

**Minutes – DRAFT
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
6:00PM, THURSDAY, JANUARY 16, 2014**

REGULAR MEETING

**MEETING LOCATION:
GRETCHEN HIGGINS ELEMENTARY SCHOOL
MULTI-PURPOSE ROOM
1525 PEMBROKE WAY, DIXON, CA 95620**

1. Call to Order

Mr. Gabby called the meeting to order at 6pm

2. Closed Session

**a. Public Employee Performance Evaluation, Interim Library
Director [Govt' Code §54957]**

- *Mr. Gabby delivered the report from closed session. Mr. Gabby has been directed by the board (unanimous vote) to extend the current interim library director's contract by eight weeks with Mr. Newell being present in Dixon approximately 2 days a week. All other terms and conditions of his contract still apply.*

3. Business Meeting

a. Pledge of Allegiance

Per board decision the pledge of allegiance was not said.

b. Roll Call:

Trustees:

John Gabby, President – present

Andrew Bloom, Vice President – present

Guy Garcia, Clerk – present

Caitlin O'Halloran, Member – present

Joe DiPaola, Member – present

Staff:

Patrick Newell, Interim Library Director – present

4. Notice to the Public

Mr. Gabby read the notice to the public.

5. Correspondence

None

6. Consent Agenda

a. Approval of Agenda

Mr. Bloom moved to approve the agenda, Mr. Garcia seconded, motion passes.

7. Public Comment

None

8. Guests & Presentations

None

9. Director's Report

A. Water company work update

- Mr. Newell has provided the board with a price quote for the back flow repairs that need to be made to the library buildings. The quote is for \$4998. Work is ready to begin once the workmen can be schedule.

- Mr. DiPaola questioned the cost, and what work was being done at a cost of \$5000.

- Mr. Newell explained that sidewalks will have to be dug up, and other work will have to be performed to ensure that the back flow requirements are met. And that this may need to be done for other property owned by the library, but that will be discussed further in new business.

B. Library Director Search

- Mr. Newell stated that there are four applicants for the library director position, all from out of state. Three of the applicants meet the requirements for the director position. Once representatives of the public are chosen the library is ready to move forward with the interview process.

- Mr. DiPaola asked that Mr. Newell forward the applicants resumes to the board members. Mr. DiPaola also stated that the previous board, specifically board member Herb Cross, had requested that three candidates be presented to the board for review and consideration.

- Mr. Bloom replied stating that through the interview process the candidates would be chosen, but should there be less than three what the next step would be.

- Mr. DiPaola explained that the concern was that only one candidate would be presented to the board, and that is what the previous board members wanted to avoid. The committee would make a recommendation, but the board wanted to see more than the one candidate that the committee was recommending.

- Mr. Garcia asked that Mr. Newell scan the resumes and send them as pdfs to all board members.

- Mr. Newell asked the board for direction on the selection and use of community members during the interview process.

- Mr. Garcia expressed concern that the public involvement could become overwhelming, and wants to ensure that does not happen.

- Mr. Newell discussed with the board the current people already involved in the interview process as two full time staff members from the library (himself being one), 2 members of the board, and then community members Erma Hill, vice president of the Friends of the Library, and Marge Rothrock.

-Mr. Garcia suggested that an additional community member be added to bring the number to three.

- The board decided that a third person would be chosen and Mr. Newell would be contacted by those interested. Should there be an overwhelming amount of applicants then a lottery would be used.

C. Children's/Youth Services Librarian search

- Mr. Newell asked the board whether the interview committee being used for the library director should also be used in the search for the Youth Services librarian.

- Mr. DiPaola pointed out in the past that a committee was not used for those positions. He also stated that it was Mr. Newell's decision as the library director whether to do the selection of the Youth Services's Librarian search through committee or not.

- Mr. Newell said it would be great if he was able to hire that person, because then a librarian could be in place sooner.

- Mr. Garcia and Mr. DiPaola believe that Mr. Gabby and Mr. Bloom should be consulted in regards to applicants for the position, and that the decision is a personnel decision for Mr. Newell.

- Mr. Newell expressed concern that of multiple applications only one person had met the minimum requirements set by the library for the job. Mr. Newell will be in contact with Mr. Bloom and Mr. Gabby in regards to additional applications that have been received but not reviewed.

D. Voicemail repair work

- Mr. Newell reported that the voicemail and voice answering on library telephones has been repaired. The tree has been reworked. The technician that aided the library does not speak Spanish therefore the phone tree at the library is not in Spanish. Mr. Newell will leave this for the new director to implement.

E. IT Infrastructure work update

- Mr. Newell explained that the library is moving forward with all the planning. The cable specialists have come out to map the building, and discovered that the library needs to be recabled to support a VOIP phone system. The cable specialist suspects it would cost between \$3000 and \$4000.

