (85,500)	

*No assurance is provided on these financial statements.*

*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included*

Banning Library District

Balance Sheet

As of August 31, 2020

	<u>Aug 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of Hemet Money Market	\$ 83,566
Operating Account Bank of Hemet	1,401,019
LAIF	605,056
LAIF FMV	2,962
Petty Cash	846
County General Fund Cash	<u>33,762</u>
Total Checking/Savings	2,127,211
Accounts Receivable	
County Interest Receivable	<u>1,663</u>
Total Accounts Receivable	1,663
Other Current Assets	
Accounts Receivable PropertyTax	20,361
Prepaid Expenses	<u>27,841</u>
Total Other Current Assets	<u>48,201</u>
Total Current Assets	2,177,075
Fixed Assets	
CAPITAL ASSETS	
County General Fund Assets	1,009,490
Accumulated Depreciation	<u>-572,566</u>
Total Fixed Assets	<u>436,924</u>
TOTAL ASSETS	<u><u>2,613,999</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	28,645
Credit Cards	1,931
Year end Accrued Payroll	15,746
Vacation Payable	<u>25,334</u>
Total Liabilities	71,656
Equity	<u>2,542,343</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 2,613,999</u></u>

*No assurance is provided on these financial statements.*

*The financial statements do not include a statement of cash flows.*

*Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*



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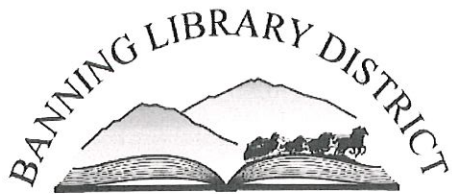
## DIRECTOR'S REPORT

Meeting Date: October 14, 2020  
Prepared By: Kevin Lee

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- Regular board meeting needs to be rescheduled for November due to Veterans Day.
- Our audit is complete! There will be an audit report presentation by David Becker at the regular meeting on October 14, 2020 via Zoom.
- Koff and Associates (K&A) completed the classification study. This information is in the board packet, with K&A's complete analysis and recommendations. They started the compensation study.
- Many libraries are starting to remove late fees. The Library is proposing to follow the trend. A discussion on this topic will be at the meeting.
- California State Library offered free VetNow and Job Now subscriptions. We applied and got them for our patrons. They can be accessed via our homepage [www.banninglibrarydistrict.org](http://www.banninglibrarydistrict.org). (On the right column)
- We applied for the California Broadband grant. We would receive \$99,354,80 if we win the grant. The grant would be used to update our technology infrastructures.
- Staff applied for Lunch at the Library extension grant. We got it! Staff will be planning some pop-up programming events. The total grant amount is \$2,100.
- Library will participate in the Trip and Treat event hosted by the City of Banning on October 30. We plan to give candies and library information flyers to everyone. This is a drive-thru event. We will reserve some of our parking space to host this event.
- A big "Thank you" to Friends of the Banning Library for providing lunch to staff.





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## STAFF REPORT

Meeting Date: October 14, 2020

Prepared by: Fernando Morales, Circulation Manager

**TITLE:**

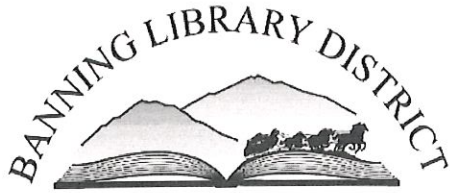
Circulation Statistics

**MONTH:**

September 2020

Material	Top Circulating Item	Monthly Circulation
Audio Books	Markers	37
DVDs	Belko Experiment	127
<b>Adult</b>		
Fiction	The Guest List	153
Non-Fiction	The Taco Cleanse	83
<b>Young Adult</b>		
Fiction	Naruto	32
Non-Fiction	Stranger Things Turn Upside Down	1
<b>Juvenile</b>		
Fiction	Holes	186
Non-Fiction	Martin's Big Words	29

<b>Computer Usage</b>	<b>Total Sessions</b>
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Adult	17
Teen	1
Children	N/A

\*Each session is one (1) hour long. Extensions are allowed. Staff does give extensions, but the system does not count that as additional sessions.

