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 Agibotage and seconded by Trustee Cousar to 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.

The foregoing minutes are approved by the Board of Trustees on October 14, 2020.

Prepared by: Christian Tzintzun, Library Assistant

Alex Geronimo, Board Secretary