- Mr. Newell has made initial contact with E-Rate specialists. He feels that due to the Federal nature of E-Rate that it benefits that library to use an outside source to do this.

- Mr. Newell has started looking at vendors for VOIP and email packages

- The website has been copied on to a Drupal platform and is being reworked and updated.
- Mr. Newell will provide board with an updated calendar once for the IT project once it is available.

F. Neon closed sign fixed

- The sign has been fixed and is in working order.

G. LSTA Grant Reports

- Mr. Newell is drafting the current grant report which is due January 31st to the California State Library. Mr. Newell will send the finished report on Wednesday to the LSTA office.

H. Wishlist: new self-check system

- Mr. Newell explained that the self-check machine is outdated. The cost of monthly maintenance for the model the library owns is \$5000/month. For a newer model it would be approx. \$1700/month. A new self-check machine would cost \$24,000 with a discount through the Califa organization.
- Mr. Newell will be creating a wishlist for the library so in the future should money be donated or a patron ask what the library needs there is a list of items that can be referenced.

I. iLegislate

- Mr. Newell explained that the library will require it's own template but can piggyback off of the city's license with Granicus for the iLegislate program.
- The cost is \$500/month for streaming video, etc.
- The upfront cost of \$3200 should the board decide to sign the contract before January 31st.
- The board directed Mr. Newell to continue with negotiations to meet the January 31st deadline.

10. Old Business

a. Accounting/payroll technician [Ed. Code §18402]

- Mr. Newell directed the board to the draft job announcement that was included in the board's packet. He asked that the board review it and approve it so the position could be filled soon.
- Mr. Newell contacted Solano County's controller/auditor inquiring about a possible retiree that may be interested in a position of this type.
- Mr. Garcia expressed concerned that Mr. Newell's time is being taken up by accounting and scheduling.
- Mr. DiPaola moved to create the position of the Accounting/Payroll technician with the pay scale stated in the job description. Motion passed with unanimous vote by board.

b. Dates of future Library Governing Board Meetings

- Mr. Newell stated that the Council Chambers are booked for the third Thursday of the month for the rest of 2014.

- Mr. DiPaola moved to approve the schedule, Mr. Bloom seconded, motion passes.

11. New Business

a. Water service at 235 N. Second Street

- Mr. Newell is asking for permission to have the water service turned off at this library property. The water can be turned on in the future if need be.

- Mr. Garcia moved, Mr. DiPaola seconded, motion passes.

b. Hiring pools for librarians and library staff members

- Mr. Newell is raising this issue because of the unusual situation at the library of people being hired because they knew someone that worked at the library, including himself. Mr. Newell explained that what most libraries do is put out a call, once a year, for applications for librarian and staff pools. These applicants will then be considered should the need arise to hire someone.

- Mr. Bloom asked if it is stated anywhere what the definition of part-time is at the library. Mr. Newell stated it is not, and that is very unusual.

- Mr. Gabby is concerned that there are many employees that work at the library.

- Mr. Newell explained that he is taking back the scheduling to create a template and ensure that full-time people work on weekends, and that open weekends are then filled from the pool of part-time people. He is hoping that the library can then move to a core of full time people with approx. 12 part-time people.

- Mr. Di Paola asked Mr. Newell to investigate the cost of Sunday hours in conjunction with the scheduling changes that are occurring. Mr. DiPaola would like to see what the labor cost would be for limited hours on Sunday. Mr. Newell agreed to research this and return to the board with the information regarding Sunday hours.

- Mr. Gabby would like to ensure that there is parameters set up for hiring before a new director arrives.

- Mr. DiPalo asked that Mr. Newell have a standardized contract for pool librarians and employees and what the expectations are for those employees. He does not want there to be room for a misunderstanding, and that the director is the person that does the scheduling.

- Mr. Bloom asked is a part-time employee hired to work specific days, specific times, or for a specific amount of time, is there a contract?. Mr. Newell said this is usually the way it would work but has not been working like that recently at the library.

- Mr. DiPaola explained that the only person with a contract at the library is the director; everyone else is an at-will employee. He continued to point out that the policies need to be updated and that this information would need to be included in those. He believes that perhaps the idea of a part-time employee contract should be considered to ensure that there was no misunderstanding between the employee and the library.

- Mr. Garcia asked if there could be a motion on the floor to instruct Mr. Newell to investigate a standardized part-time employee contract.

- Mr. Newell said he would be happy to do this. He has also looked through personell files and is concerned because the policy states that there will be an annual performance evaluation and you are then eligible for a raise. And in the past for a very long time raises have been given annually with no review. Mr. Newell will be doing 90 day evaluations for all employees.

-Mr. Garcia would like Mr. Newell to ask all permanent and full-time employees to do a self-evaluation in addition to the evaluation that Mr. Newell will be performing.