<b>Database</b>	<b>Description</b>	<b>Total Sessions</b>
Ancestry	Genealogy	2
Coursera	Job development courses	6
Enki	eBook*	3
Gale Legal Forms	Legal Forms & Templates	3
Mango	Language	9
OverDrive	Audiobook and eBook	384
World Book	Online Encyclopedia	10
Zinio	Magazine	36
BrainFuse	Online Tutoring	3
Hoopla	TV streaming service	43

## Historians Report - October 2020

October was a very successful month for the history room. The staff and myself, embarked on a new project where the history room will now offer a new paid historical preservation service to the public. The history room will not offer to the public a negative film scanning service offered at 1 dollar per negative.

The project began as an inquiry from the Historical Society of Moreno Valley. They reached out to us with regarding some of our high detail scanners that we own. They asked if we were able to digitally scan a historic film negative collection that they had recently come into possession of. We analyzed their film, and carefully over the month of October, scanned and converted their film negative images into digital files. The work was quite time consuming, but for the nominal fee we are charging, we can now make extra income for the library; while also helping other organizations to digitize their film collections. Over the month we successfully scanned over 100 images and raised 105 dollars for the library. I want to thank staffers, Khiabet Vigil and Toni Moore who helped me in this project. I could not have completed this project without their assistance.

Regarding our ongoing cataloguing projects, with the BOUD collection of books now complete, I am able to devote my attention to alphabetizing and finishing the cataloging of the local history books.

There will need to be a moving of furniture in the room again, to accommodate a larger bookshelf that will hold our entire local history book assortment. However once this is complete, we should not need to do any more physical movement of bookshelves or furniture in the history room thereafter. This work began in October and will likely continue into early next year for completion.

Submitted with respect and gratitude,

Historian, Francisco Ramos





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## STAFF REPORT

Meeting Date: October 14, 2020  
Prepared By: Kevin Lee, District Director  
Agenda Item: 10.1  
Title: Creation of Policy No. 5036 Code of Safe Practices

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### RECOMMENDATION:

That the Board **approve and adopt** Policy No. 5036 Code of Safe Practices

### BACKGROUND/INFORMATION:

At the last regular board meeting, Trustee Lara pointed out that the wording "Anyone known" in Section 5036.3 was confusing. Trustee Lara recommended changing that to "Anyone suspected." After reviewing the draft, staff agrees with Trustee Lara's proposed language.

# *Banning Library District*

## **POLICY MANUAL**

**POLICY TITLE:** *Code of Safe Practices*

**POLICY NUMBER:** 5036

- 5036.1** *All employees will follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the Library Manager, Librarian in Charge, and the District Director.*
- 5036.2** *Library Manager, Librarian in Charge, or the District Director will insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work and will take such action as necessary to obtain observance.*
- 5036.3** *Anyone suspected to be under the influence of drugs or intoxicating substances will not be allowed on the job while in that condition and will be subject to the discipline specified in section 5200.*
- 5036.4** *Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees will be prohibited.*
- 5036.5** *Work will be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.*
- 5036.6** *No one will knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.*
- 5036.7** *Employees will be instructed to ensure that all protective devices are in proper places and adjusted, and will report deficiencies promptly to the Library Manager, the Librarian in Charge, or the District Director.*
- 5036.8** *Workers will not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties.*
- 5036.9** *All injuries will be reported promptly to the Library Manager, Librarian in Charge, or the District Director so arrangements can be made for medical or first aid treatment.*
- 5036.10** *When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back should be used.*
- 5036.11** *Employees will wash their hands thoroughly after using the restroom, smoking, eating, and other times, as necessary.*

**5036.12** *Work will be so arranged so employees are able to face a ladder and use both hands while climbing.*

**5036.13** *All tools and equipment will be maintained in good condition.*

**5036.14** *Damaged tools or equipment will be removed from service and tagged "DEFECTIVE."*

**5036.15** *Only appropriate tools will be used for the job.*

**5036.16** *Only authorized persons will operate machinery or equipment.*

**5036.17** *Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., will not be worn around moving machinery or other sources of entanglement.*





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## STAFF REPORT

Meeting Date: October 14, 2020  
Prepared By: Kevin Lee, District Director  
Agenda Item: 11.1  
Title: Discussion: Reschedule November Regular Board Meeting

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### RECOMMENDATION:

That the Board **reschedule** November regular board meeting due to Veterans Day.

### BACKGROUND:

Library will be closed in observation of Veterans Day, which is second Wednesday of this month. Regular board meetings are scheduled on second Wednesday of the month.