Minutes – Approved September 17, 2009

DIXON PUBLIC LIBRARY DISTRICT

GOVERNING BOARD OF LIBRARY TRUSTEES

11:00 AM, MONDAY, AUGUST 31, 2009

SPECIAL MEETING

1. Call to Order

   The meeting was called to order at 11:01am by President Amy Proctor at the Library (230 N. 1st St., Dixon, CA).

2. Roll Call

   President Amy Proctor noted that Jim Ernst, John Gabby and she were present, and that Shana Levine was expected momentarily. She further noted that Alan Hodge is away on vacation (excused). Gregg Atkins noted that Greta Galindo and Sandy Myers were not in attendance. Shana Levine arrived at 11:03am.

3. Communications

   District Librarian Gregg Atkins noted that the California Special Districts Association (CSDA) had sent two information pieces: one concerning CSDA support for ACA 9 (lowering bond measure threshold to 55%), and one concerning the Prop. 1A suspension.

4. Approval of Agenda

   John Gabby moved, Jim Ernst seconded and the agenda was approved by unanimous vote.

5. Public presentations to, or discussion with, the Trustees

   There were no requests to make a public presentation.

6. Approval of minutes of June 24, 2009

   Jim Ernst moved, John Gabby seconded and the minutes of June 24, 2009 were approved by unanimous vote.

7. Library Commission President's Report

   District Librarian Gregg Atkins shared the report on behalf of Greta Galindo (attached as an addition to these minutes).

8. District Librarian's Report

District Librarian Gregg Atkins added two comments to the written report:

- *the Friends of the Library group is pursuing non-profit status and will incorporate as a public benefit corporation*
- *work has commenced at the property at 193 E. B Street so as to salvage valuable materials for reuse; this work is being done at no cost to the Library District.*

9. Financial Report

District Librarian Gregg Atkins reviewed the end-of-year report for the Development Impact Fees account, and noted that there would be a balance of about $60,000 once the County transferred 08-09 fees.

Mr. Atkins reviewed the end-of-year report for the general operating fund, noting that a last-minute drop in income and inability to reduce spending as planned had resulted in a $43,595.68 deficit (which has been covered by unallocated general fund reserves). He discussed procedures which have been put in place to more effectively control and monitor spending in 09-10.

10. Usage Statistics

District Librarian Gregg Atkins briefly reviewed 08-09 usage statistics and noted:

- *overall circulation increased by 24%*
- *SNAP borrowing increased by 27%*
- *patron visits increased by 8.1%*

11. Discussion Items

A. Vacancy on Library Commission

District Librarian Gregg Atkins announced that there were two applicants to fill the vacancy on the Library Commission. Jim Ernst, John Gabby and he will conduct interviews on 9/2/09. A recommendation will be presented to the full Board at a meeting in September.

12. New Business:

A. Recommendation to adopt 2009-10 Budget

District Librarian Gregg Atkins presented the final recommended general operating fund budget on behalf of the Library Commission. He noted that it represents a cut of over $124,000 compared to the budget adopted for 08-09. He discussed how a retirement obviated the need to consider furloughs, layoffs or reduced hours for the time being.

Board member Shana Levine raised a concern that the budget was too optimistic, and wondered if further cuts were necessary at this point in time. District Librarian Gregg Atkins responded that he felt that further cuts could be considered in mid-year after a picture of tax income has become clear; he acknowledged that the possibility of furloughs, reduction in hours or even layoffs still existed. Other Board members noted that the Library District had great freedom to act at any point in time because it was not subject to labor agreements or other contractual limitations concerning personnel costs. All agreed that Mr. Atkins must be especially firm about controlling costs, and that a deficit budget result was not acceptable.

Jim Ernst moved, John Gabby seconded and the 2009-10 budget was adopted unanimously.

B. Recommendation to adopt 2009-10 Development Impact Fees Budget

Jim Ernst moved, Amy Proctor seconded and the 2009-10 Development Impact Fees Budget was adopted unanimously.

C. Recommendation to schedule a special meeting on September 10, 2009 to make an appointment to Library Commission

The Board indicated that it would not act on this recommendation, and would instead rely on President Amy Proctor to call a special meeting using the authority granted to the President in District policies.

13. Board Comments

None

14. Announcements

None

15. Adjournment

President Amy Proctor adjourned the meeting at 11:52am.

Amy Proctor, President

John Gabby, Secretary