- Mr. DiPaola motions that the hiring pool is created as described by the director, and in addition to that the board direct Mr. Newell to investigate a contract for part-time and pool employees that states their obligations as well as asking employees to perform a self-evaluation. Mr. Bloom seconded, motion passes.

C. Payroll/Time analysis

- Mr. Newell has been using the scheduling to review employees time of use. Mr. Newell believes that the staff can be shrunk from 22 employees to 16-17 employees.

- Mr. DiPaola inquired as to whether the library would be subject to the Afordable Care Act as a government agency in relation to how many hours a week people work.

- Mr. DiPaola suggested that the board defer on this item.

D. Library website information

- Ms. O'Halloran expressed concern regarding the timely posting of agendas and packets for board meetings in regards to the Brown Act and whether those items are being posted in a timely manner.

- Mr. DiPaola explained that in the past the idea had been raised that posting items to Facebook would meet the needs of the Brown Act, and he agreed with that. And that this was decided upon due to lack of availability to Switzer Enterprises when the items needed to be posted.

- Mr. Newell and Ms. O'Halloran both expressed the need for the special district information (budgets, policies, agendas) to be available and visible on the new website.

- Mr. Newell expressed the thought that many of these issues will be taken care of with the new website and the move to iLegislate.

- Ms. O'Halloran stated that she believes that these are very important pieces of information that should be available to the public even though it may not be required by law.

- Mr. DiPaola explained that with a new website and the cloud many of the issues will be taken care of that are currently problems with Switzer Enterprises.

- Mr. DiPaola asked when the new website will be up. Mr. Newell explained the process of the domain name transfer and how it is happening among Lowell Switzer, the library and Galecia group.

- *Mr. DiPaola expressed concerned with Galecia Group hosting the website.*
- *Mr. Newell believes that the new website will be up in March, when the domain transfer happens the library will cut over to a copy of the current website.*
- *Mr. DiPaola inquired as to the timeline for the “front end of the website”. Mr. Newell said that we will be moving forward when the domain transfer happens.*
- *Mr. Garcia asked the the technology aspect of the website be taken care of first.*
- *Mr. DiPaola asked that Mr. Newell capture the other top level domains of dixonlibrary.*
- *Mr. Garcia asked that this remain as an agenda item.*

E. E-Rate

- *Mr. Newell has feelers out for an E-Rate consultant. The library can save money on phone and internet. Mr. Newell has contact Mark Monticello regarding who they used for the school district’s E-Rate discount.*
- *Mr. Newell expressed the cost of the internet and technology is high. There are 69 days to file for E-Rate.*
- *Mr. Garcia suggests that the board gives Mr. Newell direction and if Mr. Newell feels that a consultant fee is too high that he should call a special meeting if there is a need.*

12. Board Comments

- *Ms. O’Halloran asked the district boundries be put on the next meeting agenda. Ms. O’Halloran has spoken with Solano County Council and looked at the maps, money, and other items and feels these items need to be discussed.*
- *Mr. DiPaola explained that commercial properties, in the area by Kaiser, do not have voting rights, therefore the parcels that are in those areas do not have voting rights. The residential, a small section across from Kaiser, can be deeded over to Vacaville or Vacaville can deed it over to us.*
- *Mr. Newell pointed out that he has included in the packets what it would cost for Solano County to take over the library for 2-3 years and this may heal the community by removing the library as a political football.*
- *Mr. DiPaola looked at this issue previously, and after investigation came to the conclusion that going with Solano County is definitely something that personally, Mr. DiPaola doesn’t think we should do.*
- *Ms. O’Halloran would like to add to the items to be agendized the joining of Solano County Library.*

- Mr. DiPaola would like to agendize the revision of the board policies which was last done in 2006. In addition to that Mr. DiPaola would like to include...Mr. DiPaola asked what the omnibus legislation deadline is.

-Ms. O'Halloran responded stating everything has to be in to council for anything by the end of this month (January), and the actual introduction deadline is next month (February).

- Mr. DiPaola stated that we need to have further discussions about the governance of the library, but it appears that the omnibus date has passed. For example, if the boards were going to be split the code would need to be done.

- Ms. O'Halloran said that the item would not be an omnibus bill because it is a controversial issue. Mr. DiPaola asked if the district would need a sponsor. Ms. O'Halloran explained that the board would be the sponsor, or the legislator. She went on to state that there is already spot language in place, which has not been introduced as a bill but is in council, so the process is already that far along.

-Mr. DiPaola continued stating there needs to be a further discussion of this item.

- Mr. Newell asked for clarification on how it should read on the February agenda.

-Mr. DiPaola stated that it should be put as "discussion of governance options". The last board had 4 options that it was reviewing and Mr. DiPaola believes that the discussions need to continue.

-Mr. Garcia believes that the goverance is a long term issue, and it should be discussed in an open forum.

13. Adjournment

Recording ends

John Gabby, President

Guy Garcia, Clerk