

Minutes—Draft
DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
7:00 P. M., THURSDAY, March 12, 2015,
REGULAR MEETING

MEETING LOCATION
DIXON CITY COUNCIL CHAMBERS
600 EAST A STREET, DIXON, CA 95620

1. Call to Order

Mr. Gabby called the meeting to order at 7 pm

2. Business meeting

a. Pledge of Allegiance

Pledge of Allegiance 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

Steve Arozena, Library Director—present

3. Notice to the Public

None

4. Correspondence

None

5. Consent Agenda

None

6. Public Comment

None

7. Guests & Presentations

Carlos Villareal, Willdan Corporation

8. Director’s Report

■ **Budget report**

- Mr. Arozena stated that the budget report is as of January 31 and covers 67% of the fiscal year. He cautioned that even though the personnel spending was exactly at 67% that it will probably go over budget in the next few months due to increases in health care. He said that the library will try to make up the difference by cutting back on non-essential spending in the next couple of months and reevaluate the situation then. He said that the library is attempting to get money back from the e-rate program and that they are working on how to get VOIP in the building.

■ **Library activities**

- Mr. Arozena stated that he took part in the Read Across America program and read a Dr. Seuss book to a class at Gretchen Higgins. He mentioned that there was a community art show in progress. He also said that Bil Paul was scheduled to give a presentation at the library on April 11 to promote his new book about the Carissa Carpenter case. Mr. Arozena also said the library had a party for the lego league that drew 80 people.

■ **Continuing education**

- Mr. Arozena said that he is currently taking an online class on library management and that several staff members have signed up for the ALA conference in San Francisco in June.

■ **Ongoing business**

■ **Willdan Report**

- Mr. Dipaola moved that the Board postpone approval of the report until a future date pending on revisions to the report. Mr. Bloom seconded the motion. It was then decided that the Board would wait until Willdan presented its revisions before voting on the matter.

■ **Approval of Minutes from January 22, 2015 meeting**

- Ms. O'Halloran moved to approve. Mr. Bloom seconded. Board approved the minutes.

■ **Update on Miller Building**

- Mr. Arozena said introduced a proposed by Paul Roberts, a Vallejo architect. Roberts was unable to provide a ballpark estimate on the project, but wanted to prepare a series of drawings for \$9,000. Mr. Dipaola thought the amount proposed was extravagant and did not reflect the best way to proceed on the project. Discussion ensued on the best plan for proceeding. Mr. Dipaola suggested that he come back next Board meeting with a plan that the Board and public could talk about and then to proceed with an RFP after the next meeting.

■ **New Business**

■ **Proposed audit(s) from Fechter & Associates**

- Mr. Arozena reminded the Board that at the last meeting a proposed audit with Solano County was proposed and the Board

approved up to \$17,000 to spend on the audit. Mr. Arozena found another less expensive auditor with excellent references who was willing to do the job for \$6,500 a year. He asked the Board to approve three years of audits to bring the library up to date, reminding them that audits should be done annually per the Grand Jury report of 2011. The Board approved up to \$20,000 to cover the three years of audits. Mr. Dipaola made the motion. It was seconded by Mr. Bloom and the Board voted unanimously.

- Nancy Schrott approached the podium from the public and asked whether the people who did the forensic audit two years ago had been contacted. Mr. Arozena stated that Mr. Roatch was contacted and expressed no interest in doing another audit.

- **Approval on First Right of Refusal on Pereira property**

- Mr. Dipaola stated that there was not enough information provided by Mrs. Pereira about the purchase of the property by the library. Mrs. Pereira was in the audience and approached the podium at this time. Discussion ensued as to whether the first right of refusal was compensated for. Ms. O'Halloran moved to cancel the first right of refusal and Mr. Garcia seconded. The Board moved 4-1 to approve.

- **Proposed Revisions to District Policy 4001—Rules of Conduct**

- Mr. Arozena started to give the Board background information about the situation at the library but was cautioned by Mr. DiPaola that the specifics that led to this proposal should not be introduced into the meeting. The specifics were then limited to the fact that there is a patron who comes regularly to the library whose odor is offensive to others and has led to complaints from other patrons. Mr. Arozena said he had been leaning towards non-enforcement of the policy, but the amount of complaints led him to ask the Board how they would like to proceed. Mr. Gabby interjected that he personally can attest to the fact that the odor is quite pervasive. Mr. Dipaola stated that he would like the library to give the patron in question as many opportunities as possible to correct the situation before enforcing the policy. He stated that Mr. Arozena should have the discretion as to when to enforce the policy and that it should be done when there is a direct complaint when he is at the library. Mr. Dipaola moved to adopt the new policy and Mr. Garcia seconded. The Board voted unanimously to approve the policy.

- **Election of Officers of Governing Board of Trustees**

- Mr. Dipaola moved that the same slate be held and to keep the existing officers for one more year. Mr. Garcia seconded the motion. The Board voted unanimously to retain the same officers.

- **Approval of New Copier Contract**

- Mr. Arozena stated that he looked at proposals from nine different copier companies as the contract was up for renewal and narrowed it down to two finalists. The price bids were the same but he decided to retain Inland as their service has been good and the copier presented most closely fit the needs of the library. He stated that the copier was simple to use and allowed patrons to toggle between English and Spanish easily which the other copiers could not. The new contract gives the library a savings of three hundred dollars and includes an additional replacement printer. It also includes shipping back the old copier and buyout of the old contract. Mr. Bloom moved to approve the new copier contract and Mr. Dipaola moved to second. The Board approved the new contract 5-0.
- **Additional comments**
- Mr. Dipaola noted that he had recently toured the cinder block house that the library owns and stated that it was in poor condition. He suggested that the future of the properties that the library owns should be an agenda item a future meeting.

Meeting adjourned.

John Gabby, Board President

Guy Garcia, Clerk
